

North East Derbyshire Support Centre E-Safety Policy

The Internet Policy relates to other policies including those for ICT, Safeguarding, Safe Practice Policies, behaviour including Anti Bullying Policy and for PSHRE and Citizenship. Staff, Management Committee and students have been consulted in deciding the policy.

Our Internet Policy has been written by the Centre, building on the Derbyshire LEA policy and government guidance. It has been agreed by all staff and approved by the Management Committee. It will be reviewed annually.

Why is Internet use important?

- The purpose of Internet use in the Centre is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the Centre's management information and business administration systems.
- Internet access is an entitlement for students who show a **responsible** and **mature** approach to its use.

How does the Internet benefit education?

- Access to world-wide educational resources including museums and art galleries;
- inclusion in government initiatives.
- educational and cultural exchanges between students world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for students 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 LEA

How will Internet use enhance learning?

- Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of students.
- 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 students.

- Staff should guide the pupils in on-line activities that will support the learning outcomes planned for the students' 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 will students learn to evaluate Internet content?

- If staff or students discover unsuitable sites, the URL (address) and content must be reported to the Head of Centre in the first instance
- The Centre 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.

How will e-mail be managed?

- 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.
- Access in school to external personal e-mail accounts may be blocked.
- Excessive social e-mail use can interfere with learning and will 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 Centre headed paper.
- The forwarding of chain letters is not permitted.

Can Chat be made safe?

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

How can emerging Internet applications be managed?

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in the Centre is allowed.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

How will Internet access be authorised?

- The Centre will keep a record of any students whose parents have specifically denied internet or e-mail access.
- Pupils will be provided with supervised Internet access, giving pupils limited usage.

How will the risks be assessed?

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The Centre 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 Centre computer. Neither the Centre nor the LEA 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 Centre will ensure that the E-Safety policy is implemented and compliance with the policy monitored.

How will filtering be managed?

- The Centre will work in partnership with the LEA, and the Internet Service Provider to ensure systems to protect students are reviewed and improved.
- If staff or students discover unsuitable sites, the URL (address) and content must be reported the Head of Centre.
- Staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Filtering strategies will be selected by the Centre, in discussion with Derbyshire LEA. The filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

How will the policy be introduced to students?

- Rules for Internet access will be posted in all rooms where computers are used.
- Students will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- Students will be reminded of the rules and risks at the beginning of any lesson using the Internet
- A module on responsible Internet use will be included in the PSHE programme covering both in the Centre and home use.

How will staff be consulted?

- All staff are governed by the terms of the 'Responsible Internet Use' in the Centre.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Centre's 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.
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in safe and responsible Internet use and on the Centre Internet policy will be provided as required.

How will ICT system security be maintained?

- The Centre's ICT systems are reviewed regularly with regard to security.
- Virus protection is installed and updated regularly.
- Security strategies are discussed with the LEA, particularly where a wide area network connection is being planned.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Unapproved system utilities and executable files will not be allowed in students' work areas or attached to e-mail.
- Files held on the Centre's network will be regularly checked.
- The network manager will ensure that the system has the capacity to take increased traffic caused by Internet use.

How will complaints regarding Internet use be handled?

- Responsibility for handling incidents will be delegated to the Head of Centre.
- Any complaint about staff misuse must be referred to the Head of Centre.
- Students and staff will be informed of the complaints procedure.
- Parents and students 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:
 - interview/counselling;
 - informing parents or carers;
 - removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system.

How will parents' support be enlisted?

- 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 Child Exploitation and Online Protection (CEOP).