



CYBER SAFETY POLICY

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Guidelines for Safe Internet Usage/Cyber Safety

Policy Statement

The school believes that all teachers, staff members and any adults in the school who will at some time be responsible for supervising a student during use of the internet shall be trained in its use and made aware of issues surrounding internet use in schools. All school staff shall be aware of the considerable amount of unsuitable material on the Internet for students including pornography, extremism, racism, politics, and illegal drug related material. The school shall take all reasonable steps to protect students against deliberate or accidental access to such material. In practice this will be achieved using electronic filters. However, staff shall be aware that no filtering system is 100% effective. Undesirable sites should be reported to the IT Tech as well as the department head. Staff shall know what they are looking at and how to trace internet history Internet access from computers, which cannot be constantly monitored, may be restricted through password only access.

Aims and Objectives

- To enable children to become autonomous, independent users of ICT, gaining confidence and enjoyment from their ICT activities.
- To develop a whole school approach to ICT ensuring continuity and progression in all strands of the ICT Curriculum.
- To use ICT as a tool to support teaching, learning and management across the curriculum.
- To provide children with opportunities to develop their ICT capabilities in all areas of learning.
- To ensure ICT is used, when appropriate, to improve access to learning for pupils with a diverse range of individual needs, including those with SEND.
- To maximize the use of ICT in developing and maintaining links between other schools, the local community including parents and other agencies and institutions.

Acceptable Use of Internet

The computer systems within the school are made available to students, staff, and other adults to further their education and to enhance professional activities including teaching, research, administration and management.

- All internet activity should be appropriate to the student's education
- Access should only be made via the authorized account and password, which should not be made publicly available
- Activity that threatens the integrity of the school ICT systems or activity that attacks, corrupts or otherwise compromises other systems is forbidden.
- Users are responsible for all email sent and for contacts made received

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- ICT use for personal financial gain, gambling, political purposes or advertising is forbidden
 - Copyright of materials must be respected
 - Posting a n o n y m o u s messages or forwarding chain letters is forbidden
 - As email can be forwarded or inadvertently sent to the wrong person, the same professional levels of language should be applied as for letters and other correspondence
 - Use of the network to access inappropriate or offensive material is forbidden
 - If any site on the internet is accessed which is deemed inappropriate it should be reported in writing immediately via "In appropriate Website" pro forma
 - Any reports should be made to the ICT teacher
 - Students are not allowed to use email or open any social media websites in school.

As part of the school's drive to personalize learning and to support learning opportunities within the school, students will at appropriate times, be given access to the internet as an information source, a communication tool and a publishing medium.

There are well-publicized concerns regarding access to material on the Internet that would be considered unsuitable for students. The school has a screening program on school computers and students are required to report on any sites considered unsuitable.

The screening mechanisms include:

- Use of a filtered internet service to prevent access to internet sites with certain types of material such as, pornography, violence, offensive and abusive material.
- Restricted access to chat rooms.
- Supervised internet usage during school hours.
- Tracking mechanisms in place that enable school to track, identify and monitor visited internet sites.

Violations of the Policy

- The school reserves the right to terminate any user to school internet system and Email.

- If the users violate the policy appropriate disciplinary action will be taken.
 - All users must promptly Disclose to their teachers, parents or line managers about any information they receive that is improper or makes them feel uneasy.
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