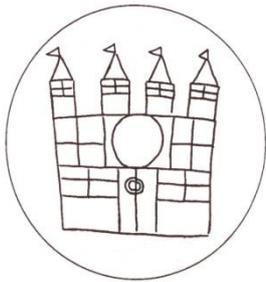


# The Bridge Partnership



**“Bringing out the best  
in everyone”**

**“Everyone matters;  
everyone is important”**

## **INTERNET ACCEPTABLE USE POLICY**

**APRIL 2017**

# INTERNET ACCESS POLICY FOR SCHOOLS

## Why is Internet access important?

- The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Access to the Internet is a necessary tool for staff and children.
- The internet is a global network that will provide the children with access to a wide range of information from all over the world. It provides a valuable source of information for assisting educational projects across the curriculum. Children will also be able to communicate with people throughout the world using electronic mail.

## Aims

Through the teaching and provision of internet access at Ashbrook School we aim to:

- Ensure that children are aware of e-safety issues and use the internet responsibly.
- Encourage children to work independently and collaboratively
- Develop children's confidence in the use of the internet
- Provide planned and supervised curriculum based learning experiences for pupils through which they are taught to research information independently
- Ensure use of internet resources are consistent with the National Curriculum
- Encourage children to be open-minded and approach new technology in a positive way
- Provide appropriate guidance and opportunities for pupils to access the internet effectively
- Raise standards by improving children's literacy and ICT skills through providing access to a variety of internet resources including electronic mail.

## The Internet in the National Curriculum

**"ICT has enormous potential not just for the National Curriculum. It will change the way we learn, as well as the way we work." Chris Yapp, ICL Fellow for Lifelong Learning.**

Pupils should be taught how to:

- Gather information from a range of evaluated internet sites
- Retrieve information through tools such as search engines
- Print information that has been downloaded and then use the information retrieved in a purposeful way
- Share and exchange information in a variety of forms including electronic mail
- Think carefully about the content and quality of information
- Understand and evaluate the implication of internet use both inside and outside school.

Teachers, parents and children need to develop good practice in using the Internet as a tool for teaching and learning. Internet access will be purchased from a supplier that provides a service designed for children. This will include filtering appropriate to the age of children;

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement;
- Children will be given clear objectives for Internet use;

- Staff will select sites which will support the learning outcomes planned for children's age and maturity;

### **How will publishing on the Web be managed?**

As the school's website can be accessed by anyone on the Internet, the security of staff and children must be considered carefully

- The Headteacher will delegate editorial responsibility to a member of staff to ensure that content is accurate and quality of presentation is maintained;
- The website will comply with the school's standards;
- Children will be made aware that the quality of their work published on the web needs to reflect the diversity of the audience;
- All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name;
- The point of contact on the website should be the school address and telephone number. Home information or individual identities will not be published;
- Full names will not be used anywhere on the website, particularly alongside photographs;
- Written permission from parents will be sought before photographs of children are published on the school website.

### **What other Internet applications are available?**

New applications are being developed to use this ability to communicate, including conferencing applications such as Chat, Newsgroups and Webcams. Many of these facilities have great potential for education, for instance children could exchange live text, speech or video with a similar class in South Africa or Italy, at low cost. However, most new applications start without the needs of young users being considered, particularly in the area of security.

- Children will not be allowed to access public chat rooms;
- Forums are only available to staff and to children

## **1 How will Internet access be authorised?**

### **Children's Access to equipment**

- All computers have internet access via a wireless connection
- ALL children are encouraged to use them
- Children will access the internet in a variety of ways, taking account of age and ability
- Children will have opportunities to work individually, with partners and in small groups
- The children will access ONLY under adult supervision
- The children and staff at Ashbrook School will be given appropriate guidance concerning the internet.

We will allocate access to the Internet on the basis of educational need.

- Internet access is a necessary part of the statutory curriculum. It is an entitlement for children based on responsible use;

- At Key Stage 1, the majority of the access to the Internet will be by teacher or adult demonstration. However there may be situations when children have supervised access to specific approved on-line materials;
- Parents will be informed that children will be provided with supervised Internet access;
- Parents and children will be asked to sign and return a code of conduct form agreeing to acceptable standards of computer and internet use.

#### **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 children. The school will supervise children and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Neither the school nor MKC can accept liability for the material accessed, or any consequences thereof;
- The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990;
- Methods to identify, assess and minimise risks will be reviewed;
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken;
- The Headteacher will ensure that the policy is implemented effectively.

#### **How will the school ensure Internet access is safe?**

The Internet is a communications medium that is freely available to any person wishing to send e-mail or publish a website on almost any topic. Access to appropriate information should be encouraged and Internet access must be safe for all members of the school community from youngest pupil to teacher and administrative officer. Children will generally need protected access to the Internet.

The internet service provider offers controlled software already installed which scan email arriving and leaving school.

- Blocking strategies** remove access to a list of unsuitable sites or newsgroups. Maintenance of the blocking list is a major task as new sites appear every day.
- A walled-garden or pass list** provides access only to a list of approved sites. Inevitably this approach will restrict children's access to valid information.
- Filtering** examines the content of Web pages or e-mail messages for unsuitable words. Filtering of Web searches attempts to block a current loophole.
- Rating systems** give each Web page a rating for sexual, profane, violent or other unacceptable content. Web browsers can be set to reject these pages.

Blocking and/or filtering may be performed by the Internet Service Provider (ISP), by the LEA where a wide area network is used, or at school level.

- Children will be informed that Internet use will be supervised and monitored;
- The school will work in partnership with parents, the LEA, DCSF and the Internet Service Provider to ensure systems to protect children are reviewed and improved;

- The ICT and Computing Co-ordinator will liaise with the ICT technician to arrange that occasional checks are made to ensure that the filtering methods selected are effective in practice;
- If staff or children discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the ICT and Computing co-ordinator;
- Any material that the school suspects is illegal will be referred to CEOP (Child Exploitation & Online Protection Centre)
- Where minority languages are involved, appropriate measures will be used to ensure the process to select appropriate material is adequate.

#### **10 Rules for responsible use of the internet for children at Ashbrook School**

- to have permission from a member of staff before using the internet
- to access the internet only under adult supervision
- to only access authorised files
- to only use authorised software
- to only send polite and responsible messages
- to withhold personal information unless given permission
- to report any unpleasant material or messages to an adult

#### **11 How will the security of school ICT systems be maintained?**

The Internet is a new connection to the outside world that could compromise system performance or threaten security.

- Security strategies will be discussed with the LA.
- The ICT technician/network manager will ensure that the system has the capacity to take increased traffic caused by internet use;
- The security of the whole system will be reviewed with regard to threats to security from internet access;
- Virus protection will be installed and updated regularly;
- Use of memory pens will be reviewed and confidential information on memory pens will be protected by encryption.

#### **12 How will complaints regarding Internet use be handled?**

Complaints will be handled promptly. The facts of the case will need to be established, for instance whether the issue has arisen through Internet use inside or outside school. Transgressions of the rules could include minor as well as the potentially serious and a range of sanctions will be required, linked to the school's behaviour policy.

- Responsibility for handling incidents will be given to senior members of staff;
- Children and parents will be informed of the complaints procedures;
- Parents and children will need to work in partnership with staff to resolve issues;
- As with drugs issues, there may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies;

- Sanctions available include interview/counselling by teacher and, if appropriate, informing parents or carers;
- A pupil may have internet or computer access denied for a period of time depending on the nature of the incident;

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

It is very important that staff feel prepared for Internet use and subscribe to the school Internet Access Policy. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies.

- Rules for Internet access will be posted near computer systems.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance explained;
- Parents' attention will be drawn to the Policy in newsletters, the school brochure and on the Schools' respective Website.

#### **Parental Involvement**

We believe that it is essential for parents/carers to be fully involved with promoting E-Safety both in and outside of school and to be aware of their responsibilities. We regularly consult and discuss E-Safety with parents/ carers and seek to promote a wide understanding of the benefits of new technologies, together with the associated risks.

#### **Assessment, Recording and Reporting**

- Assessment of Internet skills will be ongoing and should ensure progression of individual knowledge and abilities.
- Where applicable notes and achievements should be recorded on the continuous assessment records. Observation and discussion may be appropriate methods of assessment for the use of the Internet as most tasks will be of a practical nature.

#### **Monitoring and Evaluation**

- The teaching of internet skills will be monitored through planning, to ensure full coverage of the National Curriculum.
- Also, the Computing Subject Leader may be given release time to observe the teaching of Internet skills, or to sample work as appropriate.
- The use of the internet will be continually monitored to ensure effective practice, as well as continuity and progression.

## **Pupil Acceptable Use Agreement / eSafety Rules**

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could upset any member of the school community.
- I know that my use of ICT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety.
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.
- I will not sign up to online services until I am old enough.

**Breaking these rules will result in a complete ban from using the computers or laptops**

## APPENDIX 2

### Dear Parent/Guardian

ICT including the Internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these E-Safety rules with your child and return the slip at the bottom of this page.

Please take care to ensure that appropriate systems are in place at home to protect and support your child/children.

- As the parent or guardian of \_\_\_\_\_ I grant permission for them to use the Internet as well as school email.
- I understand that pupils will be held responsible for their actions.
- I understand that some material on the Internet may be objectionable but that the school has undertaken to eliminate, as far as possible, the chances for pupils accessing such material, and that I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring the internet.

✂ \_\_\_\_\_

### Parent/ carer signature

We have discussed this document with .....(child's name) and we agree to follow the E-Safety rules and to support the safe use of ICT at Ashbrook and Holmwood Schools.

Parent/ Carer Signature .....

Class ..... Date .....

### Pupil

- I have read the school rules for computer and Internet use.
- I understand the rules and agree to follow them.
- I understand that if I break the rules I may be banned from the computers and laptops or from using the internet.

Pupil's Name \_\_\_\_\_ Date \_\_\_\_\_

Pupil's Signature \_\_\_\_\_

## **REFERENCES**

### **Particularly for Parents**

- **Next Generation Learning**  
- [www.nextgenerationlearning.org.uk/At-Home/Internet-safety](http://www.nextgenerationlearning.org.uk/At-Home/Internet-safety)
- **The Child Exploitation and Online Protection Centre (CEOP)**  
- [www.ceop.police.uk](http://www.ceop.police.uk)
- **NCH Action for Children**  
A Parents' Guide to the Internet, leaflet  
- [www.nchafc.org.uk/internet](http://www.nchafc.org.uk/internet)
- **Parents and IT**  
BECTa information sheet  
- [www.becta.org.uk/info-sheets/parents.html](http://www.becta.org.uk/info-sheets/parents.html)

## **REFERENCES**

### **Particularly for Schools**

- **Association for Co-ordinators and Teachers of IT (ACITT)**  
Acceptable Use Policy for UK Schools [www.acitt.org.uk/aup.html](http://www.acitt.org.uk/aup.html)
- **Connecting Schools, Networking People 2000**  
BECTa, October 1999 (free order line) Tel: 024 7641 6669
- **Internet Watch Foundation** [www.iwf.org.uk](http://www.iwf.org.uk)  
Reporting illegal Internet material Tel: 0845 600 8844
- **Irish National Centre for Technology in Education**  
Comprehensive advice on Internet use [www.ncte.ie/support.htm](http://www.ncte.ie/support.htm)
- **NAACE**
- **Fronter** [www.fronter.com/mk](http://www.fronter.com/mk)
- **Resources for 5-7 years: Lee & Kim's Magical Adventures**  
[www.thinkuknow.co.uk/teachers](http://www.thinkuknow.co.uk/teachers)
- **Promoting the Responsible Use of the Internet in Schools**  
British Computer Society / NAACE leaflet [www.bcs.org.uk/iap.htm](http://www.bcs.org.uk/iap.htm)
- **The Internet and the World Wide Web**  
Information sheet published April '99  
[www.becta.org.uk/infosheets/internet.html](http://www.becta.org.uk/infosheets/internet.html)
- **The Child Exploitation and Online Protection Centre (CEOP)** [www.ceop.police.uk](http://www.ceop.police.uk)

**THE BRIDGE PARTNERSHIP**

**ACCEPTABLE INTERNET USE STATEMENT**

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system, or to monitor any Internet sites visited.

- All Internet use should be appropriate to staff professional activity or student's education;
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden;
- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.
- Users are responsible for e-mail they send and for contacts made that may result in e-mail being received;
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded;
- Posting anonymous messages and forwarding chain letters is forbidden;
- Copyright of materials and intellectual property rights must be respected;
- Legitimate private interests may be followed, providing school use is not compromised;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.

Staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the Computing Subject Leader for approval.

Full Name..... Class.....

Signed..... Date.....

Access granted..... Date.....