

## **Upwood Primary School Internet Policy 2009**

*This policy sets out the school's aims, principles and strategies for the use on the Internet.*

*All users are required to follow the conditions laid down in this policy. Any breach of these conditions may lead to the withdrawal of the user's access.*

Upwood Primary School actively encourages the use of the Internet to promote learning in a wide range of areas. Exploiting the online world is now a key means of extending and personalising the educational experience of all learners.

### **Purpose of the use of the Internet at Upwood Primary School**

- Raise educational standards;
- Promote pupil achievement;
- Use the Internet as a tool for learning;
- To enable the professional development of staff by providing access to educational materials and good curriculum practice;
- For staff to communicate with the advisory and support services, professional associations and colleagues;
- To allow for the exchange of curriculum and administration data with the LA and DCSF;
- Access to worldwide educational resources including museums and art galleries;
- Inclusion in government initiatives;
- Educational and cultural exchanges between pupils worldwide;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- Access to experts in many fields for staff and pupils;
- Mentoring of pupils and provision of peer support for them and teachers.

### **The Internet in the Curriculum**

Teachers will plan appropriate use of the Internet to aid the teaching of all curriculum subjects. In the Foundation Stage, the use of the Internet will be linked to the teaching of the Early Learning Goals.

### **Internet Service Provider**

Upwood Primary School uses a filtered internet feed from Cambridgeshire Community Network (CCN) The internet feed for CCN schools is provided by the regional broadband consortium, E2BN, and web-filtering is achieved using the Protex system. (See Guidance to educational establishments on Child Protection and the use of the Internet.)

## **Ensuring internet access is appropriate and safe**

The internet is a large 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:

- The school uses a secure ISP.
- Children using the internet will normally be working in the classroom, 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 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 co-ordinator will monitor the effectiveness of internet access strategies.
- The ICT co-ordinator will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy.
- The headteacher 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 DCSF.

## **Email**

Pupils and staff will be given appropriate email addresses. All messages sent should be polite and use appropriate language. No personal information should be contained. Pupils and staff will understand that electronic mail is not guaranteed to be private.

## **WWW**

The school's ISP provides filters against inappropriate words. When search engines are used, these will be monitored for appropriate content. If inappropriate material is accessed, the ICT coordinator will be informed to put in relevant blocks on sites accessed.

## **Data**

Pupils will not give out personal information about themselves – full name, address etc. Pictures will only be used if permission has been obtained from parents and staff.

## **Chat Rooms**

Access to public chat rooms will not be allowed. Only Chat Areas approved by the LA on secure educational sites will be allowed if the purpose is to fulfill educational requirements.

## **Parents**

Parents will be informed of the school's Internet Policy. They will be expected to discuss the Rules For Responsible Internet Use with their children and sign these to give permission enabling their child use of the Internet in school.

## **Website**

Our school website 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.

All classes may provide work for publication on the school website. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status.

A designated person will be responsible for up-loading pages to the school website, ensuring that the links and work are up-to-date, and that the site meets the requirements of the site host.

The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Staff will be identified by their title and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

### **Maintenance of ICT System Security**

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Files held on the school's network will be regularly checked.
- Data will be backed up and stored securely on a daily basis.

### **Inclusion and Racial Equality**

All pupils will have equal access to the Internet regardless of race, gender, cultural background or any physical or sensory disabilities.

### **Monitoring**

The head teacher and ICT coordinator have overall responsibility for monitoring Internet use. They will regularly check folders and files across the network as part of their monitoring. If there is any evidence of misuse then they will follow the guidelines set out in 'Guidance on Access and the Safe Use of School IT equipment' (CCC document).

### **Review**

This policy was agreed by the Curriculum Committee and will be reviewed again in accordance with our policy cycle.

## Rules For Responsible Internet Use

### Using the computers:

- I will only access the computer system with the login and password I have been given.
- I will not access other people's files.
- I will not bring in disks or CDs from outside school and try to use them on the school computers without permission.

### Using the Internet:

- I will ask permission from a teacher before using the Internet.
- I will report any unpleasant material to my teacher immediately.
- I understand that the school may check my computer files and may monitor the internet sites I visit.
- I will not complete and send forms without permission from my teacher.
- I will not give my full name, my home address or telephone number to anyone.

### Using e-mail:

- I will ask permission from a teacher before checking emails.
- I will immediately report any unpleasant messages sent to me.
- I understand that email messages I receive or send may be read by others.
- The messages I send will be polite and responsible.
- I will only email people I know, or my teacher has approved.
- I will only send an email after it has been checked by a teacher.
- I will not give my full name, my home address or telephone number to anyone.
- I will not use email to arrange to meet someone outside school hours.

*The school may exercise its rights by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the interception of email 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.*

**Child's Name**.....

**Signed**.....

**Parent's Signature**.....

**Date**.....