

# MEON INFANT SCHOOL

## An Internet Access Policy

### Internet Access

The purpose of Internet access 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 part of the statutory curriculum and a necessary tool for staff and pupils.

Benefits of using the Internet in education include:

- *Access to world-wide educational resources including museums and art galleries;*
- *Educational and cultural exchanges between students world-wide;*
- *Cultural, vocational, social and leisure use in libraries, clubs and at home; Inclusion in government initiatives such as NGfL and the Virtual Teacher Centre;*
- *Access to experts in many fields for pupils and staff;*
- *Staff professional development - access to educational materials and good curriculum practice;*
- *Communication with the advisory and support services, professional associations and colleagues;*
- *Improved access to technical support including remote management of networks;*
- *Exchange of curriculum and administration data with the LA and DfE.*

### Providing Effective Learning

- The school Internet access will be designed expressively for pupil use and will include filtering appropriate to the age of pupils
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement;
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use;
- Staff will select sites, which will support the learning outcomes planned for pupils' age and ability;

### Assessing Internet Content

- If pupils encounter material they feel is distasteful or uncomfortable they should report the address of the site to a member of staff.
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

### E-mail

- E-mail must only be used in school for educational purposes;
- Primary pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts;
- Messages sent using the school domain name should be regarded in the same way as messages written on school headed paper;

## **The Schools Web Site**

- The point of contact on the Web site should be the school address and telephone number. Home information or individual e-mail identities will not be published.;
- Web site photographs that include pupils will be selected carefully and will not enable individuals to be identified without prior consent from parents.
- Pupils full names will not be used anywhere on the Web site, particularly alongside photographs without prior consent from parents.
- The Web site will comply with the school's guidelines for publications.
- Written permission from parents will be sought before photographs of pupils are published on the school Web site.

## **Authorising Internet Access**

- At Key Stage 1, the majority of the access to the Internet will be by teacher or adult demonstration. However there may be situations when children have supervised access to specific approved on-line materials;
- Parents will be informed that pupils will be provided with supervised Internet access Parents will be asked to sign and return a permission form;
- A record will be maintained of all staff and pupils with Internet access. Persons will be removed from the record when access is no longer required, or is withdrawn. The school may decide to record access permission on a whole-class basis.

## **Assessing the risks**

- 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. Neither the school nor RCC can accept liability for the material accessed, or any consequences thereof;
- Methods to identify, assess and minimise risks will be reviewed;
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken;
- The Headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

## **Ensuring Internet access is safe**

- Pupils will be informed that Internet use will be supervised and monitored;
- The school will work in partnership with parents, the LEA, DfEE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved;
- Senior staff will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the ICT co-ordinator;
- Where minority languages are involved, appropriate measures will be used to ensure the process to select appropriate material is adequate

## **Security**

- Security strategies will be discussed with the LA.
- The IT co-ordinator will ensure that the system has the capacity to take increased traffic caused by Internet use;
- The security of the whole system will be reviewed with regard to threats to security from Internet access;
- Personal data sent over the Internet will be encrypted or otherwise secured;
- Virus protection will be installed and updated regularly;
- Preview sites before use and consider off line viewing

## **Internet Rules**

- Rules for Internet access will be posted near computer systems.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance explained;
- Parents' attention will be drawn to the Policy in newsletters, the school brochure and on the school Web site;

## **Complaints**

- Responsibility for handling incidents will be delegated to the Headteacher
- Any complaint about staff misuse must be referred to the Headteacher

The above policy has been based on the Kent LA Internet Policy

KM  
Nov. 10 - reviewed

# References

## Particularly for Parents

### America Links Up

Useful US government site for parents

[www.netparents.org/](http://www.netparents.org/)

### Government site for Parents (UK)

Information about education for parents

[www.dfes.gov.uk/parents/](http://www.dfes.gov.uk/parents/)

### NCH Action for Children

A Parents' Guide to the Internet, leaflet

[www.nchafc.org.uk/internet/](http://www.nchafc.org.uk/internet/)

### Parents and IT

BECTa information sheet

[www.becta.org.uk/info-sheets/parents.html](http://www.becta.org.uk/info-sheets/parents.html)

### Parents' Information Network (PIN)

Guidelines on using the Internet safely

[www.pin-parents.com](http://www.pin-parents.com)

# **Meon Infant School**

## **Responsible Internet Use**

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

- I will ask permission from a member of staff before entering any web site unless my teacher has already approved that site;**
- If I see anything I am unhappy with or I receive messages I do not like I will tell a teacher immediately;**
- I will only e-mail people I know, or my teacher has approved in supervised sessions**
- The messages I send will be polite and sensible;**
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.**

# MEON INFANT SCHOOL

## Acceptable Internet Use Statement

### For Staff

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- Access must only be made via the authorised account and password, which must not be made available to any other person;
- All Internet use should be appropriate to staff professional activity or student's education;
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden;
- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.
- Users are responsible for e-mail they send and for contacts made that may result in e-mail being received;
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded;
- Posting anonymous messages and forwarding chain letters is forbidden;
- Copyright of materials and intellectual property rights must be respected;
- Legitimate private interests may be followed, providing school use is not compromised;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Occasionally it may be necessary to investigate links to undesirable sites in order to prevent future access. Written permission will be sought from the Headteacher before undertaking such investigations.

Staff should respect the school's Confidentiality Policy when using social networking sites and should not include references to school life as these could be misconstrued in the local community.

Staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the ICT Manager for approval.

Full name ..... form/post .....

Signed ..... date .....

Access granted ... .. date .....