

Deerhurst and Apperley CE Primary School



Internet Access Policy Reviewed April 2016

Internet Access Policy

This policy outlines our purpose in using the internet and related facilities including e mail to support learning and teaching at Deerhurst and Apperley CE Primary School, whilst minimising the potential risks involved.

Internet access in school

Providing access to the internet in school contributes to raising educational standards and supports the professional work of staff. Teachers and pupils potentially have access to web sites world-wide offering educational resources, news and other information. There are opportunities for communication with experts in many fields and to communicate and exchange information with students and others world-wide. In addition staff have the opportunity to:

- access educational materials and information on pedagogy;
- communicate with support services, professional associations and colleagues;
- exchange curriculum and administration data with the LA and DCFS;
- receive up-to-date information and participate in government initiatives.

Staff, including supply staff, are not expected to take charge of internet activities without appropriate guidance and training. Staff are 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, are provided with the School Internet Access Policy, and have its importance explained to them.

Our school Internet Access Policy is made available for parents and others to read on request, in addition to appearing on the school website.

Ensuring internet access is appropriate and safe

In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our internet access is purchased from South West Grid for Learning (SWGfL) 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 be supervised by an adult (usually the class teacher) at all times;
- staff check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- staff are particularly vigilant when pupils are undertaking their own search and check that the children are following the agreed search plan;
- pupils are 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 are posted near computer systems;
- the ICT co-ordinator monitors the effectiveness of internet access strategies;
- the ICT co-ordinator conducts checks each half term to monitor compliance with the school's Internet Access Policy, and reports back to the Head Teacher;
- methods to quantify and minimise the risk of pupils being exposed to inappropriate material are reviewed in consultation with colleagues from other schools and advice from the LA, our Internet Service Provider and the DCFS.

These measures are highly effective in maintaining internet safety. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor Gloucestershire LA can accept liability for the material accessed, or any consequences thereof.

A most important element of our Rules of Responsible Internet Use is that pupils are 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 responds to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the ICT Co-ordinator in consultation with the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident at a Staff Meeting if appropriate.

- If one or more pupils discover (view) inappropriate material our first priority is to give them appropriate support. The pupil's parents/carers are 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 is informed. The IT co-ordinator reports the URL (address) and content to the Internet Service Provider and the LA; if it is thought that the material is illegal then it is referred on to the police.

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 the security of the school ICT network

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 liaises with the ICT technician to up-date virus protection regularly, keeps up-to-date with IT news developments and work with the LA 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

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 are 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 sites which they may access;
- older, more experienced, pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe the **Rules of Responsible Internet Use (appendix 1)** and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the internet are supervised by an adult, normally their teacher, at all times. They are only allowed to use the internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers 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

We believe that it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library for example, much of the information on the internet is intended for an adult audience and is not properly audited/edited. Pupils are taught:

- to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- that the writer of an e-mail or the author of a web page may not be the person claimed.

Using e-mail

Pupils learn how to use an e-mail application and are taught e-mail conventions. In KS1 this is with e-mail simulation software. KS2 pupils initially use email within a secure environment (this will be a learning platform).

It 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 are only allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.
- teachers endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail;
- pupils send and receive e-mail as part of planned lessons;
- in-coming e-mail to pupils are not regarded as private;
- children have the e-mail messages they compose checked by a member of staff before sending them;
- the forwarding of chain letters is not permitted;
- pupils are not permitted to exchange personal information in school via e-mail which would allow the recipient to contact them outside of school.

Web site

(www.deerhurstandapperleyschool.ik.org)

Our school web site is intended to:

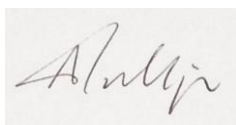
- provide accurate, up-to-date information about our school;
- enable pupils to publish work for a wide audience including pupils, parents, staff, governors, members of the local community and others;
- promote the home school association;
- celebrate good work;
- promote the school.

Our new website was launched in 2008 and work will be carried out on a continuing basis to ensure it is up to date. Maintenance of the site is performed by the ICT coordinator as well as the children in the school. All materials provided by children will be screened before being added to the website.

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 beside photographs that show individuals on our web pages. Home information or individual e-mail identities are not published. Staff are identified by their title and surname unless they request otherwise. Permission is sought from other individuals before they are referred to by name on any pages we publish on our web site.

For approval by Staff and Full Governing Body April 27th 2016

Signed:



Chair of Governors

Date: 27.4.16

Signed:



Headteacher

Appendix 1

Deerhurst & Apperley CE Primary School

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.

Using the computers:

- I will only access the computer system with the login and password I have been given;
- I will not access other people's files;
- I will not bring in media from outside school and try to use them on the school computers.

Using the internet:

- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- I will not complete and send forms without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms.

Using e-mail:

- I will ask permission from a teacher before checking the e-mail;
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
- I understand that e-mail messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only e-mail people I know, or my teacher has approved;
- I will only send an e-mail when it has been checked by a teacher;
- I will not give my full name, my home address or telephone number;
- I will not use e-mail to arrange to meet someone outside school hours.