Woodfall Primary School

INTERNET ACCESS AND ACCEPTABLE USE POLICY

November 2021

In Consultation with		
Date Agreed	**Name**	**Position**
	Helen Hough	Headteacher
	Duncan Haworth	Chair of Governors
Date for Review:		

CONTENTS

Section

1.0 INTRODUCTION

The school's Internet Access and Acceptable Use Policy has been drawn up to protect the whole school community and is a contract agreement between pupils and parents/carers, and the school. It describes the way in which the internet can and cannot be used. It provides a framework for safe and appropriate use of the internet in school and guidance for pupils and parents about the use of the internet at home. There should be a balance between the desirability of our pupils having full access to all resources, with protecting them from unacceptable behaviour.

2.0 RATIONALE

E-Safety as stated in Cheshire LA Guidance on Schools E-Safety Policy 2008. Schools need to consider:
"encompasses the use of new technologies, internet and electronic communications such as Learning Platforms, mobile phones, video conferencing, collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experiences." 2008

What are the risks?

- Receiving inappropriate content
- Preditatation and grooming
- Requests for personal information
- Viewing 'incitement' sites
- Bullying and threats
- Identity theft
- Publishing inappropriate content
- Hacking and security breaches
- Online gambling
- Excessive charges
- Misuse of computer systems
- Publication of personal information/images

Digital technology is owned by the school and is made available to pupils to further their education; for the purposes of research and communication and to allow staff to enhance their professional activities including teaching, research, administration and management.

Internet use is a part of the statutory curriculum and quality access is an entitlement for pupils who show a responsible and mature approach to its use.

3.0 PURPOSE

3.1 To ensure that the use of the Internet is positive and supports valid educational work.

3.2   To ensure that all access to the Internet complies with current legislation and Local Authority (LA) guidelines.

3.3   To ensure that acceptable and unacceptable Internet use is clearly defined.

3.4   To ensure that everyone will achieve equality of access, irrespective of race, gender, ability, religion, ethnic group or culture.

3.5   To create a safe Information Communication Technology (ICT) learning environment.

3.6   To ensure the whole school community receives a programme of E-safety education.

4.0   GUIDELINES

4.1   Pupils should not have access to the Internet unless under the supervision of a member of staff.

4.2   All staff supervising pupil access to the Internet should:
- Have clear intentions for the outcomes of the lesson/session.
- Constantly supervise the activities of pupils.
- Have received an appropriate level of Internet training.

4.3   All pupils accessing the Internet should:
- Be supervised by a member of staff.
- Be engaged in transmitting and receiving information which supports the intended outcomes of the lesson.
- Not deliberately access unsuitable material.
- Report any unsuitable materials, found accidentally, to a member of staff.
- Be aware of the Internet Use Rules.

4.4   All staff accessing the Internet should:
- Use the Internet for work which supports their teaching, lesson preparation or for their own professional development. (Use for private purposes requires prior permission from the head teacher).
- Not subscribe online to any service without the prior consent of the school's Senior Leadership Team / ICT Subject Leader.
- Ensure downloaded software is scanned for viruses
- Not order any goods or services online which would result in any financial commitment being placed upon the school without prior permission from the School Bursar
- Not alter the normal working parameters of the school's Internet Service.

5.0 MONITORING

5.1 The use of the Internet, by both staff and pupils, will be monitored by the Local Authority.

5.2 The use of the Internet by pupils will be monitored by the supervising member of staff and with the aid of the Securus programme.

5.3 The use of the Internet by administrative staff will be as directed by the Head Teacher and monitored by the same.

6.0 INTERNET USE GUIDE

6.1 PROCEDURES

6.1.1 Class use with pupils:
- At the start of every session, pupils should agree to the E-Safety guidelines.
- Teachers should monitor computer screens and ensure that pupils are kept on task.
- At the end of the day, the computer should be shut down following the correct procedures.
- Any pupils who have disregard for the Internet Use Rules should be reported to the ICT Subject Leader/Head teacher.

6.1.2 Teacher use:
- Teachers must follow guidelines
- If there is evidence of misuse or any faults/problems, the ICT Subject Leader should be informed verbally and through the maintenance log.

6.1.3 Effective use of the Internet is more likely where:
- Rules for safe Internet are displayed by all computer systems. Instruction in responsible and safe use should precede Internet use.
- The teacher has previously researched suitable/appropriate web sites that could be useful to the pupils and is aware of the possible pitfalls that pupils may encounter.
- The teacher is confident in the use of the Internet or has support from a colleague who is.
- The pupils are given clear guidance as to the expected outcomes of the lesson.
- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.
- The teacher has differentiated tasks available.
- Good use is made by the teacher of 'Favourites' which will allow the pupils quick and easy access to specific web sites without having to type in long and complex addresses.
- Pupils investigate materials from a selection of sites in order to give a breadth of understanding and balance.

- Pupils are taught to be critically aware of the materials they read.
- Pupils are taught to respect copyright laws by putting information into their own words or by acknowledging the source of downloaded material.
- Pupils are kept on task and 'diversions' or 'distractions' are kept to a minimum.
- The teacher calls attention to good practice and, or successful outcomes experienced by pupils in their research.
- The teacher utilises the expertise of pupils in the class to assist others, yet recognises that some pupils may be marginalised by the 'expert' dominating the computer. Regular swapping of roles at the computer should be actively encouraged to ensure fairness.
- The session is ended by pupils summarising their findings.

6.2   SECURITY

6.2.1 All computers with access to the Internet should:
- Have safe and secure broadband from an approved Internet Service Provider (ISP) using suitable filtering.
- Meet National Education Network standards and specifications.

6.2.2 The school will work in partnership with the LA to ensure systems to protect pupils are reviewed and improved.

6.2.3 Pupils should be made aware of the benefits and dangers associated with electronic communication. This includes:
- Internet collaboration tools: social networking sites, chat rooms, blogs, forums and wikis
- Internet Research: web sites, search engines and Web browsers
- Mobile Phone and personal digital assistants (PDAs)
- Internet communications: e-mail and instant messaging (IM)
- Webcams and video conferencing

6.2.4 Pupils should be advised to use only regulated educational chat environments at home with permission from parents/carers.

6.2.5 Risk is assessed and all reasonable precautions are in place, however, neither the school nor the ISP can guarantee 100% safety from inappropriate materials. Neither the school nor the LA can accept liability for the material accessed, or any consequences of Internet use.

6.2.6 If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the LA via the Head Teacher. Inappropriate material must not be stored on school equipment.

6.2.7 Responsible use of the Internet and other technologies will be included in the Personal Social Health Citizenship Education (PSHCE) programme of work, covering both school and home use. E-safety issues will be addressed alongside the use of the school Virtual Learning Platform (VLP).

6.3   E-MAIL GUIDELINES

- Ensure when pupils send emails that staff are aware of their intentions.
- Pupils must not reveal details of themselves or others, such as: full names, addresses, telephone number or any other personal details; or arrange to meet anyone in an external e-mail.
- External e-mail use should be authorised and should be written carefully, in the same way as a letter on school headed paper.
- Pupils must immediately tell a teacher if they receive an offensive e-mail.
- Develop a class address book of approved addresses for their own security.
- The forwarding of chain letters is banned.
- Teachers are responsible for deleting old messages from the mailbox to ensure free space.
- Email will be used to link pupils with other countries and cultures.

The Social Media Policy must be read in association with the Internet and Acceptable Use Policy.

6.4   COMPLAINTS AND SANCTIONS

- The Head Teacher will be responsible for handling incidents and complaints regarding Internet use.
- Any complaint about staff misuse must be referred to the Head Teacher.
- Breaches of this policy may result in sanctions, ultimately dismissal for staff, exclusion for pupils and withdrawal of access for community users.
- Possession of certain types of unsuitable material can lead to prosecution by the police.

7.0   EVALUATION AND REVIEW

This policy was written by the ICT subject leader in conjunction with the revised orders of the National Curriculum and has the approval of staff and governors. It will be reviewed initially by the subject leaders and ultimately by the whole staff every two years.

Written by: C. Boot