

# Summerfields

PRIMARY SCHOOL



## Internet Access Policy

**Reviewed: 16/02/2017**

**Next Review: 16/02/2018**

Signed:

A handwritten signature in dark blue ink, consisting of the letters 'J.M.' in a stylized, cursive font.



## INTERNET ACCESS POLICY

The school's Internet Access Policy is part of the school's Computing Policy and ICT Development Plan and will relate to other policies including those for behaviour, for personal, social and health education (PSHE) and for citizenship and H&S.

### 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.

### Aims

The Government has set targets for ICT use in all schools. A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education.

These benefits include:

- Access to world-wide educational resources including museums and art galleries;
- Information and cultural exchanges between students world-wide;
- Staff professional development - access to educational materials and good curriculum practice;
- Communication with advisory and 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 DfEE.

### Responsibility Guidelines

It is the responsibility of the ICT co-ordinator to ensure that the policy is relevant and up to date and that access to the internet is appropriate for users.

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **How will Internet use provide effective learning?**

- Internet access is purchased from a supplier that provides a service designed for pupils. This includes filtering appropriate to the age of pupils.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement.
- Pupils will be given clear objectives for Internet use.
- Staff will select sites which will support the learning outcomes planned for pupils' age and maturity.

### **How will pupils be taught to assess Internet content?**

Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher. This level of control is not so straightforward with Internet-based materials. Therefore, ICT teaching will incorporate direction on the value and credibility of Web materials in relationship and addition to other media.

- Pupils will be made aware that the writer of an e-mail or the author of a Web page might not be the person claimed.
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- Pupils will be taught to acknowledge the source of information, when using Internet material for their own use, such as inclusion in a document.

### **How will e-mail be managed?**

E-mail is an essential means of communication within education. The government is encouraging the ownership of personal e-mail IDs for both teachers and pupils, but care needs to be taken to establish the implications for the school and for the pupils. Filtering of e-mail for unsuitable content and viruses is in place.

Messages sent using the school domain name should be regarded in the same way as messages written on school headed paper.

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

The Web site must reflect the school's ethos and information held within it must be accurate and well presented.

As the school's Web site can be accessed by anyone on the Internet, the security of staff and pupils is of paramount importance. The publishing of pupils' names or photographs or any other material which can directly identify a pupil will not be included.

- The Headteacher will delegate editorial responsibility to a member of staff to ensure that content is accurate and quality of presentation is maintained.
- The points of contact on the Web site will be the school address and telephone number, plus an opportunity to leave an enquiry.

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

New applications are being developed to use this communications capability including Webcams and conferencing applications such as Chat and Newsgroups. Many of these facilities have great potential for education.

- Pupils will not be allowed to access public chat rooms.
- New applications will be thoroughly tested before pupils are given access.

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

Internet access is a necessary part of the statutory curriculum. It is an entitlement for pupils 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.

At Key Stage 2, Internet access will be granted to a whole class as part of the scheme of work.

Parents will be informed that pupils will be provided with supervised Internet access. A letter for this purpose is included in this Policy Document as an appendix. Parents will be asked to sign and return a permission form included as part of this letter.

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

The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. The school's Internet Service Provider (ISP) provides a filtering system to minimise the risk of unsuitable material being accessed. 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 the Isle of Wight Council can accept liability for the material accessed, or any consequences thereof.

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

Pupils will be informed that Internet use will be supervised and monitored. The school will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice. Any material that the school suspects is illegal will be referred to the appropriate authority.

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

Security strategies will be those recommended and implemented by the LEA. Virus protection is installed and will be updated regularly. Personal storage may not be brought into school without specific permission and a virus check. Data held on external drives provided by the school must be encrypted.

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

Prompt action will be taken if a complaint is made. The facts of the case will 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 initiated, linked to the school's behaviour policy.

Responsibility for handling incidents will be given to senior members of staff. A pupil may have Internet or computer access denied for a period of time, depending on the nature of the incident. Denial of access could include all school work held on the system.

**How will staff and pupils be consulted?**

Staff will be given opportunities to discuss issues and develop appropriate teaching strategies. All staff including teachers, supply staff, classroom assistants and support staff will be provided with the Internet Access Policy, and its importance explained.

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

A careful balance between informing and alarming parents will be maintained. Suitable educational and leisure activities that make responsible use of the Internet will be notified to parents via the school newsletter.

**SUMMERFIELDS PRIMARY SCHOOL**

**Acceptable Internet Use Statement for Staff**

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 pupils, 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.

- Access must only be made via the authorised account and password, which must not be made available to any other person.
- All internet use should be appropriate to staff professional activity.
- 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 recognize 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 Headteacher for approval.

Full Name \_\_\_\_\_

Post \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

**SUMMERFIELDS PRIMARY SCHOOL**

**Rules for Responsible Internet Use**

The school has a range of devices which provide Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- I will ask permission from a member of staff before using the Internet.
- I will not access other people's files.
- I will use the computers only for school work and homework.
- I will not bring personal storage into school unless I have permission.
- The messages I send will be polite and sensible.
- I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I will use the computers sensibly and responsibly at all times including Golden Time.

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Summerfields Primary School . . .

Date:

Dear Parents,

### **Responsible Use of the Internet**

As part of pupils' curriculum enhancement and the development of ICT skills, Summerfields Primary School provides supervised access to the Internet.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet Service Provider operates a filtering system that restricts access to inappropriate materials.

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

I enclose a copy of the Rules for Responsible Internet Use that we operate at Summerfields. We also have a number of leaflets and web-site addresses from national bodies that explain issues further.

Should you wish to discuss any aspect of Internet use (or to see a lesson in operation) please call in or telephone to arrange an appointment.

Yours sincerely,

Headteacher

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### **Permission for Internet Access**

#### **Parent/carer's permission**

I give permission for access to the Internet on the terms set out in the above letter.

Signed .....

Print Name .....

Date .....

#### **Pupil's agreement**

I agree to follow the Rules for Responsible Internet Use.

Signed .....

Print Name .....

Date .....