

## **Robert Mellors Primary Academy**



### **The Internet Access Policy**

This policy was updated in December 2018 in conjunction with all staff and approved by the governing body in the

#### **The context and purpose of an Internet Access Policy**

The schools' Internet Access Policy is part of the ICT policy but will also link to other policies, including those for behaviour and PSHE.

The purpose of Internet access in school is to contribute to the quality of our curriculum provision, to raise attainment, to support the children's learning across the curriculum, to help with the workload of all staff and to enhance the schools' management and administrative systems.

Access to the Internet is a necessary tool for all staff and a curriculum entitlement for the children. The use of school equipment to access the Internet brings with it a responsibility for its use. The use of a computer system without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

#### **The benefits of Internet access in school**

- ✓ Enjoying using the internet to find information across the curriculum.
- ✓ Learning how to use search engines to retrieve information.
- ✓ Access to educational resources through the world-wide-web, including libraries, museums and art galleries.
- ✓ Rapid and cost effective world-wide communication.
- ✓ Access to news and current events from the perspective of a range of people and cultures.
- ✓ Access to discussion with experts in many fields for pupils and staff via email.
- ✓ Staff professional development through access to educational materials and good curriculum practice.
- ✓ Communication between schools, with support services, other teachers and other professionals.
- ✓ Exchange of curriculum and administration data with the LEA and DfEE.
- ✓ Social and leisure use during supervised computer clubs.

#### **Access and the internet**

Some material available via the Internet is inappropriate for pupils. We need to bear in mind that it is impossible to provide Internet access and remove completely the risk that pupils might access unsuitable materials. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, it is not possible to guarantee that particular types of material can never be accessed. Methods to minimise the risks need to be constantly reviewed. Staff, governors and the LEA must work together to ensure that every reasonable measure is being taken. We will ensure that the policy is implemented effectively. We will ensure our filtering system meets the LEA's guidelines.

## **Teaching and the use of the internet**

Internet access should be planned to enrich and extend learning activities and should be an essential part of ICT across the curriculum and across year groups. It is an entitlement for pupils based on responsible use. Teachers will decide how and under what conditions children will use the Internet. Children are given clear objectives for Internet use and are educated in taking responsibility for Internet access. Children know that checks can be made on files held on the system. When using the Internet, children should be supervised appropriately.

In Foundation Stage and Key Stage 1, access to the Internet may mainly be by teacher or adult demonstration on the interactive whiteboard, using specific, secure websites chosen by the teacher or directed by the teacher on the interactive whiteboard and/or laptops and PC's.

At Key Stage 2, Internet access will be available to a whole class as part of a topic or teaching of an ICT skill using the interactive whiteboard and/or laptops and/or PC's. This must follow training in how to use the Internet and the rules for responsible Internet use. Children could be required to complete a search plan prior to gaining Internet access. Whilst accessing the Internet, pupils should be supervised by an adult. We will inform parents that their children will be provided with supervised Internet access.

Children will be regularly reminded of e-safety good practice, and referred to the Think u know website –[www.thinkuknow.com](http://www.thinkuknow.com) to ensure that they know how to avoid, and how to deal with, inappropriate material on the internet.

## **Dealing with internet misuse**

### **Internet and the school**

We are aware that the use of the Internet could compromise system performance or threaten system security. We need to ensure that the system has the capacity to take the increased traffic that is likely to be caused by Internet use. The security of the whole system will be reviewed with regard to threats to security from Internet access. Personal data sent over the Internet will be encrypted or otherwise secured. Virus protection is installed and updated regularly. Memory sticks should be checked for viruses before using. Security strategies should be discussed and agreed with the LEA.

### **Teachers planning of the use of the internet**

It is important that all staff are prepared for Internet use and agree with the schools' Internet Access Policy. Staff have been given opportunities to discuss the issues and work together to develop effective teaching strategies. Staff will only supervise an internet activity when they feel competent to do so.

Staff will check that the sites selected for pupil use are appropriate to the age and maturity of pupils. They will need to monitor the effectiveness of Internet access strategies. Access levels should be reviewed as pupils' Internet use expands and their ability to retrieve information develops.

City ICT support services and/or the ICT co-ordinator will ensure that occasional checks are made on files to monitor compliance with the schools' Internet Access Policy.

### **Copyright and the Internet**

When copying materials from the web copyright should be respected. Pupils should be made aware that the writer of e-mail or the author of a web page might not be the person claimed. Pupils should be encouraged to tell a teacher immediately if they encounter any material that they feel is offensive or they think may cause offence to others.

### **Email usage**

Children will use e-mail as part of their ICT. Communications need to be managed to ensure appropriate educational use. The forwarding of chain letters must be banned. Incoming e-mail should be considered as if it was a public document. For example, all received e-mail could be printed and pinned to a notice board for collection by pupils. E-mail messages on school business (e.g. arranging a work placement) should be approved before sending.

### **Rules for Responsible Internet Use**

The school has installed computers and laptops with Internet access to help your learning and enjoyment of ICT. These Rules for Responsible Internet Use will be displayed near computer systems. All staff, including teachers, supply staff, classroom assistant and support staff, will be provided with the Internet Access Policy and its importance explained.

These rules will keep you safe. We may check your computer files and may monitor the Internet sites you visit.

- Always ask permission from a member of staff before using the Internet.
- Do not access other people's files.
- Only use the computers for school work and homework unless you are given permission otherwise.
- Do not bring in memory sticks/cards from outside school unless you have been given permission.
- Always check removable media for viruses before you use them.
- Only send e-mail to people you know or your teacher has approved.
- Only send polite messages.
- Do not give your home address or telephone number, or arrange to meet someone unless your parent or teacher has given permission.
- Report any unpleasant material you access or unsuitable messages sent to you.

Dear Parents,

### **Responsible use of the Internet in school**

As part of the school's provision for Information, Communication and Technology we are providing supervised access to the Internet. Although there are some problems about pupils having access to undesirable materials on the Internet we have taken steps, along with the Local Education Authority, to deal with this. We purchase our Internet access from a supplier that operates a filtering system and restricts access in inappropriate materials. All our screens are in public view and, normally, an adult will supervise pupils working on the Internet. Should you wish to discuss any aspect of the Internet use or to see a lesson in operation please telephone school to arrange an appointment. I also enclose a copy of our school Rules for Responsible Internet Use.

Yours sincerely,

Mrs Laplanche