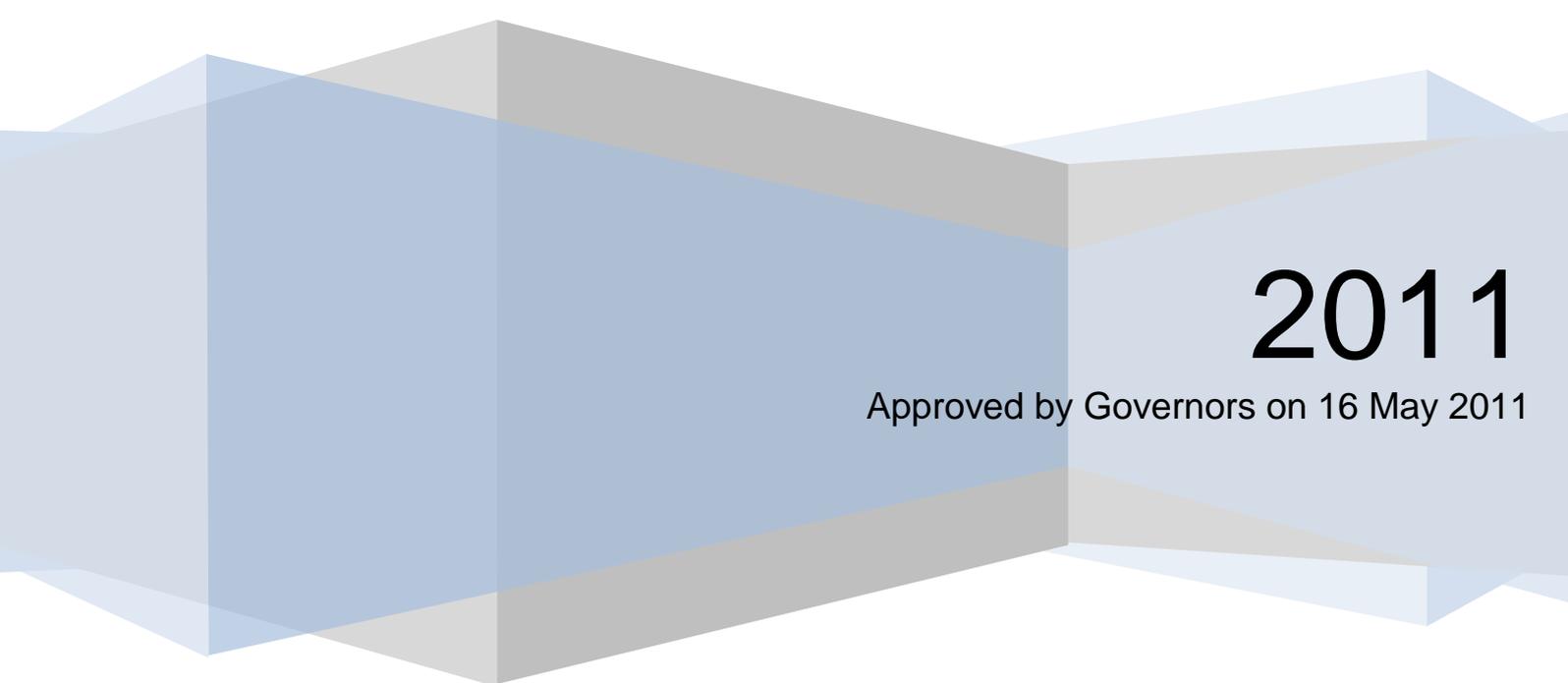**St Patrick's Catholic Primary School and Community Nursery**

Policy for the Acceptable Use of the Internet

2011

Approved by Governors on 16 May 2011

Policy for the Acceptable Use of the Internet

Statement:

- Our Internet Policy has been written by the school, building on the Calderdale policy and government guidance. It has been agreed by the senior management and approved by governors. It will be reviewed every two years.

Created by: J Socha

Revised: November 2012

To be revised: November 2014

Why is Internet use important?

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

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;
- inclusion in government initiatives educational and cultural exchanges between pupils world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with the LA and DfE;
- use of VLE to facilitate computer efficiency.

How will Internet use enhance learning?

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

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.

All Teachers must ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

- Training has been available to staff in the evaluation of Web materials and methods of developing pupils' critical attitudes.

How will e-mail be managed?

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- Whole school e-mail addresses will be used.
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is banned.

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 identified.
- Pupils' full names will not be used anywhere on the Web site, particularly associated with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- The headteacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications.

- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Are newsgroups and chat safe?
- Pupils will not be allowed access to public or unregulated chat rooms.
- Children should use only regulated educational chat environments. This use will always be supervised and the importance of chat room safety emphasised.
- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

How can emerging Internet uses be managed?
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

How will Internet access be authorised?

- 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 (a letter for this is included as an appendix).
- Parents will be asked to sign and return a consent form. Please see the sample form later in this document.

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. The school can not 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 will work in partnership with parents, the LA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

- 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.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Filtering strategies will be selected by the school in discussion with the filtering provider where appropriate. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

How will the policy be introduced to pupils?
- Rules for Internet access will be posted near all computer systems.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible Internet use will be included in the PSHE programme covering both school and home use.

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.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff development in the safe and responsible Internet use and on school Internet policy will be provided as required.

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.
- Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Use of cds or memory sticks will be reviewed. Personal cds or memory sticks may not be brought into school without specific permission and where appropriate, a virus check.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.
- The ICT co-ordinator / network manager will ensure that the system has the capacity to take increased traffic caused by Internet use.

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.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
  - informing parents or carers;
  - removal of Internet or computer access for a period,

How will parents' support be enlisted?
- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.

St. Patrick's Catholic Primary School
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.

- **I will ask permission before entering any Web site, unless my teacher has already approved that site.**

- **On a network, I will use the whole school login and password**

- **I will not look at or delete other people's files.**

- **I will not bring memory sticks into school without permission.**

- **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 schools 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 system 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.

Display this page as a poster near computers.

Consent Form

St. Patrick's Catholic Primary School
Responsible Internet Use
Please complete, sign and return to the school administrator

Pupil:	Class:

Pupil's Agreement

I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:	Date:

Parent's Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:	Date:

Please print name:

Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed:	Date: