Lawford Mead Primary & Nursery School

Internet Access Policy

'Proud of our school, proud of our achievements'

Certified as reviewed and approved by the Governing Body: July 13th 2016

Next review date: Spring 2019

Internet Access Policy

Relationship to other policies

• Positive Behaviour Management
• Child Protection & Safeguarding
• Equality Scheme
• Computing
• All curriculum policies
• SEND
• SMSC
• Gifted and Talented

Introduction
This policy outlines our purpose in providing e-mail facilities and access to the Internet and explains how the school is seeking to avoid the potential problems that could arise with unrestricted Internet access.

Internet Access In School

Providing access to the Internet in school provides valuable educational opportunities and supports the professional work of staff.

Teachers and pupils have access to web sites worldwide offering educational resources, news and current events. There will be opportunities for discussion with experts in many fields and to communicate and exchange information with students and others worldwide. See Appendix 1.

In addition, staff can access educational materials and good curriculum practice, communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LA and DFE; receive up-to-date information and participate in Government initiatives such as NGfL and the Virtual Teacher Centre.

Staff, including supply staff, are not expected to take charge of an Internet activity without training. Staff will be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the Internet, will be provided with the School Internet Access Policy, and will have its importance explained to them.

Parents' attention will be drawn to the Policy by letter in the first instance and, thereafter, in school. Our school Internet Access Policy will be available for parents and others to read on demand.

Ensuring Internet Access is Appropriate and Safe

The Internet is freely available to any person wishing to send e-mail or view a web site. In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher. The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the Internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- **Our Internet access is purchased from Essex County Council which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children**

- **Children using the Internet will normally do so during lesson time and will be supervised by an adult (usually the class teacher) at all times**
- **Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils**
- **Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan**
- **Pupils will be taught to use e-mail and the Internet responsibly in order to reduce the risk to themselves and others**
- **Our Rules for Responsible Internet Use will be displayed in each classroom (See Appendix)**
- **The ICT co-ordinator will monitor the effectiveness of Internet access strategies**
- **The ICT co-ordinator will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy**
- **The Headteacher will ensure that the policy is implemented effectively**
- **Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LA, our Internet Service Provider and the DFE.**

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. ***Neither the school nor Essex County Council can accept liability for the material accessed, or any consequences thereof.***

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable. If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the ICT Co-ordinator in consultation with the Headteacher and the class teacher. All the teaching staff will be made aware of the incident at a Staff Meeting if appropriate.

- **If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue**
- **If staff or pupils discover unsuitable sites the ICT co-ordinator will be informed. The ICT co-ordinator will report the URL (address) and content to the Internet Service Provider and the LA; if it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the Internet Watch Foundation and the police.**

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use which have been designed to help protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own Internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the Internet may be denied for a period.

Maintaining The Security Of The School ICT Network

We are aware that connection to the Internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The ICT co-ordinator and technician will up-date virus protection regularly, will keep up-to-date with ICT news developments and work with the LA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

Using The Internet To Enhance Learning

Pupils will learn how to use a web browser. Older pupils will be taught to use suitable web search engines. Staff and pupils will begin to use the Internet to find and evaluate information. Access to the Internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- **Access to the Internet may be by teacher (or sometimes other-adult) demonstration**
- **Pupils may access teacher-prepared materials, rather than the open Internet**
- **Pupils may be given a suitable web site or a single web page to access**
- **Pupils may be provided with lists of relevant and suitable web sites which they may access**
- **Older, more experienced, pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.**

An adult, normally their teacher, will supervise Pupils accessing the Internet at all times. They will only be allowed to use the Internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the Internet.

Using Information from the Internet

We believe that, in order to use information from the Internet effectively, it is important for pupils to develop an understanding of the nature of the Internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the Internet is intended for an adult audience, much of the information on the Internet is not properly audited/edited and most of it is copyright.

- **Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV**
- **Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the Internet (as a non-moderated medium)**
- **When copying materials from the Web, pupils will be taught to observe copyright**
- **Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.**

Using e-mail

Pupils will learn how to use an e-mail application and be taught e-mail conventions. Staff and pupils will begin to use e-mail to communicate with others, to request information and to share information.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- **Pupils will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules**
- **Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail**
- **Pupils may send e-mail as part of planned lessons but will only be given individual e-mail addresses after they have learnt correct usage**
- **In-coming e-mail to pupils will not be regarded as private**
- **Children will have the e-mail messages they compose checked by a member of staff before sending them**
- **The forwarding of chain letters will not be permitted**
- **Pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours nor will they be permitted to disclose any personal information about themselves**
- **Emails which contain inappropriate language will automatically be sent to the ICT co-ordinator.**

Use of Social Network Sites

- **ALL staff to be vigilant when managing privacy and security settings on any social networking apps or websites. It is the individual's personal responsibility to ensure that the highest levels of safety are applied to any social media accounts**
- **Staff MUST consider the school's and their own professional reputation when connecting to other users and posting text and media (inc. photographs, pictures and videos) and be aware of wider audiences**
- **It is not permitted for a member of staff to have any contact with pupils or ex pupils who do not meet the minimum age requirement for any particular social networking site that they use**
- **Social networking sites should not be used to discuss any work related matters or for contacting parents**
- **Staff have been made aware that in the instance of a parent/carer contacting them regarding school related issues, this contact must be reported to a member of the Senior Leadership Team**
- **Staff have been made aware that in the instance of a pupil/ex pupil (who does not meet the minimum age requirement of any particular social networking site) contacting them, this contact must be reported to the Senior Leadership Team**
- **All staff have been made aware that there is no data protection security in place for social networking sites and have been advised not to name the school in their profile.**

Website

Our school web site is intended to:

- **Provide accurate, up-to-date information about our school**
- **Enable pupils to potentially publish work to a high standard, for a wide audience including pupils, parents, staff, governors, members of the local community and others**
- **Celebrate good work**
- **Provide pupils with the opportunity to publish their work on the Internet**
- **Promote the school.**

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The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Staff will be identified by their title and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

School website address: www.lawfordmead.essex.sch.uk

Internet Access And Home/School Links

Parents will be informed in our school policy that pupils are provided with supervised Internet access as part of their lessons. We will keep parents in touch with future ICT developments by letter and newsletter.
We will send home a school/pupil Internet agreement which we will expect all parents and pupils to sign and return.

Copy of agreement attached.
Copy of letter attached

MONITORING AND REVIEW

The Governing Body will formally review this policy every three years. In the event of new guidance being made available, this review date will be moved forward.

Designated Member(s) of Staff – Mrs Dawn Baker / Mr Matt Poyton

Appendix 1

Rules for Responsible Internet Use

Pupil Agreement

Please sign and return one copy to Class Teacher

This is to be read through with your parents and then signed. You will be allowed Internet Access after this is returned to your class teacher. These rules will help us keep safe and be fair to others.

Using the computers

- I will only access the computer system with the login I have been given.
- I will not go into other people's files
- I will not bring in CD/USB devices from outside school and try to use them on the school computers without special permission
- I will not print out anything unless I have permission from the teacher. I will not print out personal pictures for example; of celebrities or cartoon characters.

Using the internet

- I will only use the Internet if I have asked permission or as directed by an adult
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself
- I understand that the school may check my computer files and may monitor the Internet sites I visit
- I will not give my full name, my home address or telephone number to any one on the Internet or when filling in forms on the Internet
- I will not use social networking sites or Apps such as Snapchat
- I will not repost any images that have been taken in school.

Using email:

- I will ask permission from a teacher before accessing any emails
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself
- I understand that others may read e-mail messages I send or receive
- The messages I send will be polite and responsible
- I will only e-mail people I know, or those my teacher has approved
- I will only send an e-mail after it has checked by a teacher or responsible adult
- I will not give my full name, my home address or telephone number
- I will not use e-mail to arrange to meet someone outside school hours.

I have read through this agreement with my child and agree to these safety restrictions.

Signed: _____ (Parent/Carer)

Signed: _____ (Pupil)

Name of pupil: _____

Dear Parents/Carers,

Use of the Internet, E-mail and Social Networking Sites

As you may know, it is Government policy to connect all schools to the Internet and I am pleased to inform you that all computers in school are permissioned to allow the children to have supervised access to the Internet.

Pupils will be able to exchange email and access information from a wide range of exciting and engaging web sites related to their lessons under supervision.

There have been widely publicised concerns about pupils having access to undesirable materials and social networking sites when they use the Internet. We believe that the educational advantages of enabling the children supervised access to the Internet greatly outweigh any problems if appropriate safeguards are put in place. We have purchased our Internet access from Essex County Council, an educational supplier which operates a filtering system to block access to inappropriate materials. Our computer screens will be in public view and, as stated above, Internet access will be supervised.

The school has prepared a detailed Internet Access Policy which is intended to help us make the most of the opportunities that the Internet offers whilst minimising the possible risks. It includes a set of Rules for Responsible Internet Use that we will be teaching the children, these are attached to this letter. We would also ask that you discuss the dangers of social networking sites with your child (there is no access to these sites via the school network) and reiterate that it is ***not permitted*** for them to make contact, via these sites, with any member of staff. We would also like to draw your attention to the age restrictions governing social networking sites and other websites; we suggest you check the age restrictions on such sites before allowing your child access.

In addition, it is prohibited for children to repost any images, captured in school, from our website or Twitter account.

Should you wish to read our school Internet Access Policy it can be obtained from the school office.

Yours sincerely,

Mrs D Baker

Headteacher