MILFORD INFANTS
Church Road, Milford
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Grow, Learn, Believe, Achieve

Statement of Policy: Computing & Internet Safety Policy.

Computing is a tool for learning and pupils use it to communicate and handle information and present it in a variety of ways. They learn to control a variety of electronic devices and develop an understanding of the use of Computing in everyday life.

Whilst the school recognises that Computing presents a unique tool for learning it implicitly introduces risk that needs to be mitigated with regard to internet security, social media policy and data protection.

Both Social Media and Data Protection Policy are detailed in separate documents

To provide full coverage of this issue Milford School's 'Computing policy' and the 'Internet Safety policy' have been combined into a single document since March 2014.

This policy is intended to ensure that:

- All children use Computing with purpose and enjoyment
- All children gain the confidence and capability to use Computing
- Children use Computing to enhance and extend their learning across the curriculum
- Children meet the requirements of the National Curriculum as fully as possible and are able to reach the highest possible standards of achievement
- Our school fosters an atmosphere and maintains high levels of resources to encourage all members of the school community to learn with Computing
- All children are provided with safe, quality filtered internet access as part of their learning experience
- Pupils will be taught what Internet use is acceptable and what is not, and given clear objectives for Internet use
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- The school will seek to ensure that the use of Internet derived materials by staff and by pupils complies with copyright law
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy

Information system security

Working with the schools Computing provider the staff will audit at regular intervals that the following procedures have been followed;

- Virus protection is in place on every device connected to the school network and that;
  - Virus definition files are updated (no less than monthly)
  - Inline virus scanning protection is in place for all uploaded or downloaded content
  - Inline virus scanning protection is in place for all incoming and outgoing email
  - Full system scans are scheduled for all devices on the network (no less than bi-weekly)
- Staff may only use approved e-mail accounts on the school system.

- Whilst all incoming e-mails will be automatically scanned, any suspicious emails and attachments should not be opened unless the author is known and should be deleted upon receipt
- Password and/or sensitive data should not be exchanged via email unless encryption is used and/or source and recipient are internal to the school email system.
- Only approved software is downloaded or installed on devices on the network and this is audited regularly.
- Any copies of data taken onto mobile media (e.g. USB sticks will be encrypted at source)

Managing filtering

- The school will work in partnership with Surrey County Council to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the Computing Coordinator**.**

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed
- Staff will use a school phone (not personal mobiles except in emergencies) where contact with pupils is required
- The appropriate use of Learning Platforms will be discussed as the technology becomes available within the school.

Published content and the school web site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupil's personal information will not be published
- The head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Pupils' full names will not be given on the Web site or learning platform.
- Parents are invited to refuse permission for photographs of their children to be posted on our website.
- Parents are clearly informed of the school policy on image taking and publishing.
- Parents are reminded that posting any image of pupils on social networking sites is actively discouraged.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Policy Decisions - Authorising Internet access

- All staff must read and sign the 'Staff Code of Conduct for Computing ' before using any school Computing resource
- At Key Stage 1, access to the Internet will be by adult demonstration with supervised access to specific, approved on-line materials

Assessing risks

- The school and Surrey County Council will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale of linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a

school computer. Neither the school nor SCC can accept liability for the material accessed, or any consequences of Internet access.

Handling Internet Safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff
- Any complaint about staff misuse must be referred to the head teacher
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures
- Pupils and parents will be informed of the complaints procedure.
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

Community use of the Internet

- All use of the school Internet connection by community and other organisations shall be strictly controlled by the Headteacher and provided on an 'as required' basis and reviewed before each new provision.

Communications Policy

- Introducing the Internet safety policy to pupils
- Appropriate elements of the Internet safety policy will be shared with pupils
- Internet Safety rules will be posted in all networked rooms.
- Pupils will be informed that network and Internet use will be monitored.
- Curriculum opportunities to gain awareness of Internet Safety issues and how best to deal with them will be provided for pupils

Staff and the Internet Safety policy

- All staff will be given the School Internet Safety Policy and its importance explained
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parents' support

- Parents' and carers attention will be drawn to the School Internet Safety Policy in newsletters and on the school web site
- Parents and carers may from time to time be provided with additional information on Internet Safety
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

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