

# Hill Avenue Academy

In Association with:

Manor Multi-Academy Trust



## E-Safety Policy

*'Zip It, Block It, Flag It'*

**Hill Avenue Academy**

**E-Safety Policy**

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## **Safeguarding Statement**

At Hill Avenue Academy we are committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment.

Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child. Child Protection is what everyone does for children who have been harmed or are at significant risk of being harmed.

### **The importance of the internet**

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

### **How the Internet benefits teaching & learning**

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with the Local Authority and Department for Education
- mentoring of pupils and provide peer support for them and teachers

### **How will Internet use enhance learning at Hill Avenue**

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

### **How pupils will learn to evaluate Internet content**

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- Training should be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes.

### **How we will manage e-mail**

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Whole-class or group e-mail addresses should be used at Key Stage 2 and below.
- Access in school to external personal e-mail accounts may be blocked.
- Excessive social e-mail use can interfere with learning and may be restricted.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

### **The management of web content?**

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- No photographs of children will be published on our web site
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- The Headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

### **Newsgroups and Email Lists**

Newsgroups will not be made available to pupils unless an educational requirement for their use has been demonstrated.

### **Chat Rooms**

- Pupils will not be allowed access to public or unregulated chat rooms.
- Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

### **Internet access**

- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

- Parents will be informed that pupils will be provided with supervised Internet access (an example letter for primary schools is included as an appendix).
- Secondary students must apply for Internet access individually by agreeing to abide by the Responsible Internet Use statement.
- Parents will be asked to sign and return a consent form. Please see the sample form later in this document.
- Academy pupils will not be issued individual email accounts, but will be authorised to use a group/class email address under supervision.

### **Assessing Risks**

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school can accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Head of School will ensure that the Internet policy is implemented and compliance with the policy monitored.
- Children understand the school motto 'Zip It, Block It, Flag It'

### **Managing Filtering**

- The school will work in partnership with parents, the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.

### **Introducing the policy to the children**

- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible Internet use will be included in the PSHE programme covering both school and home use.

### **Consulting Staff**

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.

- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

### **Maintaining ICT system security**

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Use of portable media such as memory sticks will be reviewed. Portable media may not be brought into school without specific permission and a virus check.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.
- The IT co-ordinator / network manager will ensure that the system has the capacity to take increased traffic caused by Internet use.
- All laptops and school documents are safely encrypted for increased safeguarding

### **Handling complaints regarding Internet use**

- Responsibility for handling incidents will be delegated to the Head of School/ deputy.
- Any complaint about staff misuse must be referred to the Head of School.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
  - informing parents or carers;
  - removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system, including examination coursework.

### **Parent/ Carer support**

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.
- Interested parents will be referred to organisations such as PIN, Parents Online and NCH Action for Children (URLs in reference section).

### **Community use**

- Adult users (family learning groups) will need to sign the acceptable use policy.
- Parents/carers of children under 16 years of age will generally be required to sign an acceptable use policy on behalf of the child.

### **Mobile Phones.**

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse or create unfounded allegations of misuse. .

In the interests of equality, and to further promote safety, the guidance applies to all staff in our setting

The following rules apply for the use of personal mobile phones;

- Children are **not** permitted to bring mobile phones to school. If for a specific reason a parent makes a case to the school as to why a child should have a phone and this has been agreed by the Head/ Deputy/ Assistant Head then the child must bring the phone to the Admin Office when they arrive in school and then collect it at the end of school when they leave
- The school accepts that employees will bring their mobile phones to work. As a general rule, employees are not permitted to make/receive calls/texts during work time. (excluding break times and then this should only be done in a phone designated space – staff room, upstairs room, school offices)
- Staff should ensure that mobile phones are turned off or on silent at all times during the hours children are in school while on school premises. They should be kept in a locker or bag and not be left on display.

- In the event that an employee has a particular reason for a specified period of time, they may request via the leaders with overall responsibility for their phase (Deputy or assistant head) that they leave their phone on during working hours. Usually if someone needs to contact staff for emergency reasons during the school working day they should ring the school phone and someone from the office will fetch the member of staff immediately.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- When on an educational visit, staff should carry a phone with them to keep contact with school and inform the school on arrival/departure times and any issues which may occur during the visit. This includes when taking children swimming.
- Staff are not permitted to take pictures of children on an educational visit on their personal mobile phones. School cameras or teacher iPad's should be used to take the pictures.
- Mobile phones should not be used in a space where children are present (e.g. Classroom, playground. are permitted to have their mobile phones about their person; however there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks and the phone will be used in a phone designated place – staff room, upstairs room, school offices)

### **IPads and Devices**

- Some staff at Hill Avenue Academy are provided with a school iPad, and iPad case. The iPad's are used to enhance learning opportunities in the classroom environment and when on school educational visits. Photographs and videos of children learning can be taken and stored on the iPad. They are also provided to teachers to aid planning and preparation by the use of educational applications which can be downloaded onto the iPad.
- All iPad's remain the property of Hill Avenue Academy, and should a member of teaching staff leave, the iPad must be returned to the Head of School/deputy/assistant head at the earliest convenience.
- Applications which are downloaded onto the individual iPad are purchased by the teacher in use of the iPad.
- All personal data on the iPad should be stored in a folder entitled 'Personal'. Staff should seek assistance from the Leader of Computing, ICT/Media/E safety subject leader for assistance if they have any difficulty doing this.

- Children are able to use the 'teacher iPad' when in the classroom environment and when in the presence of staff members.
- It is acceptable to save photographs of children when learning, on the iPad, for evidence of the learning opportunities undertaken. Photographs of children should not be shared with individuals not associated with Hill Avenue Academy. Photographs should be deleted from the iPad when no longer needed.
- Staff should password protect the iPad using the 4 digit password code. Staff should seek assistance from the Leader of Computing, ICT/Media/E safety subject leader for assistance if they have any difficulty doing this.
- Staff are responsible for the iPad and due care and respect should be taken with them when they are used both in school and at home.

# Hill Avenue Academy

## Responsible Internet Use

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the Internet.
- I will use only my own network login and password, which is secret.
- I will only look at or delete my own files.
- I understand that I must not bring software or disks into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Dear Parents/ Carers

### **Responsible Internet Use**

As part of your child's curriculum and the development of computing skills, Hill Avenue Academy is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use Internet at school.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials.

Should you wish to discuss any aspect of Internet use please do not hesitate to get in touch.

Yours sincerely,

Mr E Hateley  
Head of School

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## Consent Form

Please complete, sign and return to the school secretary

***Pupil:***

***Form:***

### **Pupil's Agreement**

I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

***Signed:***

***Date:***

### **Parent's Consent for Internet Access**

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

***Signed:***

***Date:***

***Please print name:***

### **Parent's Consent for Web Publication of Work**

I agree that, if selected, my son/daughter's work may be published on the school Web site. I understand that no photographs of my child will be used on the school website

***Signed:***

***Date:***

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# Hill Avenue Academy

## Responsible Internet Use

### School Staff

#### **Staff Agreement**

I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in line with school policy at all times

I have read and understood the school rules for responsible Internet and E Mail

I understand that the school will take all responsible precautions to ensure access to inappropriate materials is taken.

I understand that the school cannot be held responsible for the nature of content materials accessed through the internet. I agree that the school is not liable for any damages arising from the use of internet facilities

Name:

Signed:

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