

## School Internet Policy 2017/18

### **1 Why is Internet use important?**

- 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 National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC);
- 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;

### **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 is acceptable and what is not acceptable 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.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

#### 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.*
- *Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.*

#### 5 How can emerging Internet uses 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.

#### 6 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 leaving or the withdrawal of a pupil's access.
- 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 informed that pupils will be provided with supervised Internet access.**

## **7 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. Neither the school nor RMBC 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 policy is implemented and compliance with the policy monitored.**

## **8 How will filtering be managed?**

- The school will work in partnership with the LA, RGFL 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.
- ICT coordinators 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 .
- Filtering strategies offered by the ISP and Google search engine have been selected and activated on all school machines. Where possible, the filtering strategy has been selected to suit the age and curriculum requirements of the pupil.

## **9 How will the policy be introduced to pupils?**

- Rules for Internet access will be posted near all computer systems.
- Pupils will be informed that Internet use will be monitored.

## **10 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 head teacher.**
- **Further staff development in the safe and responsible Internet use, and on school Internet policy will be provided as required.**

## **11 How will ICT system security be maintained?**

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be checked and updated regularly.
- Use of floppy disks and CD's will be reviewed. Personal CD's disks 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-ordinators will ensure that the system has the capacity to take increased traffic caused by Internet use.

## ***12 How will complaints regarding Internet use be handled?***

- Responsibility for handling incidents will be delegated to a senior member of staff.
- Any complaint about staff misuse must be referred 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.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include: - interview by head teacher; - informing parents or carers; - removal of Internet or computer access for a period, which could prevent access to school work held on the system, including examination coursework.

## **13 How will parents' support be enlisted?**

- Parents' attention will be drawn to the School Internet Policy in newsletters and the school prospectus.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.