

Isham CEVA Primary School

# Internet Safety and Access Policy

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan for and make use of

## E Safety Policy 2014

communications technology, for example, web-based resources and e-mail. Access to life-long learning and employment increasingly requires computer and communications use and pupils need to develop ICT life skills in their use.

Home and social Internet use is expanding and it is becoming an important part of learning and communication during leisure time.

### **1 Why is Internet access important?**

- The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Access to the Internet is a necessary tool for staff and students. It is an entitlement for students who show a responsible and mature approach.

### **2 What are the benefits to the school?**

A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education.

These benefits include:

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in government initiatives;
- Information and cultural exchanges between students world-wide;
- Cultural, vocational, 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 LA and DfE.

### **3 How will Internet use provide effective learning?**

- 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;
- Pupils will be informed that their use of the Internet will be supervised and monitored appropriately;
- Internet access will be planned to enrich and extend learning activities;
- Access levels will be reviewed to reflect the curriculum requirement;
- Pupils will be given clear objectives for Internet use;
- Staff will select sites which will support the learning outcomes planned for pupils' age and maturity;
- Approved sites will be book marked;
- Pupils will be educated in taking responsibility for Internet access.

### **4 How will pupils be taught to assess Internet content?**

- Pupils will be taught ways to validate information before accepting it as true;

## E Safety Policy 2014

- Pupils will be taught to acknowledge the source of information, when using Internet material for their own use;
- Pupils will be made aware that the writer of an e-mail or the author of a Web page might not be the person claimed;
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- Pupils will be taught to recognise and deal with 'SPAM'/bogus mail.

### **5 How will e-mail be managed?**

- E-mail must only be used in school for educational purposes;
- Pupils will not be allowed to access personal e-mail from the school system;
- Pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts;
- In-coming e-mail will be regarded as public and may be examined;
- Messages sent using the school domain name should be regarded in the same way as messages written on school headed paper;
- The forwarding of chain letters will not be allowed, nor will the use of chat lines.

### **6 How will Internet access be authorised?**

- Internet access is a necessary part of the statutory curriculum. It is an entitlement for pupils based on responsible use;
- At Key Stage 1, the majority of the access to the Internet will be by teacher or adult demonstration. However there may be situations when children have supervised access to specific approved on-line materials;
- At Key Stage 2, Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible Internet use;
- Parents will be informed that pupils will be provided with supervised Internet access;
- Parents will be asked to sign and return a permission form.

### **7 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 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 not possible to guarantee that unsuitable material will never appear on a terminal. Neither the school nor NCC can accept liability for the material accessed, or any consequences thereof;
- The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990;
- Methods to identify, assess and minimise risks will be reviewed;
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken;
- The Head teacher will ensure that the policy is implemented effectively.

### **8 How will the school ensure Internet access is safe?**

- Pupils using the Internet will be appropriately supervised;

## E Safety Policy 2014

- The ICT Co-ordinator will ensure that regular checks are made to ensure that the filtering methods selected are effective in practice;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the ICT co-ordinator;
- Any material that the school suspects is illegal will be referred to the Internet Watch Foundation (see appendix 4);
- Where minority languages are involved, appropriate measures will be used to ensure the process to select appropriate material is adequate.
- Emails will be filtered and accessed through Schools Broadband only to provide security and protection for the children.

### **9 How will the security of school ICT systems be maintained?**

- Security strategies will be discussed with the LA;
- The ICT co-ordinator 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 Internet access;
- Personal data sent over the Internet will be encrypted or otherwise secured;
- Virus protection will be installed and updated regularly;
- Use of e-mail to send attachments such as system utilities will be reviewed.

### **10 How will complaints regarding Internet use be handled?**

- Responsibility for handling incidents will be given to the Head Teacher;
- Pupils and parents will be informed of the complaints procedures;
- Parents and pupils will need to work in partnership with staff to resolve issues;
- As with drug issues, there may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies;
- Sanctions available include interview/counselling by head of key stage and, if appropriate, informing parents or carers;
- A pupil may have e-mails, Internet or computer access denied for a period of time depending on the nature of the incident;
- Denial of access could include all schoolwork held on the system.

### **11 How will staff and pupils be consulted?**

- Rules for Internet Access and Use will be posted near computer systems.
- All staff including teachers, supply staff, teaching 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 and in the school brochure;
- A module on responsible Internet use will be included in the PSHE programme covering both school and home use.

## **Appendix 1**

# **Isham CEVA Primary School**

### Acceptable Internet Use Statement for Staff

The computer system is owned by the school and is made available to students to further their learning and to 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 students, the staff 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 requesting Internet access should sign a copy of the Acceptable Internet Use Statement and return it to the ICT Co-ordinator.

Students requesting Internet access should sign a copy of the Rules for Responsible Internet Use and return to the class teacher.

- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Posting anonymous messages and forwarding chain letters is forbidden;
- Copyright of materials must be respected;
- All Internet activity should be appropriate to staff professional activity or the student's education. Legitimate private interests may be followed where these cause no difficulties for other users and do not compromise school use;
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded or may be sent inadvertently to the wrong person;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Users must access only those sites and materials relevant to their work in school. Users will be aware when they are accessing inappropriate materials and should expect to have their permission to use the system removed.

Full name ..... Post.....

Signed ..... date .....

Access granted ..... date .....

### Appendix 2 Isham CEVA Primary School

## **Rules for Responsible Internet Use**

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will not access other people's files;
- I will only use the computers for school work and homework;
- I will ask permission from a member of staff before using the Internet;
- I will only e-mail people I whom I know, or my teacher has approved;
- The messages I send will be polite and sensible;
- I will not reveal any information about myself or others
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Signed:

Class:

Dear Parents

### **Responsible Use of the Internet**

As part of pupils' curriculum enhancement and the development of computing skills, Isham CEVA Primary provides supervised access to the Internet, sometimes including e-mail. Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet access provider operates a filtering system that restricts access to inappropriate materials. Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, NCC cannot be held responsible for the nature or content of materials accessed through the Internet. NCC will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities. I enclose a copy of the Rules for Responsible Internet Use that we operate at Isham. Should you wish to discuss any aspect of Internet use, please telephone me to arrange an appointment.

Yours sincerely

Head teacher

---

**Permission for Internet Access**

I give permission for access to the Internet on the terms set out in the above letter.

Signed: .....

Print name: .....

Date: .....

## Appendix 4

### References

#### Particularly for Parents:

- Government site for Parents      Information about education for parents      [www.dfes.gov.uk/parents](http://www.dfes.gov.uk/parents)
- NCH Action for Children. A Parents' Guide to the Internet leaflet.      [www.nchafc.org.uk/internet](http://www.nchafc.org.uk/internet)
- Parents and IT. BECTa information sheet.      [www.becta.org.uk/info-sheets/parents.html](http://www.becta.org.uk/info-sheets/parents.html)
- Parents' Information Network(PIN). Guidelines on using the Internet safely.      [www.pin-parents.com](http://www.pin-parents.com)  
Superhighway Safety Pack      <http://vtc.ngfl.gov.uk/vtc/library/safety.html>
- Free pack from DfEE on safe Internet use      Tel: 0845 6022260

#### Particularly for Schools:

- Association for Co-ordinators and Teachers of IT (ACITT). Acceptable Use Policy for UK Schools.  
[www.acitt.org.uk/aup.html](http://www.acitt.org.uk/aup.html)
- Connecting Schools, Networking People 2000  
BECTa, October 1999 (free order line)      Tel: 024 7641 6669
- Kent NGfL Website. Latest version of this policy.      [www.kent.gov.uk/ngfl/policy.html](http://www.kent.gov.uk/ngfl/policy.html)
- Internet Watch Foundation      [www.iwf.org.uk/Reporting](http://www.iwf.org.uk/Reporting)  
Illegal Internet material      Tel: 0845 600 8844.
- Irish National Centre for Technology in Education. Comprehensive advice on Internet use  
[www.ncte.ie/support.htm](http://www.ncte.ie/support.htm)
- Promoting the Responsible Use of the Internet in Schools. British Computer Society / NAACE  
[www.bcs.org.uk/iap.htm](http://www.bcs.org.uk/iap.htm)
- The Internet and the World Wide Web. Information sheet published April '99      [www.becta.org.uk/info-sheets/internet.html](http://www.becta.org.uk/info-sheets/internet.html)