Grampound Road Primary School

*Internet Policy*

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| Review date: | June 2016 | Revised by:  Governor responsible: | Marie Cameron  Bevan Rundle |

**School Aims:**

At Grampound Road Primary School we aim to give all pupils:

* Access to a rich curriculum which enthuses and equips them for life as citizens in the 21st century.
* Opportunities to explore their own developing Christian faith and to have respect for the faith of others.
* High self esteem by feeling valued as a member of our school.
* A sense of fair play, treating others with dignity and respect.
* The chance to enjoy taking part in a vibrant, forward looking school, moving their learning forwards.

Grampound Road Primary School Motto is: Nurturing God’s gifts with compassion and drive so that all our children succeed, learn & thrive.

**Internet Safety**

All users of school IT equipment both inside and outside of school are bound by terms in the Internet policy, specifically regarding the assessment of risk and ensuring safe access. Every teacher is aware of the potential risks of using the Internet, including those posed by the online activity of extremist and terrorist groups. We ensure children are safe from inappropriate, terrorist or extremist material when accessing the internet in school. Our internet services are provided by South West Grid for Learning (SWGfL) which includes firewalls and stringent filtering to prevent access to inappropriate or extremist material. Pupils do not use their own devices in school and any staff or visitors who access the school Wi-Fi will still be subject to the firewalls and filters provided by SWGfL.

**General policy statement:**

All staff, governors, volunteer helpers, students and visitors need to give due regard to all of the policies and practices adopted by the school. Whilst it is acknowledged that people other than staff cannot be expected to read every policy before a visit to the school, it may be that further guidelines are necessary in addition to the Visitors’ Booklet which people are given upon arrival. All staff carry responsibility for the welfare and success of the children in our school. Staff will advise anyone who is working alongside us of the necessary protocols, procedures and policies we follow.

Our school’s Internet Access Policy is part of the school’s Development Plan and will relate to other policies including those for behaviour and for personal, social and health education (PSHE) including citizenship. The Internet Access Policy has been devised by a team consisting of the ICT Co-ordinator, The Head of School and the Chair of Governors. It will be reviewed on an annual basis. It has been agreed by the senior management team and approved by governors.

**The Importance of the Internet in Learning in Schools**

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school’s management information and business administration systems. Access to the Internet is a necessary tool for staff and pupils. It is an entitlement for children who show a responsible and mature approach.

**How the use of the Internet Benefits the School**

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:

* Access to world-wide educational resources including museums and art galleries.
* Inclusion in government initiatives such as NGfL and the Virtual Teacher Centre.
* Information and cultural exchanges between pupils world-wide.
* Cultural, social and leisure use in libraries, youth clubs and at home.
* Discussion with 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.
* Exchange of curriculum and administration data with the LEA and DfEE.
* Access to a Virtual Learning Environment available both at school and home.

**Using the Internet to provide effective learning**

Teachers, parents and pupils need to develop good practice in using the Internet as tool for teaching and learning. There is a fine balance between encouraging autonomous learning and maintaining adequate supervision. Systems that ensure Internet use is as safe as possible will enable increased use and the quality of that use is a critical factor. Internet access is provided by SWGFL that provides a service designed for pupils. This includes filtering system that is appropriate to the age of pupils, i.e. RM Safety Net Plus.

* Internet access will be planned to enrich and extend learning activities.
* Access levels will be reviewed to reflect the curriculum requirement.
* Pupils will be given clear objectives for Internet use.
* Staff will select sites that will support the learning outcomes planned for pupils' age and maturity.
* Approved sites will be bookmarked, listed or copied to the school intranet.
* Pupils will be educated in taking responsibility for online safety through materials recommended by the Child Exploitation and Online Protection Centre (CEOPS).

**How pupils will be taught to assess Internet content**

Pupils in school are unlikely to see inappropriate content in books due to selection by publishers and teachers. This level of control is not so straightforward with Internet-based materials. Therefore, teaching should be widened to incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media. The tendency to use the Web when better information may be obtained from books will need to be challenged.

* Pupils will be taught ways to validate information before accepting that it is necessarily true.
* Pupils will be taught to acknowledge the source of information and observe copyright when using Internet material for their own use.
* Pupils will be made aware that the writer of an e-mail or the author of a Web page might not be the person claimed.
* Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

**The management of e-mail**

E-mail is an essential means of communication within education. The government is encouraging the ownership of personal e-mail accounts for both teachers and pupils, but care is taken that the implications for the school and for the pupil are appreciated. By its nature e-mail is difficult to control its content, however, this can be policed and e-mail content should not be considered private. Software to restrict incoming and outgoing e-mail to a list of approved establishments is available and the filtering of e-mail for unsuitable content and viruses is now possible.

Pupils need to use e-mail as part of the National Curriculum 2000 Orders.

E-mail must only be used in school for educational purposes.

Pupils will be allowed to access personal e-mail from the school system.

Pupils may send e-mail as part of planned lessons. This assumes a high level of trust and pupils will be asked to sign the Acceptable Use Statement.

In-coming e-mail will be regarded as public.

Received e-mail may be examined.

The forwarding of chain letters will be banned, as will the use of chat lines.

Excessive social chat wastes pupils' time and computer resources and will be discouraged.

**The management of the school’s web site**

Grampound Road Primary School aims to develop a web site that inspire pupils to publish work to a high standard, for a very wide audience. A Web site can celebrate pupils' work, promote the school and publish resources for projects or homework. Ground rules are important to ensure that the Web site reflects the school's ethos and that information is accurate and well presented. As the school's Web site can be accessed by anyone on the Internet, the security of staff and pupils must be considered carefully. Although common in newspaper reports, the publishing of pupils’ names beside photographs that identify individuals may be considered inappropriate on Web pages. While any risks might be small, the parents' perception of risk has been taken into account in the devising of this policy.

* The head of school will delegate editorial responsibility to a member of staff/or ensure that content is accurate and quality of presentation is maintained.
* Pupils will be made aware that the quality of their work published on the Web needs to reflect the diversity of the audience.
* All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name.
* 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.
* Photographs must not identify individual pupils. Group shots or pictures taken over the shoulder will be used in preference to individual “passport” style images.
* Full names will not be used anywhere on the Web site, particularly alongside photographs.
* Written permission from parents will be sought before photographs of pupils are published on the school web site.

**The availability of other Internet applications**

The Internet is the underlying technology, but new applications are being developed to use this ability to communicate, such as Chat, Newsgroups and webcams. Many of these facilities have great potential for education, for instance pupils exchanging live text, speech or video with a similar class in another location around the country or world, at low cost. However, most new applications start without the needs of young users being considered, particularly the area of security.

* Pupils will not be allowed to access public chat rooms.
* Newsgroups are only available to staff.
* New facilities will be thoroughly tested before pupils are given access.

**The authorisation of Internet access**

* In school, all staff and all pupils will be granted access to the Internet as a blanket requirement, with a single written record made by the head teacher to this effect. Parental permission will be required before children can access the Internet and e-mail.
* Internet access is a necessary part of statutory curriculum. It is an entitlement for pupils that is based upon responsible use.
* 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.
* At Key Stage 2, Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in the responsible use of the Internet.
* Parents will be asked to sign and return a permission form.
* Pupils must also, along with parents/carers, sign the letter sent home. This will be an indication by the parents and pupils that they have discussed, understand and accept the implications of the use the Internet in school and at home.
* A record will be maintained of all staff and pupils, on a whole class basis, with Internet access.

**The assessment of risk when using the Internet in school**

The school will address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials via the school system. 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, including the use of filtering software, RM Safety Net Plus, by SWGFL the school’s internet service provider. 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 Cornwall County Council can accept liability for the material accessed, or any consequences thereof.

* 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, governors and advisers will work to establish agreement that every reasonable measure is being taken.
* The Head teacher will ensure that the policy is implemented effectively.

**Ensuring safe Internet access**

The Internet is a communications medium that is freely available to any person wishing to send e-mail or publish a Web site on almost any topic. Access to appropriate information should be encouraged but Internet access must be safe for all members of the school community from youngest pupil to teacher and administrative staff. Pupils will generally need protected access to the Internet.

The technical strategies being developed to restrict access to inappropriate material fall into several overlapping types (sometimes all referred to as filtering):

Blocking strategies remove access to a list of unsuitable sites or newsgroups. Maintenance of the blocking list is a major task as new sites appear every day.

Filtering examines the content of web pages or e-mail messages for unsuitable words. Blocking and/or filtering, as previously stated is performed by the Internet Service Provider (ISP), RM secure net.

* Pupils will be informed that Internet use will be supervised and monitored.
* The school will work in partnership with parents, the LEA, DfES 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 authority’s ICT consultant.
* Any material that the school suspects is illegal will be referred to the Internet Watch Foundation.
* Where minority languages are involved, appropriate measures will be taken to ensure the processes to protect pupils are adequate.

**The maintenance of security of the ICT systems**

The Internet is a new connection to the outside world that could compromise system performance or threaten security.

* Security strategies will be discussed with the LEA.
* The authority is regularly reviewing the schools’ networks to 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 should not be sent over the Internet from school.
* Virus protection will be installed and updated regularly.
* Use of external storage (i.e USB memory sticks or CDs) may not be brought into school without permission and are subject to the school’s virus check software.
* Use of e-mail to send attachments will be monitored closely.

**The complaints procedure regarding Internet use**

Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the issue has arisen through Internet use inside or outside school. Transgressions of the rules could include minor as well as the potentially serious consequences and a range of sanctions will be devised, linked to the school's behaviour policy.

* Responsibility for handling incidents will be given to a senior member of staff.
* Pupils and parents will be informed of the complaints procedures.
* Parents and pupils will need to work in partnership with staff to resolve issues.
* There may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies.
* Sanctions available include interviews by class teachers and if appropriate, informing parents or carers.
* A pupil may have e-mail, Internet or computer access denied for a period of time depending on the nature of the incident.
* Denial of access could include all school work held on the system.

**Staff and pupil consultation about the Internet**

It is very important that staff feel prepared for Internet use and consider that the school Internet Access Policy is appropriate. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies. It would be unreasonable if staff, particularly supply staff, were asked to take charge of an Internet activity without training. Reassurance and discussion may be required.

* Rules for Internet access will be posted near computer systems. The Acceptable Use Statement or Rules for Responsible Internet Use will be printed as posters.
* 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;
* A module on responsible Internet use will be included in the PSHE, citizenship and ICT schemes covering both school and home use.

**Enlisting parental support for the use of the Internet**

Internet use in pupils' homes is increasing rapidly, encouraged by offers of free software and access on magazine covers. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school may be able to help parents plan appropriate, supervised use of the Internet at home.

* A careful balance between informing and alarming parents will be maintained.
* Demonstrations and practical IT sessions for parents may be organised to encourage a partnership approach.
* Joint home/school guidelines on issues such as safe Internet use will be established;
* Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents.
* A stock of relevant leaflets from organisations for Children will be maintained.
* The school will actively promote CEOP friendly websites such as ThinkUknow.com.

**Internet use in the community**

Internet use in the local community is becoming common. In addition to the home, access may be available at the local library, youth club, adult education centre, village hall or supermarket. The school may wish to contact their community colleagues in order to advise pupils regarding membership, booking procedures, availability, and possible costs. Each organisation is developing its own approach and pupils may find variations in the rules and even unrestricted access to the Internet. Although policies may differ in detail, community partners adhere to the same laws as schools with respect to content, copyright and misuse.

* In libraries, parents/carers of children under 18 years of age will generally be required to sign an acceptable use policy on behalf of the child;
* In libraries, adult users will also need to sign the acceptable use policy;
* In libraries, children under 8 years of age must be accompanied by an adult when accessing the Internet, due to the Children's Act;
* Rules for Internet access will be posted near computer systems, or will be available on request. Rules are there to protect legitimate use;
* Visits, demonstrations and practical IT sessions for schools may be organised to encourage a partnership approach;
* Suitable educational, vocational and leisure use is encouraged in community facilities.

**Home/School Agreement**

Parents and pupils are all required to sign the Home/School Agreement at the beginning of each academic year to indicate they will adhere to the Acceptable Use Policy as set out below.

**Acceptable Use Policy - Rules for using IT equipment and the internet**

***For my own personal safety:***

 I understand that Grampound Road Primary School will monitor my use of the systems, devices and digital communications

 I will keep my username and password safe and secure - I will not share it or try to use another person’s username and password

 I will be aware of “stranger danger” when communicating online

 I will not tell people or share personal information about myself or others online (e.g. name, age, address, school etc)

 I will tell a teacher or suitable adult if I see anything that I am unhappy about or receive messages I do not like

***I will act as I expect others to act towards me:***

 I will respect other’s work and not access, copy or delete other people’s files

 I will be polite and responsible when I communicate with others

 I will not take or distribute images of anyone without their permission

***When using the internet for research or recreation, I recognise that:***

 I should ensure that I have permission to use the original work of others in my own work

 Where work is protected by copyright, I will not try to download copies (Including music and   
videos)

 When I am using the internet to find information, I should take care to check that the information is accurate

***I understand that I am responsible for my actions, both in and out of school:***

 I understand that Grampound Road Primary School has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples include, cyber-bullying, use of personal images or personal information)

 I understand that if I fail to comply with this Acceptable Use Policy, I will be subject to disciplinary action. This may include loss of access to the school IT equipment, detentions and contact with my parent/carer

**Parental Consent**

 I understand that to use IT equipment and access the internet my child must agree to and follow the Acceptable Use Policy set out in this form

**Pupil Consent**

* I have read and agree to the Acceptable Use Policy set out in this form, which I will follow when using Grampound Road Primary School systems and devices (both in and out of school) and when I use my own equipment in school.