

North Stainley CE School Internet Policy

Introduction

The internet will be used throughout the school across all areas of the curriculum to enhance teaching and learning.

Aims

Pupils will be taught:

- That it is important to interpret information and to understand it
- To access an internet site
- To use e-mail as a means of receiving feedback on ideas
- To use 'DB Primary' effectively

It is important that teachers search the Internet first for suitable sites. Without this, children can spend many hours in fruitless searching, without any reward.

Guidelines for Internet use

Children will be taught a set of rules regarding Internet and e-mail; these specify that the children in Key Stage 1 will:

- Always follow the instructions of the teacher
- If they see, hear or read anything which makes them feel uncomfortable while using the computer they will switch off the screen and tell the teacher.
- When they are finished using a computer they should always close it down properly following the teacher's instructions.

Children in Key Stage Two will:

- Always follow the instructions of the teacher.
- Keep their username and password secret
- If they see, hear or read anything which makes them feel uncomfortable while using the computer switch off the screen and tell the teacher.

They should not:

- Send anyone a message which is not nice.
- Use bad language in a message
- Use any other person's work or email.
- Tell a stranger any of the following
 - Their name
 - Their home address
 - Their telephone numbers
 - Any other personal information about themselves or their friends.

When they have finished using a computer they should always close it down properly following the teachers instructions

Internet Policy

Managing Internet Access

School ICT systems capacity and security will be reviewed regularly. Virus protection is updated regularly and a firewall is in place in line with NYCC recommendations. We use the NYCC ICT service that ensures that all the above are in place and regularly checked.

Email

E-mail usage by pupils will be supervised by staff.

No detailed personal information must be given by the children.

Staff and pupils' personal information will not be published.

Published content and the school web site

The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.

Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Authorising Internet access

The school will block/filter access to social networking sites.

For Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

Parents will be asked to sign and return a consent form.

Assessing risks

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 NYCC can accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

Handling e-safety complaints

Complaints of Internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse must be referred to the head teacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Pupils and parents will be informed of the complaints procedure.

Internet Policy

Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues

Introducing the e-safety policy to pupils

E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.

Pupils will be informed that network and Internet use will be monitored.

Staff and the e-Safety policy

All staff will be given the School e-Safety Policy and its importance explained.

Discretion and professional conduct is essential.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Signed:

Date:

Review date: