
Sundridge Primary School**Internet Access Policy Statement**

Updates September annually

RATIONALE

Providing access to the internet in school contributes towards the raising of standards and supports the professional work of staff

CONTEXT

This policy outlines our purpose in providing e-mail facilities and access to the Internet at (insert name) and explains how the school is seeking to avoid the potential problems that unrestricted internet access could give rise to.

INTERNET ACCESS IN SCHOOL

Staff and pupils have access to web sites worldwide offering educational resources, news and current events. There will be opportunities for discussion and exchange of information within the school community and others worldwide.

Staff have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the Local Authority and Department for Education and Skills (DfES); receive up-to-date information and participate in government initiatives such as National Grid for Learning (NGfL) and the Virtual Teacher Centre.

The internet is also be used to enhance the school's management information and business administration systems.

Staff, including supply staff, will not be expected to take charge of an internet activity without training. Staff should be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, will be provided with the School Internet Access Policy, and will have its importance explained to them.

Parents' attention will be drawn to the Policy and will be available for parents and others to read on request.

STAFF PRIVATE INTERNET USE

Some private use, which is not related to School work, is allowed within certain limits. Such use is restricted to rest periods/non-contact time, e.g. before school, after school and PPA time, ensuring access is appropriate and safe. Downloading such information is acceptable, however, downloading software is the responsibility of the ICT Coordinator and should be authorised before installing. All use, whether school-related use, or private use will be monitored. Private use of the internet is to be viewed as a privilege and, if there is evidence of abuse, appropriate disciplinary action will be taken against individuals concerned.

Abuse is any deliberate infringement of this Policy.

Policy reviewed and revised annually

This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.

ENSURING INTERNET ACCESS IS APPROPRIATE AND SAFE

The internet is freely available to any person wishing to send e-mail or publish a web site and therefore some material available on the internet is unsuitable for children. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- Our internet access is managed by the Local Authority, which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children;
- Children using the internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- 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 search and will check that the children are following the agreed search plan;
- Pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
- Our Rules for Responsible Internet Use will be posted near computer systems.
- The ICT co-ordinator will monitor the effectiveness of internet access strategies;
- The ICT co-ordinator will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy;
- The headteacher will ensure that the policy is implemented effectively;
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues and advice from the Local Authority,
- Pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the ICT Co-ordinator and the Child Protection Officer in consultation with the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident in Pupil Awareness at a Staff Meeting if appropriate.
- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites the ICT co-ordinator will be informed. The ICT co-ordinator will report the URL (address) and content to the Internet Service Provider and the Local Authority. If it is thought that the material is illegal, after consultation with the Local Authority, the site will be referred to the Internet Watch Foundation and the police.

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- Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use, which have been designed to help protect them from exposure to internet sites carrying offensive material. If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period.

MAINTAINING SECURITY

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The ICT co-ordinator will up-date virus protection regularly, will keep up-to-date with ICT news developments and work with the LEA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

USING THE INTERNET TO ENHANCE LEARNING

Pupils will learn how to use a web browser. Older pupils will be taught to use suitable web search engines. Staff and pupils will begin to use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- -Access to the internet may be by teacher (or sometimes other-adult) demonstration;
- Pupils may access teacher-prepared materials, rather than the open internet;
- Pupils may be given a suitable web page or a single web site to access;
- Pupils may be provided with lists of relevant and suitable web site which they may access;
- Pupils accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

USING INFORMATION FROM THE INTERNET

In order to use information from the internet effectively, ICT is important for pupils to develop an understanding of the nature of the internet and the information available on ICT. In particular, they should know that most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of ICT is copyright.

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Staff will ensure that pupils are aware of the need to validate information whenever possible before accepting ICT as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium).

·When copying materials from the Web, pupils will be taught to observe copyright.

Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

USING EMAIL

ICT is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- ·Pupils will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.
- Staff will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail;
- Pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts at present;
- In-coming e-mail to pupils will not be regarded as private;
- Pupils will have the e-mail messages they compose checked by a member of staff before sending them;
- The forwarding of chain letters will not be permitted;
- Pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours.

THE SCHOOL WEBSITE

Our school web site is intended to:

- Provide accurate, up-to-date information about our school;
- Enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- Celebrate good work;
- Provide pupils with the opportunity to publish their work on the internet;
- Promote the school.

All classes may provide work for publication on the school web site. Staff will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status. The ICT co-ordinator is responsible for up-loading pages to the school web site, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host.

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The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Staff will be identified by their title and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

INTERNET ACCESS AND HOME/SCHOOL LINKS

Parents will be informed that pupils are provided with supervised internet access as part of their lessons. We will keep parents in touch with future ICT developments by letter and newsletter.

School and Local Authority guidelines on issues such as safe internet use will be made available to parents together with printed information and internet sites providing information for parents about safe access for children;

RULES FOR RESPONSIBLE INTERNET USE

The school has installed computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others. Pupils and Staff will

- Only access the computer system with the login and password they have been given;
- Will not access other people's files;
- Will not bring in CDs from outside school and try to use them on the school computers.
- Will report any unpleasant material immediately
- Understand that the school may check my computer files and may monitor the internet visited;
- Will immediately report any unpleasant messages sent
- Understand that e-mail messages received may be read by others.

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