

Policy for Acceptable Use of the Internet

Aims of the Policy:

This policy aims to:

- Ensure that all pupils make appropriate use of the Internet for educational purposes
- Ensure that Internet use is monitored and managed appropriately
- Provide a system by which pupils are protected from inappropriate sites, information and individuals
- Provide rules that are consistent with procedures already used on the Internet

Market Harborough C of E has connection to the Internet via embc. This ISP was chosen because:

- It includes a filtering service to help schools deny access to certain undesirable parts of the Internet
- There is a quick and easy method for reporting undesirable sites, to ensure that they are then blocked
- It has content relating to the school schemes of work which has been categorized by age and Key Stage
- Its pricing is in line with other educational Internet Service Providers

There is no regulatory body for the Internet, anyone can publish on the Internet and the filtering of inappropriate material on the Internet cannot be 100% effective. For these reasons, the school has put other systems in place to ensure that the pupils and staff in our school are as safe as possible when using the Internet.

There are seven elements in place to ensure that the use of the Internet is safe and effective:

- An Internet Policy which is regularly reviewed and updated
- Information to parents which highlights the use of the Internet
- Adequate staff training
- Adequate supervision of children whilst using the Internet
- A contract between child, parent and school
- The filtering of undesirable sites though the use of an educational ISP
- A clear set of rules that pupils are expected to adhere to and sanctions which will be implemented should children choose not to follow them

Access to the Internet:

Pupils are encouraged to make use of the information rich sources that are available on the Internet. Pupils will be taught the skills needed to analyse and evaluate such resources.

On-line resources have opened up classrooms to a much broader array of resources. Electronic information research skills are now fundamental to the preparation of future employees in this information age. Staff will explore the possibilities and encourage the use of such research skills as appropriate in the wider curriculum.

Pupils will always be supervised when using the Internet and will need parental permission. Pupils in KS 2 will also need to sign the Pupil Guidelines form agreeing to the Acceptable Use policy.

These guidelines will be kept under review.

All members of staff are responsible for explaining the rules and their implications for pupils. All staff should be aware of possible misuses of Internet access and their responsibilities for safeguarding the pupils in their care.

Breaches of the Acceptable Use Policy by pupils could result in one of the following:

- A warning
- Email and/or Internet facilities denied
- Letter home to parents

Security when Using the Internet:

- All pupils are supervised by a responsible adult when using the internet
- All workstations connected to the Internet have appropriate anti-virus software installed which is updated regularly
- Pupils are not allowed to bring in discs and upload files from home, unless first checked and virus-scanned by the teacher
- Pupils are not given access to 'open' newsgroups or chat rooms
- Through the Virtual Learning Environment, all pupils will have their own educational email address in KS2
- The school is aware of the need to protect pupils from undesirable contact with adults via email. The following precautions are in place: all email messages sent and received are supervised in school. Access is not given to 'free' web-based email services
- Internet filtering is set at the Becta-approved Level 4 standard for primary schools

- Any inappropriate material found on the Internet will be reported to the ISP. The ICT co-ordinator/IT technician will be the first points of contact

Managing email:

- The forwarding of chain letters is prohibited
- The sending of anonymous messages is prohibited
- Pupils may send email messages as part of a planned lesson only
- Incoming and outgoing email is treated as public
- Children must not give personal details of any kind in an email

Managing Internet Access:

- Internet access will be purchased from a provider whose service is designed for use in an educational establishment, which includes a filtering system
- The school will work with the ISP to ensure that systems to protect pupils and staff are reviewed and updated
- Internet access will be part of planned lessons or research projects
- Pupils will be given very clear objectives for Internet use
- Parents will be asked to sign and return an Internet Use acknowledgement slip on behalf of children in KS1
- Pupils will be asked to sign and return an Internet Use agreement slip at the beginning of KS2, countersigned by parents/carers
- Pupils will be educated in taking responsibility for Internet access
- Staff will ensure that sites are viewed prior to the lesson to ensure that the resources are appropriate
- The school will provide a list of websites suitable and relevant to pupils' work in school
- A record will be held of all school email addresses

Managing Web publishing:

The school's website is built and maintained by Eyefocus which provides us with a secure website. Content is managed and monitored by Mrs Julie Guiver and Mr Steve Tidmarsh, who have 24 hour access to the site. Any concerns relating to content on this site should be referred immediately to the school. Children in KS2 also have access via any internet connection, to a VLE (Virtual Learning Environment). This is a web-based educational space, shared with other schools, which is intended to support children's learning. Access is only possible via username and password, and content can be monitored by staff at all times. The guidance and agreement contained in this policy applies whether content is posted during school hours or at home.

KS1 Acknowledgement of Internet Use:

Dear Parent/Guardian,

As part of the ICT curriculum your child will be taught how to use the Internet to search for information and also how to send and receive email. You will be aware of the great increase in Internet use over the past few years and Market Harborough C of E Primary School believes that it is essential to teach the skills needed to access the Internet in order to equip children for life outside school

We have taken a number of steps to ensure that access to the Internet is safe for your child, which are outlined in the policy attached. The children will access the Internet through an Internet Service Provider. The provider chosen by the school is especially designed for schools and filters out any undesirable material. Children will only have access to the Internet as part of planned lessons and when an adult is supervising.

The Internet is a very powerful tool which can be used to support your child's education. We ask that you fill in the attached slip, acknowledging your child's use of the Internet, and return it to school.

If you have any questions of concerns, please do not hesitate to contact me.

Sue Bovill

I am aware that my child will use the internet and email in school, under supervision, and understand the rules which will govern that use.

Child's name: _____ Class: _____

Signed: _____ Date: _____

Dear Parents, please read this form through with your child before they sign it.

KS2 Pupil Guidelines and Agreement for Internet Use:

You are responsible for your behaviour on the Internet just as you are at all other times in school. The Internet is used to find information and to send and receive emails but you must keep strictly to what your teacher has asked you to do in the lesson.

You need to make sure that you:

- Only use the Internet for schoolwork
- Have an adult with you when you are using the Internet
- Follow instructions when using the Internet
- Have signed this agreement slip and your parents have signed their acknowledgement slip
- Are aware that not all information on the Internet or in emails is true
- Do not write or send anything that could upset or offend anyone else
- Do not give any personal information about yourself
- Do not respond to anything which upsets you or you do not feel comfortable about. Tell an adult immediately
- Never agree to meet anyone through email. Tell an adult immediately if anyone asks you to meet them
- Do not download anything which you think is not meant for school children or which you think might upset someone else
- Do not go into other people's files without asking them first
- Report anyone who you know is choosing to break any of these rules to an adult

If you choose to break any of these rules, the following things could happen:

- You could put yourself or other people at risk
- You could give yourself or the school a bad name
- You might be banned from using the Internet
- You might be banned from using email
- A letter might be sent home to tell your parent(s) what has happened

Signed: _____

Pupil's name: _____

Parent/Carer's signature: _____

Date: _____