



# **Ysgol Gynradd Brynhyfryd Primary School**

**"Breuddwydio, credu, llwyddo gyda'n gilydd!"**

**"Dream, believe, achieve together!"**

**Brynhyfryd Primary School is a Rights Respecting School**

**SCHOOL POLICY DOCUMENT – Internet Safety Policy**

**Approved by Governors: September 2024**

**Review: September 2025**

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|------------------------|----------|
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This policy outlines our purpose in providing e-mail facilities and access to the Internet at Brynhyfryd Primary School and explains how the school is seeking to avoid the potential problems that unrestricted internet access could give rise to.

### **Internet access in school**

Providing access to the internet in school raises educational standards and supports the professional work of staff.

Teachers and pupils have access to websites offering educational resources, news and current events. There are opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world-wide.

In addition, staff have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LA and Department for Education and Skills (DfES); receive up-to-date information and participate in government initiatives such as HWB.

Internet is also used to enhance the school's management information and business administration systems.

Staff, including supply staff, are not be expected to take charge of an internet activity without training. Staff are given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, are provided with the School Internet Access Policy, and have its importance explained to them.

Our school Internet Access Policy is available for parents and others to read on demand, and a copy can be obtained from the school office.

### **Appropriate Use – pupils**

The internet is freely available to any person wishing to send e-mail or publish a website. In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our internet access is delivered by the County's broadband provider which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children;
- staff check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;

- staff are particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- pupils are taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
- our Rules for Responsible Internet Use is posted near computer systems;
- the Head teacher ensures that the policy is implemented effectively;
- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LEA, our Internet Service Provider (ISP) and the WG

Due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor Swansea City Council can accept liability for the material accessed, or any consequences thereof.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the ICT Subject Leader and the Child Protection Officer in consultation with the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident in Pupil Awareness at a Staff Meeting if appropriate.

Staff regularly check the history on the hardware. If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. We also inform the LA as appropriate. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.

If staff or pupils discover unsuitable sites the ICT Subject Leader will be informed. The ICT Subject Leader will report the URL (address) and content to the LA.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use which have been designed to help protect them from exposure to internet sites carrying offensive material. If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been

taught or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period.

### **Using the internet to enhance learning**

Pupils learn how to use a web browser. Older pupils are taught to use suitable web search engines. Staff and pupils can use the internet to find and evaluate information. Access to the internet is a planned part of the curriculum that can enrich and extend learning activities and is integrated into the class schemes of work as set out in the County's scheme of work.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet are used depending upon the nature of the material being accessed and the age of the pupils:

- access to the internet may be by teacher (or sometimes other-adult) demonstration;
- pupils may access teacher-prepared materials, rather than the open internet;
- pupils may be given a suitable web page or a single web site to access;
- pupils may be provided with lists of relevant and suitable web site which they may access;
- older, more experienced, pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the internet are supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

### **Using information from the internet**

We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library for example, much of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and much of it is copyright.

- pupils are taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- teachers ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium);
- when copying materials from the Web, pupils are taught to observe copyright;

- pupils are made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

### **Using e-mail**

Staff and pupils can use e-mail to communicate with others, to request information and to share information.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- pupils are only to be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.
- teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail;
- pupils may send e-mail, using school registered email addresses, as part of planned lessons;
- in-coming e-mail to pupils will not be regarded as private;
- children are taught how to deal with e-mails that they find offensive, threatening or frightening;
- the forwarding of chain letters is not be permitted;
- pupils are not be permitted to use e-mail at school to arrange to meet someone outside school hours.

### **Our school web site is intended to:**

- provide accurate, up-to-date information about our school;
- promote the school.

All classes may provide work for publication on the school web site. Class teachers are responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status.

The point of contact on the web site is the school address, telephone number and e-mail address. We do not publish pupils' full names on our web pages. Home information or individual e-mail identities are not published. Staff are identified by their title and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

### **Internet access and home/school links**

Parents are informed in our school prospectus that pupils are provided with supervised internet access as part of their lessons. We keep parents in touch as appropriate with future ICT developments by letter and newsletter.

Internet use in pupils' homes is rapidly increasing and some parents may be grateful for any advice/guidance that school can offer – especially with regard to safe access for children. The ICT Subject Leader is willing to offer advice and suggest alternative sources of advice on the understanding that neither he/she, the school nor the LA can be held responsible for the consequences of such advice. Further:

- school guidelines on issues such as safe internet use can be made available to parents together with printed information and internet sites providing information for parents about safe access for children;
- in the future it is possible that suitable educational and leisure activities that make responsible use of the internet will be developed with parents.



## **Brynhyfryd Primary Pupil Agreement**

### **Using the computers:**

I will only access the computer system with the login and password I have been given; I will not access other people's files;

I will not bring in pen drives or CDs from outside school and try to use them on the school computers without permission.

### **Using the internet:**

I will ask permission from a teacher before using the internet;

I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;

I understand that the school may check my computer files and may monitor the internet sites I visit;

I will not complete and send forms without permission from my teacher;

I will not give my full name, my home address or telephone number when completing forms.

### **Using e-mail:**

I will ask permission from a teacher before checking the e-mail;

I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;

I understand that e-mail messages I receive or send may be read by others; The messages I send will be polite and responsible;

I will only e-mail people I know, or my teacher has approved;

I will only send an e-mail when it has been checked by a teacher;

I will not give my full name, my home address or telephone number; I will not use e-mail to arrange to meet someone outside school hours.

### **Appropriate Use – staff**

To remain competitive, better serve our pupils and provide our employees with the best tools to do their jobs Brynhyfryd Primary School for and on behalf of Swansea City Council (hereinafter called ‘the school’) makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.

The school encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about educational issues, ideas, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the school are school property and their purpose is to facilitate and support school business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the philosophy of the school and set forth general principles when using electronic media and services.

### **PROHIBITED COMMUNICATIONS**

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to the school policy or interests.

### **PERSONAL USE**

The computers, electronic media and services provided by the school are primarily for educational use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their educational purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

## **ACCESS TO EMPLOYEE COMMUNICATIONS**

Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is reviewed by the school.

The school reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other school policies.

Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means. The school office use encrypted data systems to send any personal pupil data electronically.

## **SOFTWARE**

Only software registered through the school or authorised by the ICT subject leaders is downloaded. Employees should use virus trapping software on any home computer that is used to download planning or other information onto the school computers. Employees should contact the head teacher if they have any questions.

## **SECURITY/APPROPRIATE USE**

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by school management, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's log-ins or passwords (TAs may use class teacher log ins with their permission); and
4. Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

## **PARTICIPATION IN ONLINE FORUMS**

Employees should remember that any messages or information sent on school-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to the school.

The school recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

The school follows LA guidance regarding social networking sites.

### **Use of social networking by staff in a personal capacity**

It is likely that a high proportion of staff will have their own social networking site accounts. It is important for them to protect their professional reputation by ensuring that they use their personal accounts in an appropriate manner.

Guidelines are issued to staff:

- Staff must never add pupils as 'friends' into their personal accounts (including past pupils under the age of 16).
- Staff are strongly advised not to add parents as 'friends' into their personal accounts.
- Staff must not post comments about the school, pupils, parents or colleagues including members of the Governing Body.
- Staff must not post information or opinions about Brynhyfryd Primary School or pictures of school events.
- Staff must not use social networking sites within lesson times (for personal use).
- Staff should only use social networking in a way that does not conflict with the current National Teacher's Standards.
- Staff should review and adjust their privacy settings to give them the appropriate level of privacy and confidentiality.
- Staff should read and comply with 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'.
- Inappropriate use by staff should be referred to the Head teacher in the first instance and may lead to disciplinary action.

### **Use of Mobile Phones**

**Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of school children for their own records during the school day.**

#### **Procedures**

- Staff are asked not to make personal calls during their working hours. Mobile phones need to be put onto silent mode. However, in urgent cases a call may be made or accepted if deemed necessary and by arrangement with the Head teacher.

### **VIOLATIONS**

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability

