Ellwood Primary School
Internet User and Cyber-Bullying Policy

Mission Statement

The School recognises that technology plays an important and positive role in children's lives, both educationally and socially. It is committed to helping all members of the school community to understand both the benefits and the risks, and to equip children with the knowledge and skills to be able to use technology safely and responsibly.

Aims

- To provide access to the Internet for pupils throughout the school.
- To develop the pupils' ICT skills, specifically related to the use of the Internet and email.
- To put in place the precautions and procedures that should be followed to ensure the safety and security of all Internet users in the School.
- To put in place the procedures to be followed in the unlikely event of exposure to inappropriate material.
- To ensure that pupils, staff and parents are educated to understand what 'cyber-bullying' is and what its consequences can be.
- To ensure that procedures are in place to prevent incidents of 'cyber-bullying' in school or within the school community.
- To maintain the security of school based technology.

Internet Access

Opportunities for using the Internet in order to enhance the ICT and wider curriculum are highlighted in individual classes medium term planning. In addition, specific units of work aimed to develop Internet are included in the plans for ICT.

Use of the Internet and e-mail in any curriculum context is at the discretion of individual staff. This may be through reference to planning, or a personal knowledge of available information on the Internet.

Internet Skills

Pupils will, at different stages in the school, be taught the following relevant skills:
- Logging on to the Internet
- Use of search engines
- Accessing specific website addresses
- Selecting and printing information
- Selecting, copying and downloading information
- Y5 & Y6 pupils will be introduced to the use of hyper-linking to relevant websites when using multimedia presentation skills.

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Where possible, children should be provided with opportunities to apply these skills, either through ICT activities or other areas of the curriculum, e.g. for subject research, contact other pupils.

Safety for Internet

It is essential that the School takes all reasonable steps to protect pupils and staff from the potential dangers of the Internet. The nature of some information available via the Internet and the possibility of communication with individuals outside the school through e-mail and Internet facilities must be recognised as potential hazards.

The following guidelines and precautions are aimed to ensure the safety of Internet and e-mail users within the school.

Internet access:

- Pupils should not be allowed unsupervised access to the Internet facilities at any time.
- Specific Internet site addresses should only be entered with adult supervision.
- Pupils should not be allowed to use the Internet for undirected 'surfing' unless closely supervised.
- Whilst the SWGfL site does provide a 'firewall' facility, staff should remain vigilant for any inappropriate material.

Exposure to inappropriate material

- Any incident involving the appearance of inappropriate material via the Internet should be reported to the Head teacher or Senior Leader immediately.
- Staff should act quickly to cease access to inappropriate material by pupils.
- Pupils should be encouraged to report such incidents to staff without fear of reprimand. They should also be made aware of the need for responsible behaviour in using the Internet.
- The ICT co-ordinator will be informed so that steps can be taken to prevent further access to inappropriate material.
- The head teacher will contact parents to inform them of any such incident. The Governing body will also be informed.
- In the case of severe incident, the LA will be informed to ensure the safety of Internet and e-mail users in other schools.

Good Practice

In order to maintain the safety and welfare of our pupils we have agreed a policy which all children, parents and carers have access to. We would expect parents/carers to sign the "use of internet consent form" for their child/ren. Children also have a list of rules to follow;

o **DO** use provided links for searches on the Internet

o **DO NOT** use search Engines unless a teacher is present and you are given permission to do so

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o **DO NOT** give your name, home address or telephone number to anyone on the Internet unless you have your teachers permission.

o **DO NOT** have a conversation with anyone on the Internet without permission

o **IF** you are upset by anything you discover on the Internet you should tell a teacher/member of staff immediately

o **ALL** e-mails will be checked by your class teacher. You will have a class e-mail address, not an individual one.

Advice for Parents

- Gain permission from other parents and staff before publishing any photographs of specific children or staff on any social media sites.
- Monitor children's ICT use at home, remembering any age restrictions that may be in place for specific sites (Facebook, Twitter etc…)

What Is Cyber-Bullying?

- Cyber-bullying is the use of ICT, commonly social networks, a mobile phone or the internet, deliberately to upset someone else.
- It can be used to carry out all the different types of bullying; an extension of face-to-face bullying.
- It can also go further in that it can invade home/personal space and can involve a greater number of people.
- It can take place across age groups and school staff and other adults and children can be targeted.
- It includes: threats and intimidation; harassment or 'cyber-stalking'; vilification/defamation; exclusion or peer rejection; impersonation; unauthorised publication of private information or images and manipulation.

Preventing Cyber-Bulling

All staff will be helped to keep up to date with the technologies that children are using.

- Pupils will be educated about cyber-bullying through a variety of means: assemblies, conferences, Anti-bullying Week, projects (ICT, PSHE, Drama, Literacy), etc.
- Parents will be provided with information and advice on cyber-bullying via literature, meetings, etc.
- Pupils, staff and parents will be involved in evaluating and improving policies and procedures.

Reporting Cyber-Bulling

The Headteacher, designated member of staff for Child Protection, and designated Governor for Child Protection will:
- Ensure staff can recognise non-verbal signs and indications of cyber-bullying.

- Publicise and promote the message that asking for help is the right thing to do and shows strength and good judgement.

Security of School Technology

Due to the external nature of the Internet and e-mail facilities, there are potential dangers to the integrity of the School's technology; in particular, the potential affect of viruses and hackers must be considered. In order to counter these dangers the following steps have been taken:

- Anti-virus software is installed on all school computers. This is updated as the LA provides new software.
- Password access is required to log on to all computers within the school.
- Passwords should only be provided to individuals requiring them for legitimate use. Should staff suspect pupils are misusing passwords, the ICT co-ordinator should be informed.
- Pupils should only be allowed to use, data sticks, CD-ROMs or any other type of external storage media provided by the School.
- Generally children will only save work onto the school server.
- Extreme caution should be taken when downloading software or materials from the Internet or opening file attachments on e-mails. When in doubt, staff should contact the ICT co-ordinator.
- Should the anti-virus software detect any viruses or if staff believes that the computers are being accessed illegally, they should contact the ICT co-ordinator (Mrs immediately.
- Any incident involving the misuse of Internet or e-mail facilities by pupils must be reported to the Headteacher.

Related Policies

 Policy for ICT

 Anti-bullying Policy

 Policy for Curriculum Development

 Child Protection /safeguarding Policy

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D.Milford

Governor approval – Anita *Mckelvey*