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## INTERNET POLICY

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The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for students who show a responsible and mature approach to its use. The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

## **How does the Internet benefit education?**

Benefits of using the Internet in education include:

- Access to world-wide educational resources including museums and art galleries
- Educational and cultural exchanges between pupils world-wide;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- Staff professional development through access to national developments, educational materials and good curriculum practice;
- Communication with support services, professional associations and colleagues;
- Improved access to technical support including remote management of networks;
- Exchange of curriculum and administration data with the LEA and DfES.

## **How will Internet use enhance learning?**

The school Internet access will include filtering appropriate to the age of pupils. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils. Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

## **How will pupils learn to evaluate Internet content?**

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via Leadership Team members.

Schools should 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.

Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

Pupils should be taught how web sites are ordered when using search engines and how to avoid the bias and manipulation that is possible in the way search results are presented.

## **E-mail management**

The email system we use gives anonymity to pupils through the email address they are given. The service is filtered.

Pupils may only use approved e-mail accounts on the school system.

Pupils must immediately tell a teacher if they receive offensive e-mail.

Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.

Access in school to external personal e-mail accounts may be blocked.

E-mail sent to an external organisation should be written carefully and authorised before sending.

The forwarding of chain letters is not permitted.

## **Web site content**

The point of contact on the Web site is the school address, school e-mail and telephone number. Staff or pupils' home information will not be published. Web site photographs that include pupils will be selected carefully and will be of groups of children.

Pupils' full names will not be used on the Web site, particularly in association with photographs.

Identified children (e.g.LAC) for security reasons will not have their pictures published on the website or on line resources.

The ICT technician will take overall editorial responsibility and ensure that content is accurate and appropriate.

The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

## **Newsgroups and chat rooms**

Newsgroups will not be made available to pupils unless an educational requirement for their use has been demonstrated.

Pupils will not be allowed access to public or unregulated chat rooms.

Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.

A risk assessment will be carried out before pupils are allowed to use a new technology in school.

## **How can emerging Internet applications be managed?**

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate electronic messages is forbidden and will result in those privileges being removed.

## **Internet access authorisation**

All staff and pupils have internet access by username and password. The school will keep a record if internet access is withdrawn due to inappropriate usage. All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.

Pupil internet usage will be supervised.

Rules for Internet access will be posted in all rooms where computers are used.

Pupils will be informed that Internet use will be monitored.

Instruction in responsible and safe use should precede Internet access.

Parents will be informed that pupils will be provided with supervised Internet access.

Parents will be asked to sign and return a consent form. Please see the sample form later in this document.

## **How will the risks be assessed?**

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of 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.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Methods to identify, assess and minimise risks will be reviewed regularly.

## **Filtering**

The school will work in partnership with parents, the LEA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved. If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT technician.

Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

In our school the main level of filtering is carried out by the Internet Service Provider.

## **How will the policy be introduced to pupils?**

Rules for Internet access will be posted in all rooms where computers are used.

Pupils will be informed that Internet use will be monitored.

Instruction in responsible and safe use should precede Internet access.

All pupils will be taught e-safety as part of the ICT curriculum.

## **How will staff be consulted?**

All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.

All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and Internet and E-mail Code of

Practice and their importance explained.

Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Staff development in safe and responsible Internet use, and on the school Internet policy will be provided as required.

## **ICT system security**

The school ICT systems will be reviewed regularly with regard to security.

Anti-Virus protection is installed on the network and updated regularly.

Use of portable media such as floppy disks, memory sticks and CD-ROMs will be reviewed. Portable media may not be brought into school without specific permission and a virus check.

Unapproved system utilities and executable files will not be allowed in pupils' work areas.

Files held on the school's network will be regularly checked.

### **Complaints regarding Internet use**

A minor transgression of the rules by pupils may be dealt with by the teacher as part of normal class discipline.

More serious transgressions should be reported to the head teacher.

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 LEA child protection procedures.

### **How will parents' support be enlisted?**

Parents' attention will be drawn to the School Internet Policy in newsletters and the school brochure.

Internet issues will be handled sensitively to inform parents without undue alarm.

A partnership approach with parents will be encouraged.

Interested parents will be referred to organisations such as PIN, Parents Online and NCH Action for Children.

### **References - Particularly for Parents and Children**

National Action for Children (NCH) [www.nchafc.org.uk/itok/](http://www.nchafc.org.uk/itok/)

Parents Guide on Internet usage

Bullying Online

Advice for children, parents and schools

[www.bullying.co.uk](http://www.bullying.co.uk)

FKBKO - For Kids By Kids Online

Excellent Internet savvy for kids; KS1 to KS3

[www.fkbko.co.uk](http://www.fkbko.co.uk)

Parents Information Network (PIN)

Comprehensive guidelines on Internet safety

[www.pin.org.uk](http://www.pin.org.uk)

Parents Online

Interactive learning and safety advice, excellent presentation for parents.

[www.parentsonline.gov.uk/2003/parents/safety/index.html](http://www.parentsonline.gov.uk/2003/parents/safety/index.html)

Kidsmart

An Internet safety site from Childnet, with low-cost leaflets for parents.

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

Think U Know?

[www.thinkuknow.co.uk/](http://www.thinkuknow.co.uk/)

Home Office site for pupils and parents explaining Internet dangers and how to stay in control.

Family Guide Book (DfES recommended) [www.familyguidebook.com](http://www.familyguidebook.com)  
Information for parents, teachers and pupils

NCH Action for Children [www.nchafc.org.uk](http://www.nchafc.org.uk)  
Expert advice for children, young people and parents.

Safekids [www.safekids.com](http://www.safekids.com)  
Family guide to making Internet safe, fun and productive

# **Shiney Row Primary School**

## **Responsible Internet Use**

These rules help us to be fair to others and keep everyone safe.

I will ask permission before using the Internet.

I will use only my own network login and password.

I will only look at or delete my own files.

I understand that I must not bring software or disks into school without permission.

I will only e-mail people I know, or my teacher has approved.

The messages I send will be polite and sensible.

I understand that I must never give my home address or phone number, or arrange to meet someone.

I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

I will not use Internet chat.

I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

I understand that the school may check my computer files and the Internet sites I visit.

I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

## **Sample Letter to Parents**

Dear Parents

### **Responsible Internet Use**

As part of your child's curriculum and the development of ICT skills, Our Primary School is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and E-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use Internet at school.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issues further.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely

P Ashton  
Headteacher

## ICT Consent Form

Shiney Row School

### Responsible Internet Use

Please complete, sign and return to the school

Pupil:

Class:

#### Pupil's Agreement

I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:

Date:

#### Parent's Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

#### Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed:

Date: