

## *School Internet Policy*

### **1. Introduction**

- Our Internet Policy has been written by the school, building on the Kent NGfL policy and government guidance. It has been agreed by the senior management and approved by governors. It will be reviewed annually.

### **2. The importance of Internet Use**

- 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 a part of the statutory curriculum and a necessary tool for staff and pupils.
- The Internet is an essential element in 21<sup>st</sup> 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.

### **3. Benefits of the Internet**

Benefits of using the Internet in education include:

- Access to world-wide educational resources including museums and art galleries;
- inclusion in government initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC);
- educational and cultural exchanges between pupils world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with 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 DfES.

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## 4. Enhancing Learning with the Internet

- The school Internet access will be designed expressly for pupil use and will include 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 requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

## 5. Evaluating Internet content

### Possible statements:

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

## 6. Managing Email

- Whole-class or group e-mail addresses will be use.
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

## 7. Managing Web Site Content

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified.
- Pupils' full names will not be used anywhere on the Web site, particularly associated with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- The headteacher will take overall editorial responsibility and ensure content is accurate and appropriate.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

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### **8. Access to Newsgroups and Chat**

- Pupils will not be allowed access to public or unregulated chat rooms.

### **9. Managing New Uses of the Internet**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

### **10. Authorising Internet Access**

- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff leaving or the withdrawal of a pupil's access.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be informed that pupils will be provided with supervised Internet access (an example letter for primary schools is included as an appendix).
- Parents will be asked to sign and return a consent form. Please see the sample form later in this document.

### **11 Assessing Internet Risks**

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Warwickshire County Council can accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

### **12. Filtering the Internet**

- The school will work in partnership with parents, the LEA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

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- Any material that the school believes is illegal must be referred to the Internet Watch Foundation (please see references given later).
- Filtering strategies will be selected by the school in discussion with the filtering provider where appropriate. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

### **13. Pupils and the Internet Policy**

- Rules for Internet access will be posted near all computer systems.
- Instruction in responsible and safe use should precede Internet access.

### **14. Staff Consultation**

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff development in the safe and responsible Internet use, and on school Internet policy will be provided as required.

### **15. ICT System Security**

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Use of floppy disks will be reviewed. Personal floppy disks may not be brought into school without specific permission and a virus check.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.
- The IT co-ordinator / network manager will ensure that the system has the capacity to take increased traffic caused by Internet use.

### **16. Complaints about Internet Use**

- Responsibility for handling incidents will be delegated to a senior member of staff.

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- Any complaint about staff misuse must be referred to the headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.

### 17 Parents and the Internet in School

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site when these are updated.
- 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 and suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.

### 18. Community Use of the Internet

- Adult users will need to sign the acceptable use policy.
- Parents/carers of children under 18 years of age will generally be required to sign an acceptable use policy on behalf of the child.

*Created by:*

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*Date:*

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*To be revised:*

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*Approved:*

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## *Responsible Internet Use*

**We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.**

- **I will ask permission before entering any Web site, unless my teacher has already approved that site.**
- **I will use only my own login and password.**
- **I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**

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***Responsible Internet Use***

Please complete, sign and return to the school secretary

***Pupil:***

***Class***

**Pupil's Agreement**

I have read or had read to me, and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

***Signed:***

***Date:***

**Parent's Consent for Internet Access**

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

***Signed:***

***Date:***

***Please print name:***

**Parent's Consent for Web Publication of Work and Photographs**

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

***Signed:***

***Date:***