



Woodslee Primary School

Internet Acceptable Use Policy

Responsible Person: Gary Graham
Reviewed: September 2014 Status: Active
Review by September 2015

1. Purpose of Policy

To describe the school's policy and procedure that enables people with genuine concerns about fraud or impropriety to raise the matter with full confidence that it will be appropriately considered and resolved.

2. Roles and Responsibilities

The policy applies to all adults whether they are employed by the school or Local Authority.

The school has designated the following people to specifically deal with such matters.

<u>Name</u>	<u>Position</u>	<u>Contact</u>
Mrs Alison Evans	Head teacher	School
Mrs Stacy Evans	Chair of Governors	School

The importance of Internet use in Primary Education

- 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 and is part of our vision to create an e-confident 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.

Using the Internet in education allows for

- Access to world-wide educational resources including museums and art galleries.
- Access to expert up to date knowledge for both pupils and staff.
- Fast communication links to support services, professional associations and colleagues and parents.
- Fast exchange of data with the appropriate bodies.

Internet use will enhance learning because

- Use of the Internet will be integral in curriculum planning for all subjects to specifically enrich and extend the learning process.
- Staff will guide pupils in on-line activities that are planned to support the learning outcomes 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.

Evaluation of 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.
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and know that material is not necessarily valid just because it is on the Internet.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

E-mail Management

- Access in school to external personal e-mail accounts is not permitted
- Only the class e-mail account may be used under supervision of the class teacher
- The class teacher along with all staff have responsibility to ensure that no abuse of the e-mail facility occurs
- 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.

Web site content management

- 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/digital images and audio content
- 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.

Social Media

- Pupils will not be allowed access to social network sites, public or unregulated chat rooms or Newsgroups.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

Blogging

- Writing for a blog can be a powerful stimulus for writing as well as a way of communicating ideas and information.
- All contributors must be aware of the fact that they are doing so as a representative of the school. As a result, they must act in accordingly and not act in any way detrimental to the school or its community.

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.
- Web based (Web2.0) technologies and online tools are included
- Pupils are not permitted to have Mobile phones in school, however they may make use of handheld devices belonging to the school within the school day

Internet access authorisation

- 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.
- This is especially important where a school has a VLE in order to guarantee the security of the system. Access and/or accounts should be suspended upon them leaving the school
- 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 asked to sign and return a consent form. Please see the sample form later in this document.

Risk assessment

- 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. Neither the school nor the LA 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 Use Policy is implemented and compliance with the policy monitored.

Filter Management

- The school will work in partnership with the LA and other bodies, 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 LA (and ISP if appropriate) via the ICT co-ordinator and Headteacher.
- Filtering strategies will be selected by the school, in discussion with the LA/filtering provider where appropriate. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupils.

E-Safety Education

- All pupils and staff will be given education and training in e-safety at an age/role appropriate level

Policy Roll-out 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.

Staff consultation

- 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 who operate monitoring procedures should be supervised by senior management.
- Staff development in the safe and responsible Internet use and on school Internet policy will be provided as required.

ICT system security

- There will be a regular review of ICT security in conjunction with the
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the LA or appropriate body, particularly where a wide area network connection is being planned.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Use of removable media will be reviewed. Personal pen drives 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 IT co-ordinator / network manager will ensure that the system has the capacity to take the ever increasing traffic caused by Internet use.

Complaints Procedure

- The Headteacher has responsibility for handling incidents/complaints
- Any complaint about staff misuse must be referred *immediately* 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.
- The School cannot be held responsible for incidents of misuse or bullying that take place outside of school and beyond its control, for example misuse of social networking media or mobile phones. However, it will work with pupils and parents to minimise the occurrence of such incidents through its e-safety education

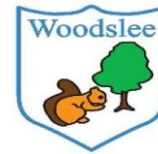
Parental Support

- 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.

Comments posted by parents/carers on social networking sites.

Parents and carers will be made aware of their responsibilities regarding their use of social networking. Methods of school communication include the prospectus, the website, newsletters, letters and verbal discussion.

- i. Parents are not expected to post pictures of pupils other than their own children on social networking sites.
- ii. Parents should make complaints through official school channels rather than posting them on social networking sites.
- iii. Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.



Woodsee 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 only my own login and password, which I will keep secret.**
- **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 that 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.**
- **I will not use Internet chat/ social networks.**
- **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.

