

LONG MARTON COMMUNITY SCHOOL INTERNET ACCESS POLICY

Why is Internet access important?

The purpose of Internet access in School is to raise educational standards, to support the professional work of the staff and to enhance the School's management information and business administration systems.

Access to the Internet is a necessary tool for staff and an entitlement for students who show a responsible and mature approach. It should be noted that the use of a computer system without permission or for a purpose not agreed by the School could constitute a criminal offence under the Computer Misuse Act 1990.

What are the benefits to the School?

These benefits include:

- Access to worldwide educational resources including museums and art galleries;
- Inclusion in government initiatives
- Information and cultural exchanges between students worldwide;
- News and current events;
- Cultural, social and leisure use in libraries, clubs and at home;
- Discussion with experts in many fields for pupils and staff;
- Staff professional development – access to educational materials and good curriculum practice;
- Communication with the advisory and support services, professional associations and colleagues;
- Exchange of curriculum and administration data with the LEA and the DfE.

How will the risks be assessed?

In common with other media such as magazines, books and video, some materials available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is impossible to guarantee that particular types of material will never appear on a terminal. Neither the School nor CCC can accept liability for the material accessed, or any consequences thereof.

- Methods to quantify and minimise the risk will be reviewed;
- Staff, parents, governors and advisors will work to establish agreement that every reasonable measure is being taken;
- The Headteacher will ensure that the policy is implemented effectively.
- Children given regular E-safety talks and know what to do if they feel uncomfortable
- Bi-annual E-safety session for parents and governors

How will Internet access be authorised?

- Internet access is a necessary part of planned lessons. It is an entitlement for pupils based on responsible use;
- At Key Stage 1, access to the Internet will be by teacher or adult demonstration. Pupils will access teacher-prepared materials and teacher-prepared preloaded internet pages/sites rather than open Internet;
- At Key Stage 2, Internet access will be granted to a whole class as part of the scheme of work, after a suitable introduction to the rules for responsible Internet use;
- Parents will be informed that pupils will be provided with supervised Internet access where it is important to their education (see appendix for example letter);

- Parents will be asked to sign and return a permission form.

How will security of the School ICT system be maintained?

- The IT coordinator manager will ensure that the system has the capacity to take increased traffic caused by Internet use;
- The security of the whole system will be reviewed with regard to threats to security from the Internet access;
- Personal data sent over the Internet will be encrypted or otherwise secured;
- Virus protection will be installed and updated regularly;
- Use of pendrives will be constantly reviewed.
- Use of e mail to send attachments will be reviewed.
- Security strategies will be discussed with the LEA.

How will the School ensure Internet use provides effective learning?

- Internet access will be planned to enrich and extend learning activities as an integrated aspect of the curriculum;
- Pupils will be given clear objectives for Internet use;
- Pupils will be provided with lists of relevant and suitable Web sites;
- Pupils will be educated in taking responsibility for Internet access;
- Pupils will be informed that checks can be made on files held on the system;
- Pupils using the Internet will be supervised appropriately;
- Internet access will be purchased from a supplier that provides a service designed for pupils. This will include filtering appropriate to the age of pupils;
- The school will work with the Lea and the Internet Service Provider to ensure systems to protect are reviewed and improved.

How will pupils be taught to assess Internet content?

- Pupils will be taught to validate information before accepting it as true, an important aspect of higher levels of subject teaching;
- When copying materials from the Web, pupils will observe copyright;
- Pupils will be made aware that the writer of an e-mail or author of a web page may not be the person claimed;
- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the School library or on TV;
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

How will e-mail be managed?

- Pupils are expected to use e-mail
- Communications with persons and organisations will be managed to ensure appropriate educational use and that the good name of the School is maintained;
- The forwarding of chain letters will be banned;
- Pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts.

How will the School ensure Internet access is appropriate and safe?

- Staff will check that the sites selected for pupils use are appropriate to the age and maturity of pupils;
- Senior staff will monitor the effectiveness of Internet access strategies;
- Access levels will be reviewed as pupils' Internet use expands and their ability to retrieve information develops;

- Senior staff will ensure that occasional checks are made on files to monitor compliance with the School's Internet Access Policy.

How will complaints be handled?

- Responsibility for handling incidents will be given to the Headteacher;
- Pupils and parents will be informed of the procedure;
- Parents and pupils will need to work in partnership with staff to resolve any issue;
- As with drugs issues, there may be occasions when the Police must be contacted. Early contact will be made to establish the legal position and discuss strategies;
- If Staff or Pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider;
- Any material that the School suspect is illegal will be referred to the Internet Watch Foundation;
- A pupil may have Internet or computer access denied for a period.

How will Staff, pupils and parents be kept informed?

- Rules for Internet access will be posted near computer systems. There will be sanctions for those pupils who do not follow these rules and/or are found to be using cyberbullying. The Acceptable Use Statement or Rules for Responsible Internet Use could be printed as posters (see appendix);
- All staff including teachers, supply staff, classroom assistants and support staff will be provided with the Internet Access Policy, and its importance explained;
- Parents attention will be drawn to the Policy in newsletters;
- A module on responsible Internet use will be included in the PSHE programme covering both School and home use.

How will the school keep pupils safe from misuse of digital/video images and cyberbullying?

- Technology allows the user to bully anonymously from an unknown location, 24 hours a day, 7 days a week. Children are encouraged to tell an adult if they are being cyberbullied either at home, in school or both.
- Schools will discourage and will advise all parents to discourage pupils from bringing mobile phones/gaming devices to school on the grounds that they are valuable and may be lost or stolen and also that they can be used for cyberbullying and peer on peer abuse.
- Where a pupil does bring a mobile phone/gaming device to school, the phone must remain switched off during the school day and may not be used, for any purpose on school premises, grounds or during off-site school activities (such as swimming or sports activities). The only exception to this would be an emergency or with the express approval of a member of school staff

How will Parents' support be enlisted?

- A careful balance between informing and alarming parents will be maintained;
- Joint home/School guidelines in issues such as safe Internet use will be established.

This policy has taken into account the three main areas of risk within on-line safety – Content, Contact and Conduct as emphasized in the document Keeping Children Safe in Education statutory guidance for schools and colleges September 2016.

Policy reviewed Autumn 2017 and will be reviewed Autumn 2019.