Internet, email and social media policy

Policy- Document Status			
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Aims of Holmer Lake Primary School

"All children can learn considerably more"

At Holmer Lake Primary School we aim to provide a safe, caring and stimulating environment, which offers opportunities:-

- For everyone within the school to reach their full potential and develop selfworth, self-confidence, the ability to take responsibility for their own individual actions, and resilience.
- For pupils to become resilient, resourceful, reciprocal and reflective learners.
- For everyone within the school to have a sense of awe and wonder, an enthusiasm for learning and help children to develop as independent thinkers and learners with enquiring minds.
- To encourage and develop a respect and understanding for others.
- To develop all partnerships, small and large, from the individual parent to the wider community and beyond to support children's learning.
- To give children access to a broad and balanced creative curriculum to attain the highest possible standards in relation to prior attainment through assessment, teaching and learning.

Equal opportunities and Inclusion

At Holmer Lake Primary School we believe that every child is entitled to equal access to the curriculum, regardless of race, gender, class or disability.
We are committed to promoting learning and teaching environments, for all that embed the values of inclusive educational practices.
Through a child centred approach, we aim to ensure that education is accessible and relevant to all our learners, to respect each other and to celebrate diversity and difference.

INTRODUCTION:

As in any other area of life, children and young people are vulnerable and may expose themselves to danger- knowingly or unknowingly- when using the Internet and other digital technologies.

Examples of e-Safety issues include:

- Exposure to inappropriate material
- Cyberbullying via websites and mobile phones
- Uploading personal information about themselves

- Sharing images of themselves and others
- Threat of danger from making contact with a criminal minority via chat rooms and social networking sites
- Advocating extreme and dangerous behaviour such as self-harm or violent extremism.

Why is Internet use important?

Internet use is part of the national curriculum and a necessary tool for learning. The internet is a part of everyday 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. Pupils use the internet widely outside of school and need to learn how to evaluate information and to take care of their own safety and security. 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 functions. Internet access is an entitlement for students who show a responsible and mature approach to its use.

How can Internet use enhance learning?

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 online 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.
Pupils will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

How will Pupils learn how to evaluate Internet content?

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Local Authority helpdesk.
The school should ensure that the use of internet derived materials by staff and pupils complies with copyright law.
Pupils should be taught to be critically aware of the materials they read and be shown how to accept and validate information before accepting its accuracy. Pupils will be taught to acknowledge the source of information and to respect copyright when using internet material in their own work.

E-Safety Education

Pupils are taught how to stay safe and behave appropriately online through discreet e-safety lessons but also across the wider curriculum, through class assemblies and specific E Safety Days

Safer Internet Day

Supporting parents

Educating children about the risks as well as the benefits of using the internet is key. In order to successfully keep our pupils safe online we aim to support parents to ensure that the e-safety message is consistent and that it allows children to develop safer online behaviours both in and out of school. Information is provided on the school website to support parents in providing more information about ways to educate children in the safe and successful use of the internet at home. http://www.holmerlakeprimary.org/key-information/safeguarding/e-safety

E-Safety Curriculum

The Digital Literacy aspect of the Computing Curriculum defines the experiences each child will have as they progress through school.

Education for a Connected World forms the basis for what we cover as part of our E-Safety curriculum, with 8 key strands.

This is implemented through the Project Evolve resources, which ensure that children are being given meaningful and age appropriate e-safety messages, with time to reflect and ask questions.
Further resources, including ThinkUKnow, Hectors World, Smartie the Penguin and Digiduck, are also used throughout school.

Information System Security

The security of the school information systems and users will be reviewed regularly.
Portable media may not be used without specific permission followed by a virus check.
Unapproved software will not be allowed in pupils' work areas or attached to email. Files held on the school's network will be regularly checked. The Local Authority IT Technician is able to give advice.

Email Use in School

Pupils may only use approved email accounts on the school system. Pupils must immediately tell a teacher if they receive an offensive email. Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult. Pupils' individual email addresses are not to be used – emails are to be sent from the school email address for communication outside of the school.
Email sent to external organisations should be written carefully and authorised before sending in the same way as a letter written on school headed paper.
The forwarding of chain messages is not permitted.
Staff should only use school email accounts to communicate with pupils as approved by the Senior Leadership Team, following Local Authority guidance.

Published Content and The School Website

The contact details shown on the school's website are that of the school.
This will also include the school's email address and telephone number.
Staff or pupil personal information will not be published.
The Headteacher will take overall editorial responsibility and ensure the content is accurate and appropriate.
The website will comply with the school's guidelines for publications including respect for intellectual property rights and copyright.

Publishing Pupil's Images and Work

The school will use images of children on the school website only under the direction of the Headteacher.
Photographs published on the website have parental consent.
Parents must inform the school office if they no longer want images of their child to be electronically published.

Photographs/Video taken by Parents/Carers for Personal Use

In the event of parents/carers wanting to take photographs of children e.g. at school performances or on school trips, they are reminded that these are for their own private retention and not for publication in any manner including social networking sites such as Facebook.

Social Networking-Pupils

Social networking sites include, but are not exclusively, Facebook, Twitter, Instagram, Snapchat, Email, Blogs, LinkedIn, YouTube, Myspace and Bebo. Within school the access to social media and social networking sites will be controlled.
Pupils will be advised never to give out personal details of any kind which may identify them and/or their location.
If personal publishing is to be used with pupils then it must use age appropriate sites suitable for educational purposes.
Personal information must not be published and the site should be moderated by school staff.
Pupils are advised not to publish specific and detailed private thoughts especially those that may be considered threatening, hurtful or defamatory.
Pupils are taught explicitly about the dangers of Social media sites and the age restrictions attached, with the reasons behind this.

Social Networking-Staff and Parents/Carers

Staff are expected to conduct themselves in any social media forum as they would in school. Expectations for all staff professional conduct are set out in 'Teachers Standards 2011' and these should be adhered to by all staff across the school.

Staff are also reminded to adhere to the guidelines regarding photographs of children, these are to be taken on the school camera and deleted as soon as these are downloaded. Staff are not permitted to take photographs of children on their personal phones.

It is inappropriate for staff to "friend" any child of primary school age.
Staff and parents/carers are reminded that social media sites should not be used as a forum for public debate, complaint or grievance regarding school issues and they should refer to the appropriate complaints or grievance policy.
Staff must uphold the good name of the school and not participate in any behaviour which undermines the school's staff code of conduct.

Cyber bullying

Cyber bullying is bullying through the use of communication technology like mobile phone text messages, emails or websites. This can take many forms for example:

- Sending threatening or abusive text messages/picture messages or emails, personally or anonymously
- Making insulting comments about someone on a website or social networking site e.g. Facebook.
- Making or sharing derogatory or embarrassing videos of someone via mobile phone/tablet or email.

Holmer Lake Primary School will not tolerate any form of cyber bullying (whether inside or outside of school) to another pupil or member of staff and may take further action against any individual concerned.

Filtering

The school will work with Telford & Wrekin Council to ensure that systems to protect pupils and staff are continually reviewed and improved.
If staff or pupils discover unsuitable sites, the URL must be reported to the ICT helpdesk.
Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
Any material that the school believes is illegal must be reported to appropriate agencies via Telford & Wrekin.
The school's access strategy will be designed to suit the age and curriculum requirements of the pupils.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2003.

Assessing Risks

The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content it is not possible to guarantee that unsuitable material will never appear on a school computer.
Neither the school nor the Local Authority can accept liability for the material accessed, and consequences of internet access.
The school will audit ICT use to establish if the online safety policy is adequate and that the implementation of the online safety policy is appropriate.

Staff roles and responsibilities

Governors and the Senior leadership Team will ensure that:

- Appropriate training is accessed, including: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- That staff have clear reporting guidance, including responsibilities, procedures and sanctions.
- Risk assessments are made which include the legal risk.
- Staff have access to Digital Literacy Professional Development on a termly basis with Richard Smith
- There is clear guidance from ICT Gold Technician.

School staff should ensure that:

- Privacy settings are used to control who can see their profile and personal information.
- They avoid adding pupils or parents as friends and keep any contact to a strictly professional context. The only exception should be if a parent is a relative.
- They consider carefully the subjects that they discuss. If there is an issue with a child, colleague or parent, this should be discussed in a professional manner with a senior member of staff.
- They avoid information or conversations that could lead to complaints from parents or other member of staff or compromise their professional integrity.
- They avoid embarrassing wall posts, thinking very carefully before they post any images as this could lead to complaints from parents or other member of staff or compromise their professional integrity.
- They use the 'Block' feature to stop specific people viewing their profile.
- They consider the use of YouTube and avoid posting embarrassing or compromising photos or videos.
- There is no reference made in social media to students / pupils, parents / carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school

Handling Online Safety Complaints

Complaints of internet misuse will be dealt with by a senior member of staff.
Any complaint about staff misuse must be referred to the Headteacher.
Complaints of a child protection nature must be dealt with in accordance with child protection and safeguarding procedures.
Pupils and parents will be informed of the complaints procedure.