



# NORTH STANLEY CE PRIMARY SCHOOL

## Internet Policy

### RATIONALE

The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, we need to plan to integrate the use of communications technology such as web-based resources and e-mail. Computer skills are vital to access life-long learning and employment; indeed we must consider ICT a life-skill. Most technologies present risks as well as benefits. Internet use for home, social and leisure activities is expanding and being used by all sectors of society. This brings young people into contact with a wide variety of influences, some of which could be unsuitable. We recognise the importance of adopting strategies for the responsible and safe use of the Internet.

### IMPORTANCE OF THE INTERNET

- 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.
- The Internet is an essential element in 21st Century life for education, business and social interaction.
- The school has a duty to provide pupils with quality Internet access as part of their learning experience.
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### EDUCATIONAL BENEFITS OF THE INTERNET

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in government initiatives;
- 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.

### LEARNING THROUGH USE OF THE INTERNET

- The school Internet access will be designed expressly for pupil use.
- 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 should 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.

## EVALUATING INTERNET CONTENT

- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.
- Training should be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes.
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law

## MANAGING E MAIL

- Pupils must not reveal details of themselves or others, such as address or telephone number in e-mail communication.
- Only whole-class or group e-mail addresses should be used by pupils.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

## MANAGING WEB SITE CONTENT

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified.
- Pupils' names will not be used anywhere on the Web site, particularly associated with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- The headteacher or ICT Coordinator will take overall editorial responsibility and ensure content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used by pupils in school.

## AUTHORISING INTERNET ACCESS

- The school will keep a record of all staff and pupils who are granted Internet access.
- At 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 informed that pupils will be provided with supervised Internet access and be aware of the Internet and E-Safety policies.

## MANAGING FILTERING

- The school will work in partnership with parents, ICT technician; LEA, DfES and the Internet Service Provider 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 School ICT via the ICT co-ordinator.
- The ICT technician will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Filtering strategies will be selected by the school in discussion with the filtering provider where appropriate.
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## MAKING PUPILS AWARE OF THE POLICY

- Rules for Internet access will be posted near all computer systems.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible Internet use will be included in the PSHE programme covering both school and home use.

## HOW WILL STAFF BE CONSULTED?

- All staff must accept the terms of the 'Acceptable Use' statement before using any Internet resource in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School ICT and E-Safety Policies, and their importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user.
- Discretion and professional conduct is essential.
- The monitoring of Internet use is a sensitive matter. Staffs that operate the monitoring procedures should be supervised by senior management.
- Staff development in the safe and responsible Internet use and on school Internet policy will be provided as required.