The Brickfields Trust

Pupil Internet Access Policy

Kings Road Primary & Lawford Mead Primary & Nursery Schools

Certified as reviewed and approved by the Local Academy Committee: *Autumn 2024*

Next review date: *Autumn 2025*

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Internet Access Policy

Relationship to other policies

- Positive Behaviour Management
- Child Protection & Safeguarding
- Equality Scheme
- Computing
- Sex & Relationships
- 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.

All staff and any other adults involved in supervising children accessing the internet, will be provided with information form this policy and will have its importance explained to them.

Parents' attention will be drawn to the Policy and asked to discuss and sign the Pupil Internet Use Agreement – see Appendix 1. This policy is available via the member school's websites.

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 LGfL 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 Computing Co-ordinator will monitor the effectiveness of Internet access strategies
- The Computing Co-ordinator will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy
- The Head of School 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, the Trust or 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 respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be reported immediately to the Computing Co-ordinator and a member of the Senior Leadership Team who will ensure that the incident is recorded using CPOMS. The Head of School and/or Deputy Head of School will be informed of all such incidents. Staff will be made aware of the incident 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 Computing Co-ordinator will be informed. They 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 each member school's Positive 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 technician and IT Support Service Provider (Educare) will up-date virus protection regularly and 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 is a planned part of the curriculum that will enriches and extends learning activities and is integrated into the curriculum.

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 are used depending upon the nature of the material being accessed and the age of the pupils.

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 e-mail

Pupils are taught how to use an e-mail application and e-mail conventions. Pupils use e-mail to communicate with others within the school network system. With permission, pupils may email outside of the school network to request and 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 each member 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 be reported to a member of the Senior Leadership Team.

Use of Social Network Sites

- Pupils are not permitted to use any Social Networking Sites in schools.
- Staff remind pupils of appropriate age restrictions which apply to the use of Social Networking Sites outside of school.

Website

Each member school’s website is intended to:

- Provide accurate, up-to-date information about our schools
- Enable pupils to publish and celebrate work, for a wide audience including pupils, parents, staff, etc.

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 is sought, from parents, before photographs of individual children are published on the internet.

MONITORING AND REVIEW

The Local Governing Committee 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:

Head of School

Deputy Head of School

Computing Leads

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 USB devices from outside school and try to use them on the school computers
- 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, all computers and iPads in school are set up to allow the children to have supervised access to the internet.

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

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 LGfL, 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 the school Internet Access Policy it can be obtained from the school office.

Yours sincerely,

XXXXXXXXXXX

Head of School