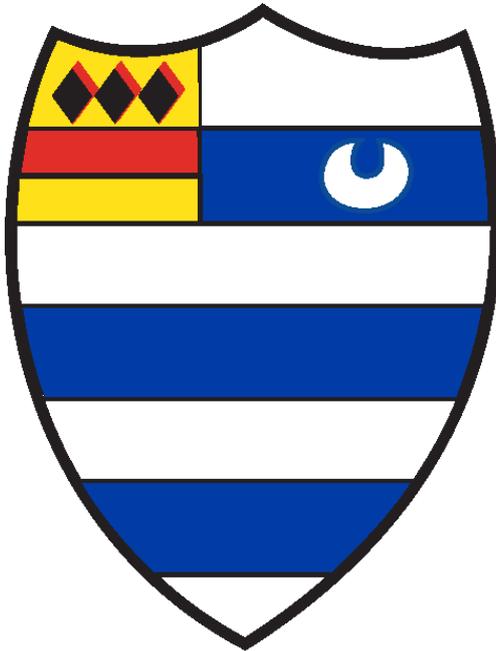


Stanford Junior and Infants



INTERNET ACCESS POLICY

*“Living Together,
Learning Together”*

Approved by Policy Committee:
Date of next Review:

May 2018
May 2021

Introduction.

Internet access enhances many areas of the curriculum and extends learning beyond the classroom. It enables children to connect with many places around the world and to learn about other cultures and traditions. It also provides support for staff, giving access to educational materials and good curriculum practice.

The Internet is managed by a world-wide collaboration of independent agencies and serves mainly an adult audience. Use of the Internet will provide access to information that has not been selected by the teacher, whereas the resources used by pupils in school are carefully chosen or determined by curriculum policies. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, they will be able to move beyond these, to unfamiliar sites. Without appropriate measures, at times, it will be possible for them to access unsuitable materials either accidentally or deliberately.

The School uses Smoothwall and also support from TSS to help manage access of the Internet at school. The Internet Access Policy will help ensure that Internet use supports the school's educational aims and that responsibilities to pupils are met.

Its purpose, therefore, is to:

- Establish the ground rules for using the Internet.
- Identify methods used to protect the children from sites containing unsuitable material.

Parents will be sent an explanatory letter and the rules which form our Internet Access Agreement (Attached to the end of this document). This can be seen as an extension to the Home School Agreement.

Internet Access Policy Statement

All web activity is monitored, including the content of e-mail. All Internet activity should be appropriate to staff professional activities or the children's education; Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person.

The Internet may be accessed by staff and children throughout their hours in school; Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other systems, is prohibited; Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media.

Copyright of materials must be respected. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited. Use of the school's Internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is not permitted. The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is strictly forbidden.

Children must not be given unsupervised access to the Internet. The teaching of Internet safety is included in the school's ICT Scheme of Work and all teachers within all year groups should include Internet safety issues as part of their discussions on the responsible use of the school's computer systems. All children must understand that if they see an unacceptable image on a computer screen, they must turn the screen off and report immediately to a member of staff.

Using the Internet for Education

The benefits include:

- access to a wide variety of educational resources including libraries, art galleries and museums
- rapid and cost effective world-wide communication
- gaining an understanding of people and cultures around the globe
- staff professional development through access to new curriculum materials and experts' knowledge/practice

All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught. Initially the pupils may be restricted to sites that have been reviewed and selected for content. They may be given tasks to perform using approved web sites provided by the teacher.

Pupils will have the opportunity to exchange information via e-mail. They will be taught how to use the address book, how to attach files to an e-mail and to follow conventions of politeness.

As pupils gain experience, they will be taught how to use searching techniques to locate and specific information for themselves. Comparisons will be made between researching from different sources of information, (CD ROMs, books, the Internet). Pupils will learn to decide when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken; the amount of information found and the usefulness and reliability of information located.

Pupils will learn about the vast amount of information and resources available on the Internet, using it as a planned part of many lessons. At times, information, such as text, photos etc may be "downloaded" from the Internet for use in pupils' presentations. Pupils will be encouraged to view web sites and information with a critical eye.

Pupils' Access to the Internet

Safeguards in place include:

- Site filtering. The school will use a site filtering program which will minimise the chances of pupils encountering undesirable material at source. This facility must only be disabled by the ICT co-ordinator. Children are made aware that all sites visited are logged.
- Use of approved web sites and search engines.
- Adult supervision. The school will normally only allow children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen.
- All e-mails received will be checked.

- Virus Protection. The school's computers are protected from viral infection by a commercial program, Sophos Anti-Virus.
- Responsible Attitudes. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils. Parents are expected to support the school in this matter.

Expectations of Pupils using the Internet

The school expects all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.

- All pupils are expected to read and agree the Internet Agreement.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that further access to the site may be blocked.
- Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. They have been taught the rules of etiquette in email and are expected to follow them.
- Pupils should not access other people's files unless permission has been given.
- No program files may be downloaded to the computer from the Internet. This to prevent corruption of data and avoid viruses.
- No programs on disc or CD-ROM should be brought in from home for use in school. This is for both legal and security reasons.
- No personal information such as phone numbers and addresses should be given out and no arrangements made to meet someone.

Web Site Guidelines

The school web site celebrates good work and promotes the school. It may also publish resources for projects and homework.

- No names and photographs that identify individual children will appear on it, unless the parent/ guardian has given permission in writing.
- Group photos will not contain a name list
- Children will be referred to by first names only
- Home information and e-mail identities will not be included. The only point of contact will be the school i.e., the school's telephone number, address and e-mail address.
- Work displayed will be of the highest quality and reflect the status of the school

Internet Agreement

All pupils and their parents / guardians will be asked to read and sign an agreement covering the expectations we have of pupils using the Internet in school.

GDPR

Any internet sites or internet based resources used must conform to The General Data Protection Regulation (GDPR) which has superseded the UK Data Protection Act 1998 (DPA). The GDPR applies to personal data. This is any information that can directly or indirectly identify a natural person, and can be in any format. It expands the rights of individuals to control how their personal data is collected and processed, and places a range of new obligations on organisations to be more accountable for data protection.

Data protection principles

Personal data must be processed according to the six data protection principles:

- Processed lawfully, fairly and transparently.
- Collected only for specific legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Must be accurate and kept up to date.
- Stored only as long as is necessary.
- Ensure appropriate security, integrity and confidentiality.

Signed By

Chair of Governors:



Date: 04/05/18

Headteacher:



Date: 04/05/18

Review Date	Amendments	Approved Date
May 2018	Policy Review	04/05/18

Stanford Junior and Infant
Pupil Internet Agreement

This agreement is to be read through with your parent(s). Unless it is signed and returned to school, Internet access will not be permitted.

- ☺ I must ask permission before accessing the Internet and I will not access other people's files.
- ☺ I will not give out my password and username and will not use other people's
- ☺ I will only e-mail people I know or that my teacher has approved and the messages I send will be polite and responsible.
- ☺ I will not respond to any messages that are mean or make me feel uncomfortable. If I do get any like that, I will tell my teacher immediately, so that the messages can be stopped.
- ☺ I will not give out my home address or telephone number, or arrange to meet someone.
- ☺ I must not look for rude or unpleasant materials on the Internet. If I come across any such material by accident, I will tell my teacher immediately, so that further access to the site may be blocked.
- ☺ I will not bring in any programs on disc or CD ROM from home for use in school or download any program files to the computer from the Internet. (This is for both legal and security reasons).
- ☺ I understand that the school may check my computer files and will monitor the Internet sites I visit.
- ☺ I understand that I may be denied access to the Internet if I do not follow these rules.

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

Name of child: _____

Signed: _____ (Child)

Signed: _____ (Parent/Guardian)

Date: _____