

St Anne's Catholic Primary School
Washington Road, Caversham, Reading RG4 5AA

Living, Loving and Learning as Children of God

**POLICY FOR USE OF
THE INTERNET**

Approved by Committee:

Approved by FGB/IEB

June 2014

Next Review date:

June 2016

POLICY FOR USE OF THE INTERNET

A statement of policy on the provision of access to the Internet

Purpose

- To raise educational standards through enhanced learning opportunities;
- To support the professional work of staff;
- To enhance the management information and administration systems of the school.

Objectives of the policy

The Government has set targets for ICT use in all schools through the National Grid for Learning (NGfL) initiative. A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education. These benefits include:

- To provide the school community with access to up-to-date and wide-ranging information sources including world-wide educational resources such as museums and art galleries;
- To encourage all pupils and staff to expand their horizons of research;
- To enable participation in initiatives such as NGfL and the Virtual Learning Environment;
- To enable information and cultural exchanges between pupils world-wide;
- To provide access to educational materials and good curriculum practice to support professional development of staff;
- To aid communication with support services, professional associations and other institutions.

These objectives will be realised through:

- filtered and monitored Internet access for pupils and staff;
- the selection of sites that support the learning outcomes planned for pupils;
- bookmarking of approved sites, listing and copying to the school intranet;
- educating pupils to take and show responsibility for Internet access.

How will the school ensure Internet use provides effective learning?

- Curriculum planning will identify opportunities to enrich and extend learning activities via access to the Internet;
- Pupils will be given clear objectives for Internet use;
- Pupils will be provided with access to relevant and suitable Web resources;
- Pupils will be informed that checks can be made on files held on the system;
- Pupils using the Internet will be supervised appropriately;

- The school will work with the LA and the Internet Service Provider to ensure systems to protect pupils are regularly reviewed and improved. This will include filtering appropriate to the age of pupils;

How will Pupils be taught to assess Internet content?

- ICT teaching incorporates Internet content issues, for instance the value and credibility of Web materials in relationship to other media.
- Pupils will be taught to validate information before accepting it as true, and to discriminate between fact and opinion;
- When copying materials from the Web, pupils will observe copyright and plagiarism rules.
- 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;
- 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;
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- Young pupils will be encouraged to use the Internet to enhance rather than replace existing methods of research

Specific responsibilities, practice and procedures

Included with this policy document and integral to it are the following appendices:

Appendix A - Ensuring Internet access is safe

Appendix B - Assessing the risks of Internet access

Appendix C - Maintaining the security of ICT systems

Appendix D - Explanation of what constitutes Cyberbullying and how staff should be protected

Appendix E - Pupils' Code of Conduct for use of ICT

Management of the Policy

The policy is implemented and managed by the Headteacher and Leadership Team of the School.

The headteacher will ensure that the policy is implemented effectively and if a learner or member of staff infringes the policy, the final decision on the level of sanction will be made by the headteacher - in extremely serious cases the headteacher will discuss the issue with the Governing Body.

Appendix A - ENSURING INTERNET ACCESS IS SAFE

Internet access is part of the statutory curriculum. It is an entitlement for pupils based on responsible use. Pupils will be taught to:

- validate information before accepting that it is necessarily true;
- assess whether information is biased or is written from a particular values standpoint;
- acknowledge the source of information and observe copyright when using Internet material for their own use;
- be aware that the writer of an e-mail or the author of a Web page might not be the person claimed;
- tell a member of staff immediately if they encounter any material that makes them feel uncomfortable.

Pupils are prevented as far as possible from accessing public chat rooms. Wherever possible Newsgroups are only available to staff. As technology advances new facilities will be evaluated and appropriate action taken before pupils are given access.

The school uses an in-built filtering system augmented by the school's own word and site filter. All users will be informed that Internet use will be supervised and monitored. In particular:

- Staff are advised not to give personal data details over the Internet;
- Pupils must not register on any Internet site or give personal details over the Internet;
- The school reserves the right to remove access to any web site it considers inappropriate;
- The school will ensure systems to protect pupils are kept under review;
- Any material that the school suspects is illegal will be referred to the appropriate authorities.

Appendix B - ASSESSING THE RISKS OF INTERNET ACCESS

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal.

- The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed
- Staff, parents and the management will work to establish agreement that every reasonable measure is being taken

Appendix C - MAINTAINING THE SECURITY OF ICT SYSTEMS

Security strategies will be discussed with the Local Authority (LA). Specifically:

- The security of the whole system will be reviewed with regard to threats to security from Internet access.
- Personal data sent over the Internet for official school business will be encrypted or otherwise secured.
- Virus protection will be installed and updated regularly.
- The downloading or installation of executable files in any form is expressly forbidden.

Appendix D – WHAT IS CYBERBULLYING?

Cyberbullying is a tool of the bully and a vehicle used by a bully to target an individual. It is a generic description for using information communications technology (ICT) as a means by which bullying behaviour is manifested, for example, sexism, homophobia, racism or other forms of abuse.

Advances in the use of ICT have provided the bully with the new and sophisticated tools with which to carry out their activities. Cyberbullying may involve the abuse of email, internet, social networking sites, Virtual Learning Environments, digital cameras and mobile phones and is emerging as a key challenge for schools, affecting both pupils and staff.

Is your school doing enough?

Schools, as employers, have a statutory duty of care for the health, safety and welfare of staff and should therefore take all reasonable steps to support staff experiencing cyberbullying. This includes robust anti-bullying policies and procedures on the acceptable use of technologies by pupils and staff.

School policies should treat mobile phones as potentially offensive weapons and pupils' access to them should be prohibited during school lessons.

School policies and procedures should not either require teachers or encourage them to provide individual mobile phone or e-mail contact details to pupils or parents.

All staff have a duty to take reasonable steps to protect their personal data and ICT equipment, including personal mobile phone numbers, personal contact details and access to video or images on social networking sites. In accordance with the school Staff Code of Conduct, staff will also not communicate with pupils over social networking sites. Invitations from pupils on social networking sites should not be accepted. Staff should not post nor exchange comments referring to the workplace on such sites. Staff should not give pupils details of their

membership of such sites or ask pupils for details of their own membership of such sites.

Appendix E – CODE OF CONDUCT FOR PUPILS' USE OF ICT

The school has installed computers with Internet access to help our learning. These rules will keep us safe and help us be fair to others.

- I will only access the system with permission from an adult;
- I will not access other people's files;
- I will use the computers for schoolwork;
- I will not bring memory devices from outside school unless I have been given permission;
- I will only e-mail people I know, or those approved by a member of staff;
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or member of staff has given permission;
- I will report any unpleasant material or messages sent to me. I understand that this report would be confidential and would 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 use social networking sites to contact staff of the school;
- I understand and accept that Facebook is restricted to people aged 13 and over and is therefore not appropriate for use by primary school children.