

# *Miles Coverdale Primary School*

## Acceptable Use Policy of the Internet

### Introduction

The purpose of the Internet in school is to increase the opportunities for students to access a wider range of resources in support of the curriculum

It supports the professional work of staff and enhances the school's management information and business administration systems.

Access to the Internet is a necessary tool for staff and students. It is an entitlement for all students as it helps them to develop a responsible and mature approach to accessing information.

### How will the school ensure Internet use provides effective learning?

- Pupils using the Internet will be supervised appropriately
- Pupils will be given clear objectives for Internet use;
- Pupils will be provided with lists of relevant and suitable Web sites;
- Pupils will be informed of their responsibilities;
- Pupils will be informed that checks can be made on files held on the system;
- Curriculum planning will identify opportunities to enrich and extend learning activities via access to the Internet.
- Internet access will be purchased through the LA, which provides a firewall that filters out inappropriate sites
- The school will work with the LA to ensure systems to protect pupils are regularly reviewed and improved.

### How will pupils be taught to assess Internet content?

- ICT teaching in key stage 2 should be widened to incorporate Internet content issues, for instance the value and credibility of web materials in relationship to other media.
- Pupils in key stage 2 will be taught to validate information from the web, before accepting it as true, and to discriminate between fact and opinion.
- Children will be encouraged to use the Internet to **enhance** rather than replace existing methods of research.
- When copying materials from the Internet, pupils will observe copyright.
- Pupils will be made aware that the writer of an email or the author of a web page may not be the person claimed.
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

### How will Internet access be authorized?

- Internet access is a necessary part of the statutory curriculum. **It is an entitlement for children based on responsible use.**
- Parents will be informed that students will be provided with monitored Internet access.
- Parents' permission to allow their child / children to use the Internet will be sort.
- Children and staff must agree to the Acceptable Use Policy before they are given access to the Internet.
- Staff passwords will be removed when access is no longer required, or is withdrawn.
- This policy will be made available to parents on request.

### **How will the School ensure Internet access is safe?**

- Staff and children will be informed that Internet use will be monitored
- The ICT coordinator or designated staff member will regularly monitor Internet logs to ensure that appropriate sites are being visited to ensure compliance with the Acceptable Use Policy.
- The school reserves the right to remove access to any website it considers inappropriate.
- The school will work in partnership with parents, the LA and the DfES to ensure systems to protect children are reviewed and improved.
- The ICT coordinator or designated staff member will ensure that regular checks are made to ensure that the filtering methods selected are effective in practice.
- If staff or children discover unsuitable sites, the URL (address) and content will be reported to the borough's Education IT department via the ICT coordinator or school office.
- Any material that the school suspects is illegal will be referred to the appropriate authorities immediately.

The Internet is a communications medium that is freely available to any person wishing to publish a website with no editorial intervention. While access to appropriate information should be encouraged, students will generally need protected access to the Internet and the school will do its utmost to ensure this.

### **How will E-mail be managed?**

- KS2 pupils are expected to use email as part of the National Curriculum.
- KS2 pupils will be taught the functionality of emailing using an internal email system where communication does not leave the school network
- Pupils may send email as part of planned lessons, using class email addresses
- Emails to persons and organizations made as part of planned lessons will be checked to ensure appropriate educational use and that the good name of the school is maintained.
- The forwarding of chain letters will be banned.

### **How will incidents be handled?**

The management of the acceptable use of the Internet in school is achieved by:

- Protection software installed on the computers
- Acceptable Use Policy adopted by the school
- Staff contracts for Internet access will be signed by all staff
- A range of procedures for infringements of the policy is in place

Whenever a child or staff member infringes the policy, the final decision on the level of sanction will be at the discretion of the Head teacher and / or Senior Management Team.

### **Infringements (in order of severity)**

#### **Children**

- Use of non-educational sites during lessons
- Unauthorized use of email
- Use of chat rooms or newsgroups
- Continual use of non-educational sites during lessons after being warned
- Unauthorized use of email after being warned

- Accidentally accessing offensive material and not logging off or notifying a member of staff of it
- Deliberately corrupting or destroying others' data,
- Any purchasing or ordering of items over the internet
- Bringing the school name into disrepute

**Suggested Sanctions:**

- Noted in behaviour book
- Head teacher informed
- Parents informed
- Internet access withdrawn

**Staff**

**Category A**

- Use of Internet for personal activities during lesson time.

**Sanctions:**

1. Verbal reminder by line manager
2. Verbal reminder by head teacher
3. Formal written warning from head teacher informing staff member that Internet access will be withdrawn

**Category B infringements**

- Continued use of Internet for personal activities during lesson time
- Deliberately accessing, downloading and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent.
- Deliberately accessing another persons email account and/or reading and forwarding on of emails without permission.
- Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, revised 1988
- Bringing the school name into disrepute

**Sanction:** Internet Access withdrawn and other authorities will be notified if need be.

**How will staff and children be informed?**

- Rules for Internet access will be posted near computer systems. The Acceptable Use Statement or Rules for Responsible Internet Use will be printed as posters.
- All staff will be provided with the Acceptable Use of the Internet Policy, and its importance explained. The policy will be made available to parents on request

A module on responsible Internet use will be addressed in ICT lessons.