

# **All Saints C of E Primary School**

## **'All believing, all achieving'**

### **Internet Use Policy**

#### **Outline**

This policy outlines our purpose in providing access to the Internet and e-mail facilities at All Saints' C of E Primary School, and explains how the school attempts to avoid the problems that could arise from unrestricted Internet access.

Our Internet Use Policy has been written by the school, building upon government guidance. It will be reviewed annually by the school ICT Co-ordinator and/ or Senior Leadership Team.

#### **The Importance of the Internet in Education**

- 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 part of the statutory Computing curriculum (DfE: The National Curriculum Framework document 2013) and a necessary tool for staff and pupils.
- Internet access is an entitlement for pupils 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.

#### **Benefits of Using the Internet in Education**

- Access to world-wide educational resources including museums and art galleries.
- Educational and cultural exchanges between pupils world-wide.
- Access to experts in many fields for pupils and staff.

- Staff professional development through access to national developments, educational materials and good curriculum practice.
- Support for children's development as independent learners.

## **Use of the Internet in School**

- School internet access will be designed expressly for pupil use and will include filtering appropriate to pupils of primary school age.
- Pupils will be taught what internet use is acceptable and what is not, and given clear objectives when using the internet.
- Internet access will be planned to enrich and extend learning activities. Access levels will reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in online activities that will support the learning outcomes planned.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation. Pupils will be taught to be critically aware of the materials that they read.
- Pupils and staff will be made aware of the need for internet use and materials derived from the internet to be compliant with copyright laws.

## **Safe and Appropriate Internet Access**

- All pupils, parents and staff will be made aware of our Rules for Responsible Internet Use.
- Rules for Responsible Internet Use will be posted in each computer area.
- Our internet access is purchased through Croydon LA which provides a service designed for pupils, including a filtering system which is intended to prevent access to inappropriate material for children.
- Children using the internet will be working in their classrooms or the computer suite during lesson times and will be supervised by an adult.

- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.
- Staff will be particularly vigilant when pupils are undertaking their own internet searches and will check that children follow agreed search plans.
- Pupils will be taught to use the internet and e-mail responsibly in order to reduce the risk to themselves and others.
- The ICT Co-ordinator and/ or SLT will monitor the effectiveness of internet access strategies.
- The Headteacher and/ or ICT Co-ordinator will ensure that the policy is implemented effectively.
- Methods to minimise the risk of pupils being exposed to inappropriate materials will be reviewed in consultation with the LA and latest government guidance.
- All pupils are expected to play their part in reducing the risk of viewing inappropriate material by following the Rules for Responsible Internet Use which have been designed to protect them from exposure to internet sites carrying offensive material.
- If one or more pupils discover offensive or upsetting material, our first priority will be to give pupil(s) appropriate support in a blame-free environment. The pupil's parents/carers will be informed and given an explanation of the course of action that the school has taken.
- If staff or pupils discover unsuitable sites, the ICT Co-ordinator and/ or Head Teacher will be informed and will report the URL (web address) to the LA. If the site is thought to be illegal, after consultation with the LA, the site will be referred to the police.

## **Use of E-mail**

- Whole class or group e-mail addresses should be used for all pupils.
- Staff access in school to personal e-mail accounts must be professional and appropriate and may be blocked.
- Pupils must not reveal details of themselves or other in e-mail communication, such as addresses or telephone numbers, or arrange to meet anyone.

- Pupils must tell a teacher immediately if they receive an offensive e-mail.
- The forwarding of chain letters is not permitted.

## **The School Website**

- The point of contact on the school website should be the school address, school e-mail addresses and the school telephone number. Staff or pupils' personal information will not be published.
- Website photographs that include pupils will be selected carefully and permission from parents/carers will be obtained before photographs of pupils are published on the school website.
- Pupils' full names will not be used on the website, particularly in association with photographs. In exceptional circumstances (e.g. where there is a link to an external site such as a local newspaper) names may be given but only with parental consent.
- Guidance on internet safety, in school and at home, will be communicated to parents and published on the school website.

## **Internet Chat**

- Pupils will not be allowed access to public or unregulated chat rooms.
- Children will only use regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.
- Parent/carers will be made aware that the use of chat rooms outside of school is unfiltered and that they need to keep aware of developments and advise their children of the potential dangers.

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

- Rules for Responsible Internet Use will be discussed and signed by all pupils, and will be posted in each classroom and the computer suite.
- Pupils will be informed that internet use will be monitored.
- Instruction in responsible and safe internet use will precede internet access.
- Lessons on responsible internet use will be introduced to each year group from Year 1 onwards, at an appropriate level, as part of Computing and/or PSHE teaching and learning.
- Children will be reminded that Rules for Responsible Internet Use are applicable at all times, in clubs as well as in lessons.

## **Informing Staff**

- All staff will be provided with the Internet Use Policy, and its importance will be explained.
- All staff must accept the terms of the Rules for Responsible Internet Use before using any internet resource in school.
- Staff will be made aware that internet traffic can be monitored and traced to the individual user. Professional conduct is essential. Staff using the internet for illegal purposes will face disciplinary procedures.
- Staff development in safe and responsible internet use, and on the school's Internet Use Policy will be provided as required.

## **Network Management and Security**

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the LA, LGfL and with the school's consultant support (Turn It On).

- Files held on the school's network will be regularly checked.
- Pupils will not be permitted to bring into school portable media such as DVDs, CD-ROMs or USB memory sticks for use on the school's computer systems, unless a teacher has given specific permission.
- Pupils must use their class log in to access the school computer network, and will not be permitted to use computers designated for staff use only. Staff must use individual log ins and log off computers when they have finished using them. If a computer is found to be logged on, the member of staff concerned will be asked to log off.

## **Enlisting Parent/Carer Support**

- Parents/carers attention will be drawn to the school's Internet Use Policy in newsletters and on the school website.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions, information packs, fact-sheets and suggestions for safe internet use at home.
- Advice on filtering systems and educational leisure activities that include responsible use of the internet will be made available to parents.