YSGOL TŶ COCH

Internet Safety Policy

Initiated by: SMT

Approved by: Governors/SMT

Date Approved:

Version:

Operational Date: Feb 2014

Date of Review: Feb 2017

Distribution: SMT/TLR's/All relevant staff

Signed:_____
Chair of Governors

Signed:_____

1. INTRODUCTION

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the every day lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our children with the skills to access life-long learning and employment.

Information and Communications Technology (ICT) covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/Smart phones with text, video and/or web functionality
- Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

At Ysgol Ty Coch we understand the responsibility to educate our pupils in e-Safety issues; teaching them the appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

This policy is inclusive of both fixed and mobile internet; technologies provided by the school; (such as PCs, laptops, webcams, whiteboards, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobiles phones, camera phones and portable media players, etc). External agencies using the school's ICT facilities must adhere to this policy.

2. ROLES AND RESPONSIBILITIES

As e-safety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. It is the role of the school e-safety ambassador to keep abreast of current issues and guidance relating to e-safety issues. Staying safe online is the role of all staff and pupils in school and any concerns should be immediately reported to the e-safety ambassador (currently Sharon Metcalfe) or a member of the senior management team. All pupils and staff are expected to comply with Ysgol Ty Coch codes of conduct (appendix 1 and 2).

3. E-SAFETY SKILLS DEVELOPMENT

Our staff receive regular information and training on e-safety issues through the e-safety ambassador via staff meetings, email, informal discussions and announcements on the digital morning meeting board.

All staff have been made aware of individual responsibilities relating to the safeguarding of young people within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.

All staff are encouraged to incorporate e-safety activities and awareness into their lessons.

4. PUBLISHING PUPIL'S IMAGES AND WORK

Written permission from parents or carers will be obtained before photographs/videos of pupils are published on the school website or MOODLE (VLE). This consent form is considered valid for the entire period that the pupil attends this school unless there is a change in the pupil's circumstances where consent could become an issue.

Parents/carers may withdraw permission in writing at any time.

5. RISK ASSESSMENT

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 cannot accept liability for the material accessed, or any consequences of Internet access. The school will regularly audit ICT provision to establish the Internet safety policy is adequate and that its implementation is effective. This Internet safety policy will be reviewed in line with school cycle.

6. INTRODUCING THE E-SAFETY POLICY TO STUDENTS AND STAFF

Internet safety rules will be displayed in all classrooms.

Staff are encouraged to incorporate e-safety into their lessons.

The policy and codes of conduct (appendix 1 and 2) will be available to all staff on the shared space on our school network (P drive).

Staff should be aware that Internet traffic could be monitored and traced to the individual user. Discretion and professional conduct is essential.

A laptop issued to a member of staff remains the property of the school. Users of such equipment should therefore adhere to the school code of conduct regarding appropriate use of the Internet, both in and out of school.

7. MONITORING AND REVIEW

This policy is implemented on a day-to-day basis by the whole school and is monitored by the e-safety ambassador. This policy will be reviewed in line with school cycle.

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Internet Safety Rules for Pupils

- I will only use ICT in school for school purposes.

- I will only open e-mail attachments from people I know, or who my teacher has approved.

- I will not tell other people my ICT passwords.

- I will only open/delete my own files.

- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.

- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.

- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.

- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community

- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school
        staff is
concerned about my eSafety.
- If I   a   Ysgol
        am unsure about anything I will ask   member of
Ty Coch staff for help.

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Internet Safety Rules for Staff

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Safety Policy has been drawn up to protect all parties – the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

All Internet activity should be appropriate to staff professional activity or the student's education

Access should only be made via the authorised account and password, which should not be made available to any other person

Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden

Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received

Use for personal financial gain, gambling, political purposes or advertising is forbidden

Copyright of materials must be respected

Posting anonymous messages and forwarding chain letters is forbidden

As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media

Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden

At Ysgol Ty Coch it is not considered acceptable for any member of staff to have Ysgol Ty Coch pupils or parents of Ysgol Ty Coch pupils on their 'friends/buddies' list on 'facebook' or any other social networking site.

Staff do not engage in personal contact with learners or parents of learners via any media, such as mobile phones, texting, chat rooms, social networks and the like. When communicating with learners or parents on a professional level, staff use only their school email accounts.

Staff are to be aware of the dangers of using social networking websites and how published pictures and comments can damage professional integrity. Staff are expected to make consideration of such dangers when setting their privacy settings.

It is not acceptable for staff to refer to the school, nor any individuals associated with the school in any way on a social networking site, blog, wiki or such like. It is not acceptable to post any photographs taken during the course of the school day (school events, educational visits, classroom activities etc.) to such sites.

Staff are aware that any suspected breaches of this code of conduct will be reported to the Head Teacher and may become an issue for disciplinary enquiry/action.