



Ludlow Infant Academy

Policy for Internet E-Safety

Accepted by Governing Body _____
Signed Governing Body

Accepted by Staff _____ **Signed Headteacher**

Review Date _____

The Internet as a Tool for Learning

Ludlow Infant Academy recognises the need to develop a strategy for effective use of the Internet as a tool for learning. It also recognises the need to protect pupils and staff from offensive and dangerous material and acknowledges the need to ensure that all users make responsible use of the Internet.

Key Principles

Ludlow Infant Academy Senior Leadership has the following responsibilities in relation to the use of the Internet:

- To ensure that clear policy guidelines are formulated and distributed to all members of staff
- To monitor the implementation and review the content of the policy to take account of developing technology
- To ensure that suitable content filtering software is in place
- To provide training for all staff who will be responsible for the delivery or supervision of Internet based learning.
- All staff have the responsibility to ensure all children are safe when using the internet
- Report/CPOM any child who raises concerns for inappropriate use of internet and gaming at home
- Ensure children are taught e-safety through whole school e-safety planning (ce-op)

THE FOLLOWING ACTIVITIES ARE STRICTLY PROHIBITED:

- Use of the Internet to harass, offend or bully any other person
- Use of the Internet for any inappropriate or illegal purpose
- Use of the Internet for transmission or reception of threatening or obscene material
- Use of the Internet for transmission or reception of material from any criminal organisation
- Use of the Internet for the transmission or reception of viruses or unlicensed software
- Use of the Internet for any personal, commercial purpose or profit.

Use of E-mail

The following procedures must be followed by all users to ensure safe and responsible use of e-mail. It should be remembered that e-mails are recorded, can be traced back to the sender and can be legally binding.

- Conceal access passwords and change the passwords regularly.
- Inform the Headteacher immediately if any abusive, threatening or offensive e-mails are received.

E-mail Guidelines:

- Use suitable subject headings to help the recipient identify the nature of your message prior to reading it.
- Think carefully about what you write in e-mail messages. Use a mixture of upper and lower case when typing. Using all capitals is considered to be the equivalent of "shouting". It can be easy to cause offence and an e-mail may not be the best means of communicating your message.
- Organise e-mail messages into folders and delete unnecessary messages on a regular basis. All staff now have Gmail accounts.

Use Of The World Wide Web

The following procedures must be followed by all users to ensure safe and responsible use of the web. It should be remembered that visits to sites are recorded and can be traced back to the user.

- Inform the ICT Co-ordinator immediately if any abusive, threatening or offensive sites are discovered.
- Care should be taken that any material published to the web does not breach any of the guidelines in this policy or other policies relating to data protection and copyright.
- Personal information should never be divulged.
- Use of an adult's credit card details should not take place on education premises.
- When using equipment off-site, it is your responsibility to ensure only appropriate websites are used and that you do not visit or search for sites that could be deemed as inappropriate, including those of a sexual or radicalisation/terrorism nature.

Copyright

Copyright rules apply to material available over the Internet. Many sites carry copyright notices indicating how the material may be used and how to obtain permission.

The following information gives basic guidelines:

- Always acknowledge sources
- Never assume that educational use of material is permitted, without first checking with the author
- Work by staff and students published on websites may need protection to prevent unauthorised use
- Use of Social Networking Sites – for information and guidance see policy.
- Data Protection –see guidelines and policy.
- Data Security Guidelines
- ICT acceptable use policy.

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