

## Wellesley Primary School

### Internet Policy

#### 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.

#### 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)
- 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;
- exchange of curriculum and administration data with the LEA and DfES.

#### How will Internet use enhance learning?

- School Internet access has been designed expressly for pupil use and includes 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.
- Staff will 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.

### **How will e-mail be managed?**

- The school rules associated with the use of e-mail accounts will be explained to the children before they are allowed access to it.
- Whilst at school pupils may only use e-mail accounts provided by the school.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- Pupils must only send email which will not be considered offensive to others.

### **How should Website content be managed?**

- The point of contact on the Website should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Website photographs that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the Website, particularly associated with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Website.
- The headteacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate

### **Newsgroups and chat rooms**

- Pupils will not be allowed access to chat rooms.
- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.

### **How will Internet access be authorised?**

- Pupils must obtain permission from their classteacher before internet access can take place.
- Parents will be asked to sign and return a consent form. Please see the sample form later in this document. This will be signed by parents at the time children join the school.

### **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 South Gloucestershire 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.

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

- A filtering system is provided through South Gloucestershire Local Authority and the South West Grid for Learning (SWGfL). Despite careful design, filtering systems cannot be completely effective due to the speed of change of Web content.

- The school will work in partnership with parents, the ISP, and the DfES 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.
- Senior staff 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 South Gloucestershire Council.

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

- Rules for Internet access will be discussed with the pupils prior to using the internet.
- Pupils will be informed that their Internet use will be monitored on an ongoing basis.

### **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.
- Staff development in the safe and responsible Internet use, and on school Internet policy will be provided as required.

### **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 could include the removal of Internet or computer access for a period, which could prevent access to school work held on the system

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

- Parents will be asked to sign a consent form for internet and e-mail use at the time their child enters the school for the first time (Appendix 2).
- Parents' Attention will be drawn to the School Internet Policy in newsletters.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged.

**Appendices:**

- 1) Rules of Responsible Internet Use**
- 2) Contract for Responsible Internet Use**
- 3) Letter to Parents**

**Reviewed Spring 2011**

**Review Date: Spring 2012**

# Wellesley Primary School

## Responsible Internet Use

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any Website, unless my teacher has already approved that site.
- I will not look at or delete other people's files.
- I will not bring computer files/programs into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Dear Parents

### **Responsible Internet Use**

As part of your child's curriculum and the development of ICT skills, Wellesley Primary School will provide supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet use, and sign and return the consent form so that your child may use Internet at school.

Our school Internet provider (South West Grid for Learning) operates a filtering system that restricts access to inappropriate materials. Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use please do not hesitate to contact me.

Yours sincerely

Mr A. Lynham  
Headteacher

# Wellesley Primary School

## Responsible Internet Use

Please complete, sign and return to the school office

***Pupil:***

***Class:***

### **Pupil's Agreement**

I have read and understand the school Rules for Responsible Internet and e-mail use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

***Signed:***

***Date:***

### **Parent's Consent for Internet Access**

I have read and understood the school rules for responsible Internet and e-mail use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

***Signed:***

***Date:***

***Please print name:***

### **Parent's Consent for Web Publication of Work and Photographs**

I agree that, if selected, my son/daughter's work may be published on the school Website. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

***Signed:***

***Date:***