

# Internet Policy

## **Internet Access Policy**

This policy outlines our purpose in providing e-mail facilities and access to the internet at Lakenham Primary School and explains how the school is seeking to avoid the potential problems that unrestricted internet access could give rise to.

## **Internet access in school**

Providing access to the internet in school will raise educational standards and support the professional work of staff.

Teachers and pupils will have access to web sites world-wide (including museums and art galleries) offering educational resources, news and current events. There will be opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world-wide.

In addition, staff will have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LA and DCFS; receive up-to-date information and participate in government initiatives such as NGfL and the virtual learning environment.

In the longer term the internet may also be used to enhance the school's management information and business administration systems.

Staff, including supply staff, will not be expected to take charge of an Internet activity without training. Staff should be given the opportunity to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, will be provided with the school Internet Access Policy, and will have its importance explained to them.

Parents' attention will be drawn to the Policy by letter in the first instance and, thereafter, in our school prospectus. Our school Internet Access Policy will be available for parents and others to read on demand.

## **Ensuring internet access is appropriate and safe**

The internet is communications medium and is freely available to any person wishing to send e-mail or publish a web site. In common with other media such as magazines, books and video, some material on the internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet.

The following key measures have been adopted to help ensure that our children are not exposed to unsuitable material:

- Our internet access is purchased from Norfolk County Council which provides a service designed for pupils including a “firewall” filtering system intended to prevent access to material inappropriate for children;
- Children using the internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- Staff will check that the sites pre-selected for children’s use are appropriate to the age and maturity of the children;
- Staff will be particularly vigilant when children are undertaking their own research and will check that children are following the agreed search plan;
- Children will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
- Our Rules for Responsible Internet use will be posted near computer systems;
- The ICT leader will monitor the effectiveness of internet access strategies;
- The ICT leader will ensure that occasional checks are made on files to monitor compliance with the school’s Internet Access Policy;
- The headteacher will ensure that the policy is implemented effectively;
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LA, our Internet Service Provider and the DCFS.

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. *Neither the school nor Norfolk County Council can accept liability for the material accessed or the consequences thereof.*

A most important element of our Rules of Responsible Internet Use is that children will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a child is exposed to offensive or upsetting material, the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the ICT Leader in consultation with the Headteacher and the child’s class teacher. All the

teaching staff will be made aware of the incident in *Pupil Awareness* slot at a staff meeting if appropriate.

- If one or more children discover (view) inappropriate material, our first priority will be to give them appropriate support. The child's parents / carers will be informed and given an explanation of the course of action taken by the school. The school aims to work with parents / carers and children to resolve any issue.
- If staff or children discover unsuitable sites, the ICT leader will be informed. The ICT leader will report the URL (address) and content to the Internet Service Provider through the LA; if it is thought that the content is illegal, after consultation with the ISP and LA, the site will be referred to the police.

Children are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use which have been designed to help protect them from exposure to internet sites carrying offensive material. If children abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught, or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period.

### **Maintaining the security of the school ICT network**

We are aware that connection to the internet significantly increases the risk that a computer or computer network may be infected by a virus or accessed by unauthorised persons.

The school has ensured that **all** networked computers receive regular up-dates of virus protection. The school will make available to staff regular up-dates of virus protection for upgrading laptops and stand alone pc's, as updates are made available to school.

### **No Laptop should be connected to the school network without current and adequate virus protection**

The ICT Leader will keep up to date with IT news developments and work with the LA and ISP to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

### **Using the internet to enhance learning**

Children will learn how to use a web browser. Older children will be taught to use suitable web search engines. Staff and children will begin to use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

As in other areas of their work we recognise that children learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the children:

- Access to the internet may be by teacher (or sometimes other adult) demonstration;
- Children may access teacher-prepared materials, rather than the open internet;
- Children may be given a suitable web page or a single web site to access;
- Children may be provided with lists of relevant and suitable web sites which they may access;
- Older, more experienced, children may be allowed to undertake their own internet search having agreed a search plan with their teacher; children will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.

Children accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

### **Using the information from the internet**

We believe that, in order to use information from the internet effectively, it is important for children to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the internet is intended for adult audience, much of the information on the internet is not properly audited/edited and most of it is copyright.

- Children will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- Teachers will ensure that children are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium);
- When copying materials from the Web, children will be taught to observe copyright;
- Children will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

### **Using e-mail**

Children will be taught e-mail conventions and that e-mail can be used to communicate with others, to request information and to share information.

Children will be taught to apply e-mail conventions and to use the school Virtual Learning Environment/ computer network to convey information to other classes / teachers.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- Children will be taught the Rules of Responsible Internet Use and the reasons for these rules.
- Teachers will endeavour to ensure that these rules will remain uppermost in the children's minds as they learn about e-mail
- Children may send e-mail messages as part of planned lessons
- Children can expect that e-mail messages they compose will be checked by a member of staff of the LA
- The forwarding of chain letters will not be permitted;
- Children will not be permitted to use e-mail at school to arrange to meet someone out side of school hours

### **Lakenham Primary School web site**

Our school web site is intended to;

- Provide, accurate up-to-date information about our school;
- Celebrate good work;
- Promote the school
- Provide access to our Virtual Learning Environment

All classes may provide work for publication on the school web site. Our ICT Manager will be responsible for uploading information to the website, ensuring that the content of the children's work is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly that author's identity and /or status.

The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish children's full names on our web pages. When choosing photographs for the web site, the school will be mindful of the way pupils appear in them, and will not include images which are in any way inappropriate.

### **School website address:**

<http://www.lakenhamprimary.co.uk>

### **Internet access and home/school links**

Parents will be informed in our school prospectus that children are provided with supervised internet access as part of their lessons.

We will keep parents in touch with future ICT developments by letter and newsletter.

