

# INTERNET SAFETY POLICY

**NAG 5  
NO. 505**

## **Purpose**

The aim of this policy is to ensure safe use of the internet by all members of the school community. St Heliers School recognizes that the internet is a valuable tool for teaching and learning and can be a useful resource. However, due to their nature or content some sites on the internet are not suitable for viewing in a school community. The school seeks to ensure that everyone using its online facilities can do so safely and securely.

## **Guidelines**

1. The Principal, in consultation with the ICT team, teachers, parents and other appropriate staff, has the prime responsibility for decisions related to internet access.
2. The school will regulate and monitor internet access through the use of SINA (Schoolzone Internet Network Administrator). This will be used to block sites deemed unsuitable for viewing at school due to inappropriate content, for example auction or shopping sites, social networking sites, gaming sites or sites containing swearing, adult content, substance abuse or material of a violent nature. It will also be used to regulate file downloads, for example, large files types and e-mail attachments which may carry viruses.
3. The internet safety officer appointed will be a member of the ICT team.
4. The internet safety officer has initial responsibility for setting access to internet sites, monitoring the sites visited and search engine terms used throughout the school. If any member of staff has a concern about access to a particular site or group of sites, they should inform the internet safety officer.
5. Individuals or groups may have reasons for requesting access to a blocked group of sites. In this situation they may ask the internet safety officer to have the block removed from the individual/group account(s). If they are not happy with the internet safety officer's decision, they may apply to the ICT team, then to the Principal.
6. The school recognizes the need for children to be aware of internet safety issues in order to use the internet securely and responsibly. Children will learn about how to use the internet in a way which will keep themselves and their computer safe. A unit incorporating internet safety is included in our school-wide ICT programme.
7. Appendix 1 (attached) details the rules for students using the internet.

### **Rules for using the Internet**

When using the internet, students should follow the values of St Heliers School, in particular being **responsible, honest, respectful** and showing **care**.

1. Students must not use the internet without an adult present.
2. Students must not give out personal information including their name or any other person's name, address, phone number or photo over the internet.
3. Students must not upload emails, blog messages or attachments to the internet unless they have previously been approved by a teacher.
4. Students must not download attachments, files, programmes, videos or music without prior approval of a teacher. Students should be aware of copyright and legal responsibilities involved in downloading or copying information from the internet.
5. Students may not use chat rooms without teacher supervision. Students using chat rooms are expected to uphold St Heliers rules and values and report any comments which breach these values.
6. Students should tell their teacher if they find anything on the internet which they consider inappropriate or upsetting.
7. Students must not use video conferencing/meeting software (for example, Skype) without teacher supervision. Students using video conferencing are expected to uphold St Heliers School rules and values and report any breaches of these values".