Policy Document

LINGEY HOUSE

PRIMARY SCHOOL

SINCE 1959

Internet Policy

Jan 2022 – Jan 2024

Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites

- E-mail, Instant Messaging and chat rooms

- Social Media, including Facebook and Twitter

- Mobile/ Smart phones with text, video and/ or web functionality

- Other mobile devices with web functionality

- Gaming, especially online

- Learning Platforms and Virtual Learning Environments

- Blogs and Wikis

- Podcasting

- Video Broadcasting

- Music Downloading

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies and that some have minimum age requirements, usually 13 years.

At Lingey House Primary School, we understand the responsibility to educate our pupils on E-Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Schools hold personal data on learners, staff and other people to help them conduct their day-to-day activities.   Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the reputation of the school. This can make it more difficult for your school to use technology to benefit learners.

Everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

Both this policy and the Acceptable Use Agreement (for all staff, governors, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones, and other mobile devices).

The School's Internet Access Policy is part of the school's ICT policy and will relate to other policies including those for behaviour and for personal, social and health education (PSHE). The writing process will ensure that wider aspects of Internet use have been fully considered.

Statement: *The Internet Access Policy will be written by a team with a wide range of experience and reviewed on a yearly basis. It will be agreed by the senior management and approved by governors.*

Created By:- I.C.T. Management Team

Importance of Internet access

The purpose of Internet access in schools 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 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.

Pupils access to inappropriate material.

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 particular types of material will never appear on a terminal. Neither the school nor the LEA 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 advisers will work to establish agreement that every reasonable measure is being taken;
- The Headteacher will ensure that the policy is implemented effectively.

Authorisation of Internet access

The school will allocate access to the Internet on the basis of educational need and will include all staff and all pupils, with a written record made by the Headteacher to this effect.

The following guidelines will apply:

- Internet access is a necessary part of planned lessons. It is an entitlement for pupils based on responsible use;
- In the Foundation stage and at Key Stage 1, pupils will have appropriate access to the internet to search and Purple Mash.
- Across all Key stages, 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;
- A record will be maintained of all staff and pupils with Internet access. Staff and pupils will be removed from the record when access is no longer required. The school may decide to record permission for access on a whole-class basis.

Security of the school ICT system.

The Internet connection to the outside world that could compromise system performance or threaten security.

Security strategies will be discussed with the LEA. In line with school policies:

- The Computing Lead / network 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 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.
- Use of Impero Alerts to SLT.

Internet use to provide effective learning.

Teachers and pupils need to learn how best to use this new tool for teaching and 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;
- The school will work with the LEA and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved;
- Pupils using the Internet will be supervised appropriately;
- 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 taught to assess Internet content.

ICT teaching should be widened to incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media.

- 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 the 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.

Management of E-mail

Internet communication is moving from experimental to essential. Because of the simplicity and low cost of E-mail, care needs to be taken that the consequences to the school and the pupil of messages are appreciated.

Pupils in Key Stage 2 will learn how to send and receive e-mails through Purple Mash. This means no individual access is needed for pupils to own email addresses outside the school systems.

Management of the School Web Site

Many schools have created Web sites that inspire pupils to publish work to a high standard, for a very wide audience. A Web site can celebrate good work, promote the school and publish resources for projects or homework. Ground rules are important to ensure that the Web site reflects the school's ethos, that information is accurate and that pupils are protected. As the school's Web site can be accessed by anyone on the Internet, the security of staff and pupils must be maintained. Although common in newspaper reports, the publishing of pupils' names and photographs that identify individuals on Web pages may be considered inappropriate, particularly for pupils with complicated family histories.

- The Headteacher will delegate editorial responsibility to a member of staff to ensure that content is accurate and quality of presentation is maintained;
- The Web site will comply with the school's guidelines for publications;
- Pupils will be taught to publish for a wide range of audiences which might include governors, parents or young children;
- All material must be the author's own work, credit other work included and state clearly the author's identity or status;
- The point of contact on the Web site will be the school address and telephone number. Home information or individual E-mail identities will not be published;
- Photographs of identifiable individual pupils will not be published on the Web site. Group photographs should not have a name list attached.

School's responsibility to ensure Internet access is appropriate and safe?

Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher. The Internet is a communications medium and is freely available to any person wishing to send E-mail or publish a Web site. Staff will need to ensure that access is appropriate to the user. Primary pupils will require protected access to the Internet. Teachers might need to research areas including drugs, medical conditions, bullying or harassment.

Staff will check that the sites selected for pupil 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;

Handling of Complaints
Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance it is possible that the issue has arisen through home Internet use or by contacts outside school. Transgressions of the rules by pupils could include minor as well as the potentially serious. Sanctions for irresponsible use will be linked to the school's behaviour policy.

- Responsibility for handling incidents will be given to a senior member of staff;
- 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 (see appendix);
- Sanctions available include interview by head of year and, if appropriate, informing parents or carers;
- A pupil may have Internet or computer access denied for a period;
- Denial of access could include all school work held on the system, including any examination work;

Information for staff, pupils and parents.
It is very important that staff feel prepared for Internet use and agree with the school Internet Access Policy. Staff should be given opportunities to discuss the issues and develop good teaching strategies. It would be most unfair if staff, particularly supply staff, were asked to take charge of an Internet activity without training. Reassurance and discussion may be required.

- Rules for Internet access will be posted near computer systems. 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, the school brochure and on the school Web site;
- A module on responsible Internet use will be included in the PSHE programme covering both school and home use.

Enlisting Parental Support

Internet use in pupils' homes is rapidly increasing, encouraged by offers of free software and access on magazine covers. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school may be able to help parents plan appropriate, supervised use of the Internet at home.

- A careful balance between informing and alarming parents will be maintained;
- Demonstrations and practical Computing sessions for parents will be organised to encourage a partnership approach;
- Joint home / school guidelines on issues such as safe Internet use will be established;
- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents;

Please note:

The Acceptable Use documents will be reviewed late in the year.

Acceptable Internet Use Statement

For Staff and Pupils

The computer system is owned by the school, and may be used by pupils to further their education and by 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 pupils, 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 and pupils requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to SLT for approval.

- All Internet activity should be appropriate to staff professional activity or the pupil's education;

- Access should only be made via the authorised account and password, which should not be made available to any other person;

- 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;

- Use for personal financial gain, gambling, political purposes or advertising is forbidden;

- Copyright of materials must be respected;

- Posting anonymous messages and forwarding chain letters is forbidden;

- As E-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;

- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Full name: _____   Class: _____

Signed: _____   Date: _____

Parent / Carer Countersignature _____

Rules for Acceptable Internet Use

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

- **I will only access the system with my own login and password, which I will keep secret;**

- **I will not access other people's files;**

- **I will use the computers for school work and homework;**

- **I will not bring in USB sticks or CDs from outside school unless I have been given permission;**

- **I will ask permission from a member of staff before using the Internet;**

- **I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;**

- **I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself;**

- **I understand that the school may check my computer files and may monitor the Internet sites I visit.**

Display this page as a poster near computers.

Provide pupils and parents with a copy of these rules.

Date: January 2022

Review: January 2024

Approved by the Curriculum Committee on 26 January 2022