

ULEY C. OF E. PRIMARY SCHOOL

INTERNET USE POLICY

INTERNET USE POLICY

MISSION STATEMENT

Uley is a Voluntary Controlled Primary School whose focus is on each individual, acknowledging both their Rights and Responsibilities.

Christian values drive all aspects of school life, curriculum and ethos. Academic rigour is valued at all stages, with the classroom focus on challenge, engagement and achievement.

Learning is celebrated in all its forms and everyone is equally valued and respected in a caring and secure environment.

In partnership with parents and the wider community, the children grow and develop as we prepare them to meet the challenges of education, work and life.

THE AIM OF INTERNET USE AT ULEY SCHOOL

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.

BENEFITS TO EDUCATION

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in government initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC);
- 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;
- exchange of curriculum and administration data with the LEA and DfEE

INTERNET USE TO 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.

PUPILS EVALUATING CONTENT

The quality of information received via radio, newspaper and telephone is variable and everyone needs to develop skills in selection and evaluation. Information received via the Web, e-mail or text message just requires good information handling skills. In particular it may be difficult to determine origin and accuracy, as the contextual clues present with books or TV may be missing or difficult to read.

Inappropriate material should not be visible to pupils using the Web. Pupils will be taught what to do if they experience inappropriate material.

Pupils will be taught research techniques including the use of subject catalogues and search engines. They will also use alternative sources of information for comparison purposes.

Respect for copyright and intellectual property rights, and the correct usage of published material will be taught. An awareness of plagiarism needs to be developed.

- 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. This school will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

MANAGING E-MAIL

- 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-class or group e-mail addresses will be used
- Access in school to external personal e-mail accounts may be blocked.
- Social e-mail use can interfere with learning and is banned
- 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.

WEB SITE MANAGEMENT

The school website should reflect the schools ethos.

- 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 will be sought 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 will 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.

NEWSGROUPS AND CHATROOMS

- Pupils will not be allowed access to public or unregulated chat rooms..
- A risk assessment will be carried out before a new technology is allowed.

Social networking and personal publishing

- The school will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing videoconferencing

- IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.

MANAGING EMERGING INTERNET USE

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.

AUTHORISING INTERNET ACCESS

- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff leaving or the withdrawal of a pupil's access. The ICT Co-ordinator will monitor records.
- Access to the Internet will be by directly supervised access to specific, approved on-line materials selected by the teacher.
- Parents will be informed that pupils will be provided with supervised Internet access
- Parents will be asked to sign and return a consent form.

Introducing the e-safety policy to pupils

- E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored.

Staff and the e-Safety policy

- All staff will be given the School e-Safety 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.

RISK ASSESSMENT

- 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. Neither the school nor Gloucestershire L.A. can accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- 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.

MANAGING THE FILTERING

Careful monitoring and management of all filtering systems will be required. It is important that the school establishes the filtering criteria rather than simply accepting filtering default settings.

- 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.
- Co-ordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate and effective.
- Any material that the school believes is illegal must be referred to the relevant authorities.
- 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.

INTRODUCING THE POLICY 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.

CONSULTING STAFF

- 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.
- The monitoring of Internet use is a sensitive matter. Staff development in the safe and responsible Internet use and on school Internet policy will be provided as required.

MAINTAINING THE ICT SECURITY SYSTEM

Local Area Network security issues include:

- The user must act reasonably. Loading non-approved software could cause major problems. Good password practice is required including logout after use.
- The workstation should be secure from casual mistakes by the user.
- Cabling should be secure.
- Servers must be located securely and physical access restricted.
- The server operating system must be secured to a high level.

WIRELESS LAN

- As with wired, above, but the wireless must be on a network secured by the use of a password. Virus protection for the whole network must be installed and current. The technician from Rednock School will monitor this and update as necessary.

WIDE AREA NETWORK (WAN) security issues include:

- All external connections must be assessed for security risks including the wide area network connection and any modems staff may wish to use.
 - Firewalls and routers should be configured to prevent unauthorised use of software
 - Decisions on security made by external agencies such as the LA or ISP must be discussed with schools.
- 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 L.A. particularly where a wide area network connection is being planned.
 - Personal data sent over the Internet will be encrypted or otherwise secured.
 - Use of floppy disks will be reviewed. Personal floppy disks may not be brought into school without specific permission and 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 will ensure that the system has the capacity to take increased traffic caused by Internet use.

COMPLAINTS REGARDING INTERNET

- The head teacher/ ICT coordinator will be responsible for handling incidents.
- Any complaint about misuse must be referred to the headteacher who may need to notify appropriate authority.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.

HANDLING E-SAFETY COMPLAINTS

- The Headteacher/ICT co-ordinator will be responsible for handling incidents.
- Any complaint about misuse must be referred to the Headteacher who may need to notify the appropriate authority.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.

ENLISTING PARENTS SUPPORT

- Parents' attention will be drawn to the School Internet Policy (see Appendix A) in newsletters, the school brochure and on the school website.
- 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.

INTERNET USED ACROSS THE COMMUNITY

- Adult users will need to sign the acceptable use policy (see Appendix B).
- Parents/carers of children under 18 years of age will generally be required to sign an acceptable use policy on behalf of the child.
- Children under 8 years of age must be accompanied by an adult when accessing the Internet. (out of school hours).

The Internet Policy is part of the ICT Policy and has been written by the ICT Co-ordinator, Mrs. D. Simpson in 2008, in consultation with teaching staff and governors. It has been approved by governors.

Date: 27th November 2002

Reviewed: May 2008

Reviewed: Autumn 2009

It will be reviewed in line with the School Improvement Plan.

Dear Parents

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Uley Primary School is providing supervised access to the Internet. We believe that the use of the Web and e-mail is worthwhile and an essential tool for children as they grow up in the modern world. Please would you read the attached rules for responsible Internet Use and sign and return the consent form so that your child may use Internet at school.

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. This may not be the case at home and we can provide references to information on safe Internet access if you wish

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities.

It would be helpful if you could read 'Responsible Internet Use' rules with your child/children.

Should you wish to discuss any aspect of Internet use, please contact your child's class teacher.

Yours sincerely

Mr K Joyce

Headteacher

2009

Uley 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.
- I will not look at or delete other people's files.
- I will not bring floppy disks 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.
- 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 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.

Uley Primary School

Headteacher, Mr K Joyce

Uley Primary School

Responsible Internet Use – Key Stage 1

Please complete, sign and return to the school administrator

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 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:

I/We give permission for video and/or camera use at:

- | | | |
|-----|--------------------------------|--------|
| (1) | School productions | Yes/No |
| (2) | As part of curriculum work | Yes/No |
| (3) | As part of records of evidence | Yes/No |

Signed:

Date:

Uley Primary School

Responsible Internet Use – Key Stage 2

Please complete, sign and return to the school administrator

Pupil's Agreement

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

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:

I/We give permission for video and/or camera use at:

- | | | |
|-----|--------------------------------|--------|
| (1) | School productions | Yes/No |
| (2) | As part of curriculum work | Yes/No |
| (3) | As part of records of evidence | Yes/No |

Signed:

Date: