



Acceptable Internet Use and Internet Access Policy

<u>Status of Policy</u>	<u>Date</u>
Policy Reviewed	Autumn Term 2019
Agreed by Staff	Autumn Term 2019
Agreed by Governors	Autumn Term 2019
Next Review	Autumn Term 2021

Head teacher Signature:

Date:

Chair of Governors Signature:

Date:

Acceptable Internet Use

As part of the pupils' curriculum and the development of ICT skills, East Herrington Primary Academy is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world.

Although there have been concerns about pupils having access to undesirable materials, we have taken positive steps to deal with the risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if requested by parents. We also have leaflets from national bodies that explain the issues further.

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. The following is shared with the children and the rules for acceptable internet use in school:

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- On a network, I will only use my own login and password, which I will keep secret
- I will not look at or delete other people's files.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use internet chat
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer systems is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful

1: Internet access in school

Providing access to the internet in school will raise educational standards and support the professional work of staff.

Teachers and pupils will have access to web sites world-wide (including museums and art galleries) offering educational resources, news and current events. There will be opportunities for discussion with experts in many fields and to communicate and exchange information with students, schools and others world-wide. 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 DFE. School management information and business administration systems are now internet based

Staff, including supply staff, will not be expected to take charge of an internet activity without training. Staff should be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, will be provided with the School Internet Access Policy, and will have its importance explained to them.

Parents' attention will be drawn to the Policy by letter in the first instance and, the policy will also be referred to in our school prospectus. Our school Internet Access Policy will be available for parents and others to read on demand and on the school website.

2: Internet access is appropriate and safe

The internet is now a widely used communications medium and is freely available to any person wishing to send e-mail or publish a web site. In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and 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 is designed for pupil safety and includes a " firewall" filtering system intended to prevent access to material inappropriate for children;
- children using the internet will normally be working in the ICT suite, classroom or a year group area during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- pupils can only use the iPad emailing system when in school. They will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
- our Rules for Responsible Internet Use will be posted near computer systems.
- the ICT Subject Leader will monitor the effectiveness of internet access strategies;
- the ICT Subject Leader and ICT Technician will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy;
- the head teacher will ensure that the policy is implemented effectively;
- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LA, our Internet Service Provider and the DFE;
- the school teaches the importance of e-safety to children through theatre groups, assemblies and ICT and PSHE lessons.

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor Sunderland LEA can accept liability for the material accessed, or any consequences thereof.

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 wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the ICT Subject Leader in consultation with the Head teacher, the designated person for Safeguarding and the pupil's class teacher. All the teaching staff will be made aware of the incident in *Pupil Awareness* 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 ICT Subject Leader and the ICT Technician will be informed. The ICT Subject Leader will report the URL (address) and content to the Internet Service Provider and the LEA; if it is thought that the material is illegal, after consultation with the ISP and LEA, the site will be referred to the Internet Watch Foundation, The Child Exploitation and Online Protection Centre CEOPS and the police.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the [Rules of Responsible Internet Use](#) which have been designed to help protect them from exposure to internet sites carrying offensive material. If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period.

The ICT technician is currently looking at a network based tool which would allow any emails, web site searches and web page views be scanned for inappropriate or concerning 'keywords'.

3: Maintaining the security of the school ICT network

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The network provider will up-date virus protection regularly, will keep up-to-date with ICT news developments and work with the school to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

4: Using the internet to enhance learning

Pupils will learn how to use a web browser. Children will also use the internet, webcams and email to communicate with schools, experts and each other within school. Older pupils will be taught to use suitable web search engines. Staff and pupils will begin to use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

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 will be 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;
- older, more experienced, pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the [Rules of Responsible Internet Use](#) and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

5: Using information from the internet

We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of it is copyright.

- 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;
- teachers will 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 non-moderated medium);
- when copying materials from the Web, pupils will be taught to observe copyright;
- pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

6: Using e-mail

Pupils learn how to use an e-mail application and are taught e-mail conventions. Staff and pupils will use e-mail to communicate with others, to request information and to share information. It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- pupils will only be allowed to use e-mail once they have been taught the [Rules of Responsible Internet Use](#) and the reasons for these rules;
- teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail;
- in-coming e-mail to pupils will not be regarded as private;
- A person cannot email a child from outside the school unless the child has emailed them in the first instance. (e.g. A child would have to email their parent before the parent could email back to the child)
- All communication can be tracked.
- the forwarding of chain letters will not be permitted.

7: East Herrington Primary Academy web site

Our web site is intended to:

- provide accurate, up-to-date information about our school;

- enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- celebrate good work;
- provide pupils with the opportunity to publish their work on the internet;
- promote the school.