

# **St Helen Auckland Community Primary School**

## **Internet Policy**

**Our Internet Policy has been written by the school, building on the Durham policy and government guidance. It has been agreed by the senior management and approved by governors. It will be reviewed annually.**

### **Importance of the Internet in School:**

- The purpose of Internet use in school is to raise educational standards and attainment, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- 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 safe quality Internet access as part of their learning experience.

### **Internet benefits in 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 DCSF ICT in Schools and the Durham Learning Gateway
- educational and cultural exchanges between pupils world-wide such as links with our school in France;
- 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 LA and DCSF.
- mentoring of pupils and provide peer support for them and teachers

## **Internet use to enhance learning**

- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Access for pupils is designed with a level of filtering appropriate for primary aged children.
- 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 will 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, retrieval and evaluation.

## **Pupils learn to evaluate Internet content**

- If staff or pupils discover unsuitable sites or images 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.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

## **Managing e-mail**

The durhamlearning.net email system gives anonymity to pupils through the email address they are given. The pupil's first name and initial letter of their surname are used with a number e.g James.b6001@durhamlearning.net This means the pupil's full name is not available, nor is the location of their school. This system combines the best of practice in pupil email account names. The service is also filtered.

- Pupils may only use durhamlearning.net e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Whole-class or group e-mail addresses can be requested for any age group as well as individual email accounts.
- Access in school to external personal e-mail accounts may be blocked.
- 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.

### **Newsgroups and e-mail lists**

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

### **Chat rooms**

- Pupils will not be allowed access to public or unregulated chat rooms.

### **Managing of Emerging Internet applications**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

### **Authorisation of 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 may leave or a pupil's access be withdrawn.
- Parents will be informed that pupils will be provided with supervised Internet access (an example letter for schools is included as an appendix).
- Parents will be asked to sign and return a consent form. Please see the sample form later in this document.

### **Assessing risks**

- 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 DCC 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.

### **Managing filtering**

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. Filtering may be performed by the ISP, by the LA, at school-level or by any combination. 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 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, DCSF 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 IT/ Computing Co-ordinator.
- Senior staff will ensure that regular checks are made 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 (please see references given in support document).

### **Introducing the policy 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.
- A module on responsible Internet use will be included in the PSHE programme covering both school and home use.
- E safety sessions will be covered at an appropriate level in all classes and through whole school assemblies
- E cadets are trained to support classes and individuals learn about keeping safe on the internet

## **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 Internet and E-mail Code of Practice and their importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff development in safe and responsible Internet use, and on the school Internet policy will be provided as required (e safety)

## **Maintenance of ICT security system**

- 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 LA, particularly where a wide area network connection is being planned.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Use of portable media such as floppy disks, memory sticks and CD-ROMs will be reviewed. Portable media may not be brought into school without specific permission and a virus check.
- Files held on the school's network will be regularly checked.

## **Handling complaints regarding Internet use**

- Any complaint about staff misuse must be referred to the headteacher.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police or child protection staff must be contacted. Early contact could be made to establish the legal position and discuss strategies.
  - Sanctions available include:
    - interview/counselling by appointed staff;
    - informing parents or carers;
    - other sanctions as defined in school disciplinary system.

## **Parents' support in E safety**

- 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 through workshops and leaflets.

Headteacher signature:

\_\_\_\_\_

Governor signature:

\_\_\_\_\_

ICT Co ordinator signature:

\_\_\_\_\_

Date:

November 2017

Review:

November 2018



# St Helen Auckland Community Primary School

## Responsible Internet Use

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the Internet.
- I will use only my own network login and password, which is secret.
- I will only look at or delete my own files.
- I understand that I must not bring software or 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.
- I understand that I must never 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.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials 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 unauthorised or unlawful text, imagery or sound.

# **St Helen Auckland Community Primary School**

**Headteacher, Jane Jones BEd**

Front Street  
Our Village  
County Durham

## ***Sample Letter to Parents***

1 July 2005

Dear Parents

### **Responsible Internet Use**

As part of your child's curriculum and the development of ICT skills, Our Primary School is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and E-mail is worthwhile and is an essential skill 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 are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet 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. We also have leaflets from national bodies that explain the issues further.

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 for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely

Mrs J Jones  
Headteacher

## Consent Form

Gaining pupils' and parents' agreement to the Rules for Responsible Internet Use is important but requires management. Some schools do this once each year at the same time as checking the home and emergency contact details. The Rules for Responsible Internet Use should be included with the letter to parents to ensure clarity.

For pupils above the age of 16 and not living at home or for pupils 18 or older, the school should be able to rely on the consent of the pupil alone. Otherwise parent's consent must be obtained. It is also wise to obtain parent's permission to publish pupil's work and to publish pupil's photographs on the school learning gateway site, subject to strict safeguards,

### Our School Responsible Internet Use

Please complete, sign and return to the school secretary

***Pupil:***

***Form:***

#### **Pupil's Agreement**

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

***Signed:***

***Date:***

#### **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 understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. 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 Learning Gateway 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:***

This consent form is based, with permission, on the Internet Policy of the Irish National Centre for Technology in Education.