



# Information Communication Technology

## **School Internet and e-safety Policy**

## **The Internet Policy for Thurlstone Primary School**

The School's Internet Access Policy is part of the school's ICT policy and has been based upon NGfL policy and government guidelines

It will be reviewed on a yearly basis, agreed by the senior management and approved by governors.

Revised date: November 2011 by A Fenn

Agreed by Senior Management date:

Approved by Governors date:

### **1) Importance of the Internet in 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.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in 21<sup>st</sup> 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.

### **2) How does the Internet benefit 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 DfES ICT in Schools
- 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 including remote management of networks;
- exchange of curriculum and administration data with the LEA and DfES.

### **3) How will Internet use 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 Internet use is acceptable and what is not 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.

#### **4) How will pupils learn to evaluate 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 shown how to validate information before accepting its accuracy.
- Training should be available to staff in the evaluation of Web materials.

#### **5) How will e-mail be managed?**

- Pupils may only use barnsley.gov e-mail accounts on the school system with adult supervision and guidance.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Whole-class or group e-mail addresses can be requested by staff for any age group as well as individual email accounts.
- Access in school to external personal e-mail accounts is not available to pupils.
- 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 not permitted.

#### **6) How should Web site content be managed?**

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home or personal information will not be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- The Head teacher or nominee will take overall editorial responsibility and ensure that 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.
- The school will scan regularly their own web site to check links that have been made into their own sites and to remove links from potentially dangerous sources.

**7) What are newsgroups and e-mail lists?**

Newsgroups will not be made available to pupils unless an educational requirement for their use has been demonstrated.

**8) Can Chat be made safe?**

- Pupils will not be allowed access to public or unregulated chat rooms.
- Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.

**9) How can emerging Internet applications be managed?**

- 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 during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

**10) How will Internet access be authorised?**

- 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 may leave or a pupil's access be withdrawn.
- Access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be informed that pupils will be provided with supervised Internet access .

**11) How will the risks be assessed?**

- 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. The school can not 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 Head teacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

## 12) How will filtering be managed?

The technical strategies being developed to restrict access to inappropriate material fall into several overlapping types (commonly described as filtering):

- **Blocking strategies** prevent access to a list of unsuitable sites or newsgroups. Maintenance of the blocking list is a major task as new sites appear every day.
- **A walled-garden or allow list** provides access only to a list of approved sites. An allow list will inevitably restrict pupils' access to a narrow range of information.
- **Dynamic filtering** examines the content of Web pages or e-mail for unsuitable words. Filtering of outgoing information such as Web searches is also required.
- **Rating systems** give each Web page a rating for sexual, profane, violent or other unacceptable content. Web browsers can be set to reject these pages.
- **Monitoring** records Internet sites visited by individual user. Access to a site forbidden by the filtering policy will result in a report. It is also possible to remove access automatically after a set number of policy violations.

Despite careful design, filtering systems cannot be completely effective due to the speed of change of Web content. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. School-level systems require considerable management to maintain effectiveness and place huge responsibility on the school if they are the only systems in place.

Careful monitoring and management of all filtering systems will be maintained.

- The school will work in partnership with parents, the LEA, 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 or Headteacher.
- Senior staff will ensure that regular checks are made by technical staff to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation.
- Filtering strategies will be selected by the school, in discussion with the filtering provider where appropriate. The filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

**13) How will the policy be introduced to pupils?**

- Rules for Internet access will be posted in all rooms where computers are used.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.

**14) How will staff be consulted?**

- 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 safe and responsible Internet use, and on the school Internet policy will be provided as required.

**15) How will ICT system security be maintained?**

- 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.
- Use of portable media such as memory sticks and CD-ROMs will be reviewed. Portable media 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.
- Files held on the school's network will be regularly checked.

**16) How will complaints regarding Internet use be handled?**

- Responsibility for handling incidents will be delegated by the HT to a senior member of staff.
- Any complaint about staff misuse must be referred to the Head teacher.
- Pupils and parents will be informed of the complaints procedure.

**17) How will parents' support be enlisted?**

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- Interested parents will be referred to organisations such as PIN, Parents Online and NCH Action for Children.