



Internet Acceptable Use

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Verified by	The Headteacher
Approved by	Governing Body



Introduction

This policy outlines our purpose in providing e-mail facilities and access to the Internet. It explains how our school is seeking to avoid the potential problems that may arise as a consequence of unrestricted Internet access whilst offering pupils and teachers alike a valuable electronic resource.

Parents' attention will be drawn to this Policy by letter in the first instance and it will be available for parents and others to read on request.

Internet access in school

The purpose of Internet access in schools is to raise educational standards, support the professional work of staff and enhance the school's management, information and business administration systems. Teachers and pupils will have access to web sites worldwide offering educational resources, news and current events. In addition, staff will 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 LA and DfES; receive up-to-date information and participate in government initiatives.

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. 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 has a filtering system which prevents access to material inappropriate for children, which must never be switched off;
- children using the internet will be working in the classroom or computer suite and will be under the supervision of an adult at all times;
- staff will use their professional judgement and check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- our Rules for Responsible Internet Use are posted near all computers with Internet access;
- the Computing Subject Leader will ensure that occasional checks are made on files to monitor compliance with the school's Acceptable Use Policy.

Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools, advice from the LA, our Internet Service Provider, SWGfL and the DfES.

A most important element of our Rules of Responsible Internet Use is that 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 respond to the situation quickly and on a number of levels.



Responsibility for handling incidents involving children is taken by the Computing Subject Leader and the Designated Safeguarding Lead in consultation with the Head Teacher and the pupil's class teacher. All 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 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 Computing Subject Leader will be informed. The Computing Subject Leader will report the URL (address) and content to the Internet Service Provider and the LA; if it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the Internet Watch Foundation and the police.

Maintaining the security of the school ICT network

Security is maintained by updating virus protection.

Using the Internet to enhance learning

Access to the Internet is a planned part of the curriculum that enriches and extends learning activities and is integrated into the class topics. 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;
- pupils are expected to observe the Rules of Responsible Internet Use and are informed that checks can and will be made on files held on the system and the sites they access;
- pupils will be educated in taking responsibility for their own Internet access.

Using information from the Internet

- 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;
- teachers ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a largely non-moderated medium);
- when copying materials from the Web, pupils are taught to observe copyright;
- pupils are made aware 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. Staff and governors use e-mail to communicate with others, to request information and to share information.



- 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 may send e-mail as part of planned lessons but will not be given individual e-mail accounts.
- incoming e-mail to pupils will not be regarded as private and as such may be monitored by the teacher or Computing subject leader;
- children will have the e-mail messages they compose checked by a member of staff before sending them;
- the forwarding of 'chain emails' will not be permitted;
- pupils are not permitted to use e-mail at school to arrange to meet someone outside school hours.

Ashchurch Primary School website

Our school web site is intended to:

- provide accurate, up-to-date information about our school;
- provide pupils with the opportunity to publish their work on the Internet for a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- celebrate good work;
- provide links to other recommended website for pupils, parents, staff, governors and supporters;
- promote the school.

The point of contact on the website will be the school address, telephone number and e-mail address.

We do not publish a pupil's photograph with their name on our web pages and respect the right of children and parents to opt out of any photographs being used in school, literature or by any other agencies or media organisations. Home information or individual e-mail identities will not be published. Permission will be sought from other individuals before they are referred to on any pages we publish on our web site.

The website address is: <http://www.ashchurchprimary.co.uk>

Internet access and home/school links

Parents will be informed in our school prospectus pack that pupils are provided with supervised Internet access as part of their lessons. We will keep parents up to date with future developments by letter and newsletter.



Acceptable Internet Use Statement for Staff and Volunteers

Staff and volunteers sign a statement to confirm that they will follow the guidelines for computer and Internet use before they are provided with access (if this is required in their employment or role).

The school receives regular e-safety updates from the Gloucestershire Safeguarding Children Board.



Our Internet Rules

These are the rules we follow to keep us all safer on the Internet when we are learning.

- ü **Log on** with your own username and password, or one that the teacher has given you.
- ü **Make sure** that you never give your own or anyone's details over the Internet. This includes full name, address, telephone number, email address, mobile number or photograph.
- ü **Make sure** that you never give our school's name unless you have permission to do so from your teacher.
- ü **Never agree** to meet anyone who contacts you on the Internet. Always tell your teacher immediately if someone asks you to do this.
- ü **Always tell your teacher** immediately if you see anything which makes you feel uncomfortable. Switch off the monitor.
- ü **Always tell your teacher** if someone sends you a nasty message. Remember it is not your fault if you get a message like this.
- ü **Make sure** you only go on websites your teacher gives you permission to use.
- ü **Only** go on the Internet when your teacher or a supervising adult is in the room.
- ü **Never download** music or programs without permission.
- ü **Only** use school cameras to take a photograph in school if your teacher gives you permission, and remember to hand your mobile 'phone in at reception when you arrive at school.
- ü **Remember** that the school may check your computer files and may look at the Internet sites that you visit.

Anyone who deliberately breaks these rules will be stopped from using the Internet and computers at school.

I have read and understand these rules.

Signed (Pupil) **Date**

Signed (Parent) **Date**



Ashchurch Primary School

Acceptable Internet Use Statement – Staff and Volunteers

The computer network and laptops are owned by the school, and may be used by children to further their education and by 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 & volunteers 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.

Staff required to have Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the Computing subject leader.

- All Internet activity should be appropriate to staff professional activity or the children's education;
 - Access should only be made via the authorised account and password, which should not be made available to any other person.
 - Only communicate with pupils or parents using school systems, i.e. do not use a personal email address or 'phone, and never keep personal numbers of children on a personal 'phone;
 - Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
 - Use for personal financial gain, gambling, political purposes or advertising is forbidden;
 - Copyright of materials must be respected;
 - Posting anonymous messages and forwarding 'chain emails' is forbidden;
 - As e-mail can be forwarded or inadvertently sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
 - Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden;
 - Use of personal mobile 'phones is restricted to break times in school. Mobiles should be kept out of sight. Mobile 'phone cameras must never be used to take photographs or videos of children;
 - Photographs should only be taken using school cameras and parental permission checked before photos of children are published. SD cards must not be removed from school;
 - Removable media must be encrypted if it is taken outside school (CDs, USBs, any other portable device);
 - Chat and social networking sites should not be used in school, or pupils past or present be invited to join personal or networking sites. At home, school matters should not be discussed on social networking sites, and privacy settings be made as high as possible;
 - Personal email accounts should never be for school communication.
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LAPTOPS

- Staff need to be aware that laptops are insured if they are accidentally or maliciously stolen by means of forced entry or assault.
- If a laptop has been stolen the police need to be notified and a crime reference obtained.
- Staff need to be vigilant about where they store their laptop in school.
- Laptops will not be covered whilst in transit or left unattended in a vehicle.
- Laptops must only be connected to the internet at home through a firewall/secure wireless.

I agree to follow the guidelines for computer and Internet use in this Statement and Policy.

Print name:

Signed:

Date: