

St Marychurch C.E. Primary and Nursery School Internet Policy 2007

*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.*

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Approved:

Why is Internet use important?

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement and to support the professional work of staff.

Internet access is an entitlement for children who show a responsible and mature approach to its use.

How does the Internet benefit education?

Benefits of using the Internet in education include:

- *access to world-wide educational resources including museums and art galleries;*
- *access to experts in many fields for pupils and staff;*
- *staff professional development through access to national developments, educational materials and good curriculum practice;*
- *exchange of curriculum and administration data with the LEA and DfES.*

How will Internet use enhance learning?

The school Internet access is designed expressly for pupil use and includes a filtering system, appropriate to the age of pupils.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

Internet access is planned to enrich and extend learning activities.

Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

How will pupils learn to evaluate Internet content?

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.

Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

How will e-mail be managed?

Pupils may only use approved e-mail accounts, within the school's intranet. However safety issues are discussed concerning the use of email outside of school.

Pupils are told not to reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.

Staff email accounts are to be used when emailing outside the school system.

Pupils must immediately tell a teacher if they receive offensive e-mail.

How should Web site content be managed?

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 clearly identified.

Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

Newsgroups, e-mail lists and chat rooms?

Newsgroups will not be made available to pupils.

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

How can emerging Internet applications be managed?

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

How will Internet access be authorised?

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 may leave or a pupil's access be withdrawn.

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. Parents will be asked to sign and return a consent form at the start of the school year (an example letter for primary schools is included as an appendix).

How will the risks be assessed?

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 Torbay Council can accept liability for the material accessed, or any consequences of Internet access.

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.

How will filtering be managed?

The school has a filtering system provided by the Internet Service Provider and is therefore managed by them.

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.

How will the policy be introduced to pupils?

Children are asked to sign an Internet Use Agreement at the beginning of each school year..

Pupils will be informed that Internet use will be monitored.

How will staff be consulted?

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.

How will ICT system security be maintained?

The school ICT systems will be reviewed regularly with regard to security.

Virus protection will be installed and updated regularly.

How will complaints regarding Internet use be handled?

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

Any complaint about staff misuse must be referred to the headteacher.

How will parents' support be enlisted?

Parents' attention will be drawn to the School Internet Policy in newsletters.

How is Internet used across the community?

Adult users will need to sign the acceptable use policy.