

St. Elizabeth's School

Internet Safety Policy (Including Viewing of Media items)

Aim

To provide safe and appropriate internet and media viewing access for pupils / students whilst recognising its use in raising educational and social standards.

Rationale

The internet is an essential element in modern life to help support education, knowledge of the wider world and social interaction. The school has a duty to provide pupils / students with quality internet access as part of their 24 hour learning experience to enable them to develop their skills at the appropriate level regardless of race, gender, and emotional or physical difficulties. The internet can be used for many beneficial purposes including:

- To develop the pupils / students competence in their ICT skills.
- To enable the pupils / students to access curriculum related software to enhance and develop in all aspects of their waking day curriculum.
- To research curriculum related subjects and access world-wide educational resources.
- To look at possible careers or further education or care placements.

Guidance

Management Responsibilities:

- **The overall responsibility of the school management is to ensure the correct and safe use of the internet throughout the school in co-ordination with the Centre's IT Administrator.**
- Ensure that all staff are familiar with the policy to enable them to provide the appropriate support to students when they are accessing the schools computer network.
- Although the school will not seek parents permission before allowing pupils / students access to the internet, the school should be prepared to answer any parent queries with regards to the safeguards the school has in place to protect their child from any inappropriate material.
- Access to the internet for pupils / students is always under supervision and must be designed with appropriate filtering software or blocking

systems in place with regards to the users age and levels of understanding.

- Internet access is to be planned to enrich the pupils / students learning and social activities. The access levels will be reviewed to reflect the level of requirements depending on the pupils need.
- Pupils will not be allowed access to public or unregulated chat rooms or social networking sites unless agreed by parents / guardians, the school leadership team and must be done so under close one to one supervision.
- Any new technologies will be examined to assess the benefits to the pupils / students by the school management team and the schools IT Administrator before being available for access on the schools computers.
- The school in conjunction with the Centre IT Administrator will take reasonable steps to ensure that pupils / students are only able to access appropriate material via the internet. Methods to identify, assess and minimise risks will need to be reviewed regularly.
- Internet access for pupils / students should only be available in highly used areas of the school where any machines connected to the internet are in full view of people circulating in that area. These activities must also be undertaken with staff supervision in place.
- The Centre's IT Administrator may review files and communications to ensure the pupils / students are using the system correctly and abiding by the rules which are in place.
- All users are provided with a unique user name and, if appropriate, an individual password.
- The school will provide pupils / students with appropriate curriculum software and have a record of any programmes on the school network which are used with pupils / students.
- The school keeps a log of any incidents involving pupils / students which have occurred which have involved the viewing of any inappropriate / harmful material whether they be sought or accidental. This will be kept by the School Principal.

Guidance given to pupils / students:

- Pupils / students will be familiar with the schools 'Rules for use of the Internet' which is displayed in areas where there is computer access available for them.
- Pupils / Students are spoken to in groups or 1=1 to highlight appropriate use of the internet.
- Pupils / students must use their own username and password when accessing the schools computer network on any machines.
- Pupils / students can access the school network to enable them to carry out any educational tasks they have been directed to complete or may use to as part of their leisure time to access appropriate sites they wish when agreed by their staff team.

- Pupils / students must not reveal details of themselves or others on any email communication, such as, addresses or telephone numbers, photo images. Where appropriate the dangers of this should be shared with the pupils / students.
- Pupils / students are made aware that their activity on the system may be reviewed at any time and that they will incur sanctions if they misuse any part of the schools network including the internet e.g. loss of access to school computers if appropriate.
- Pupils / students must not subscribe to any services or ordering of goods unless specifically approved by the school. Blocking systems are in place to prevent any inappropriate downloading.
- Pupils / students are not permitted to:
 - Retrieve, send, copy or display offensive messages or pictures,
 - Use obscene or racist language,
 - Damage computers, computer systems or computer networks
 - Violate copyright laws
 - Use another's users password – trespassing on another's folders, work or files,
 - Use the schools computer network for commercial purposes or financial gain.

Guidance for staff supporting pupils / students:

- Pupils / students use of the internet must be supervised at all times with all monitors being used visible to staff at all times to ensure the appropriateness of what is being accessed.
- Staff are to ensure that the guidance for pupils / students (above) is followed when they are accessing school computers.
- Staff are to ensure that the pupils / students are aware of the 'Rules for the use of the Internet' and offer guidance for pupils and students when accessing computers to ensure they are carrying out the planned activity.
- Staff are at the beginning of each session to give the pupils / students clear objectives for the internet use.
- If any of the pupils encounter any unpleasant material staff should take immediate action to shield them from harm e.g. switch off the monitor or move the pupil away. Staff should then report the web address to the centre's ICT Administrator to enable access to the web address to be blocked on the school network.
- Staff have a responsibility to ensure any damage or faults to computers or software is reported immediately to the centre's IT Administrator.

Viewing of Media Items

(for Educational and Recreational purposes)

Aim

To ensure that pupils / students are protected from viewing media items which may have a detrimental effect on their social and emotional well-being.

The use of media items is used within the school for both educational and recreational purposes, this includes Motion Picture Films (via video, DVD, Cinema) and video games. Although the British Board of Film Classification (BBFC) guidance is followed before allowing a pupil / student to view any such materials, it is recognised that due to some pupils level of understanding and emotional well-being that other steps need to be taken to ensure that they do not come under any undue stress or harm as a result of any media they may view whether they are of an age to view such materials or not.

There may be rare occasions when pupils / students may be required to view material for educational purposes to help them gain further knowledge of a specific subject for which under the BBFC's guidance they are under age. In these cases parents / guardians consent must be sought before such items are shown to the pupil / student and an assessment should take place to consider the positive impact against the negative impact this may have on the pupil / student.

Staff will follow the guidance below to ensure that all reasonable steps are taken to prevent pupils / students from viewing any material which may not be suitable for them:

- When at all possible any media which will be shown to students (particularly with regards to cinema trips) should be researched by staff planning the activity to try and gain knowledge of the content and background of the material to ensure it is in the pupils / students interest to view these items.
- Due to the school having pupils / students of different ages living in one house staff need to be aware and vigilant with regards to who is able to view certain media and who is not. It may be the case that students who are of an age to view some media content do this in a safe area where access to this area is not available to those who are not of an age to view such items.
- In incidents where the material which a pupil / student may have viewed (e.g. including violence) is deemed to be having a negative impact on their behaviour towards themselves and others then staff have a responsibility to refuse access to these materials until a time when the pupil / student is able to view them without this impacting on their behaviour / emotional well being.