



## ACCEPTABLE USE OF THE INTERNET POLICY

### Aims

This Policy aims to:-

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

The Internet is now an essential means of communication. The Government has made it clear that all schools need to exploit the use of the Internet. In the report Connecting the Learning Society (1997), the following targets were set for schools:-

- By 2002 all schools, colleges, universities and libraries and as many community centres as possible should be connected to the Grid.
- By 2002, general administrative communications to school and further and higher education bodies by the UK Education Departments, Ofsted and non-departmental public bodies, and the data collection from schools, should largely cease to be paper-based.

Stead Lane Primary School has connection to the Internet via Broadband

The Internet Service Provider chosen by the LA is .....

The ISP was chosen because:-

1. It provides a filtering service to help schools deny access to certain undesirable parts of the Internet.
2. There is a quick and easy method for reporting undesirable sites, to ensure they are then blocked.
3. 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:

1. An Internet policy which is frequently reviewed and updated.
2. Information to parents which highlights the use of the Internet.
3. Adequate staff training.
4. Adequate supervision of children whilst using the Internet.
5. A contract between child, parent and school.
6. The filtering of undesirable sites through the use of an educational Internet Service Provider.
7. A clear set of rules that pupils are expected to adhere to and sanctions which will be implemented should children choose not to follow the school rules.

### **Access to the Internet**

Pupils are encouraged to make use of the information rich resources 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.

There are three categories of users who will make use of the school's Internet facilities:-

- Teaching staff.
- Support staff.
- Children

Adults using the Internet will be asked to sign a document which outlines the conditions of use (see Appendix A).

Children will always be supervised when using the Internet and will need a parent/carer to sign an Internet Permission letter (see Appendix B).

A list of Internet Guidelines are published that all pupils are expected to adhere to (see Appendix C).

These guidelines will be kept under review.

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

Breaches of the Acceptable Use Policy rules by pupils or adults could result in the one of the following:-

- A warning.
- Email and /or Internet facilities removed.
- Letter home to parents/carers.
- Reported to the Governors.
- Reported to appropriate external agencies.

## **Security when using the Internet:**

- Computers with Internet access are situated where the screen can be seen by the teacher.
- All workstations connected to the Internet have appropriate anti-virus software installed. The anti-virus software is updated regularly. All disks are scanned for viruses before use.
- Children are not allowed to bring in disks / memory sticks and upload files from home, unless first checked and virus scanned by the teacher or ICT Administrator.
- Children are not given access to 'open' newsgroups or Chat rooms.
- Email addresses are allocated after careful consideration. 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. Access is not given to 'free' web-based email services (unless they are an approved part of an educational network).
- Any inappropriate material found on the Internet will be reported to the ISP. *The ICT co-ordinator will be the point the contact.*

## **Managing email:**

- Staff should use Email in school for professional use only.
- The use of email as a form of communication is managed by staff to ensure appropriate educational use.
- The forwarding of chain letters is banned.
- The sending of anonymous messages is banned.
- Pupils may send email as part of a planned lesson.
- Incoming and outgoing email is treated as public.
- Children must not give personal details to any person or organisation within an email.

## **Managing Internet access:**

- Internet access will be purchased from a supplier that provides a service designed for use within an educational establishment. The service will include filtering.
- The school will work with the ISP to ensure that systems to protect the pupils are staff are reviewed and updated.
- Internet access will be part of planned lessons.
- All pupils using the Internet will always be supervised.
- Pupils will be given very clear objectives for Internet use.
- Parents will be asked to sign and return an Internet permission letter (see Appendix B).
- Children will be asked to sign and return an Internet Permission letter to show that they agree to observe the rules set out.
- Children 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 lists of websites suitable and relevant to children's work in school.
- A record will be held of all staff and pupils with Internet access.

### **Managing Web publishing:**

More and more schools are developing their own websites and Virtual Learning Environment (VLE) as a means of celebrating good work by pupils and also a means of publicising the school. However, there are a number of issues that need to be carefully considered when developing these sites.

When a school publishes their website, it is available to anyone in the world with Internet access, not just educational establishments. Likewise, content uploaded in the school's VLE can be accessed by anyone who obtains a username and password. It is therefore essential that the information within these websites is accurate and that we ensure that the children in our care are kept as safe as possible. To maintain this protection, a number of guidelines have been drawn up to address some of the issues surrounding the risk of inappropriate and unsolicited attention from people outside the school.

- There is a person within the school who has been designated as website/VLE editor. Any materials to be put on the website/VLE should be passed to them first. If an outside agent is helping the school to develop their website, then the designated person must maintain a strong dialogue with them and ensure that they see the final product before it goes 'live'.
- Headteachers and Governors will make decisions about what they consider to be suitable and appropriate on the school website/VLE.
- Providing the name and photograph of a pupil on a website allows for the possibility of people outside the school identifying and then contacting the pupils directly. Avoiding the use of images of named pupils therefore reduces this risk.
- Avoid the use of first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside the school. As a general rule: **if the pupil is named, don't use their photograph and if the photograph is used, don't use their name.**
- Parental permission will be sought before using an image of a pupil.
- Only images of pupils in suitable dress will be used in order to reduce the risk of inappropriate use.
- The use of inappropriate images should be reported to the ICT coordinator in order to reduce the risk to individuals.
- Many schools decide not to publish individual images of pupils and instead use more general group shots.
- Group shots of children can be used, but they should not be named.
- Use of photographs of work created (especially 3D), excerpts from written work and scanned images of artwork. This will allow pupils to exhibit their work to a wider audience without increasing the risk of inappropriate uses of images of children.

- Where a child has published work, their first name will be used. The use of first name and surname will be avoided.
- The school email, address, telephone number and fax number will be used as a point of contact. Personal contact numbers will never be published.
- All material will be the author's own work. Credit for other work will be included and the author's identity clearly stated.
- Surnames of members of staff will be published, but not their full name and only with the permission of the member of staff.
- Children's portraits of staff will be used instead of their photographs.

Signed: .....Chair of Governors

On behalf of the Governing Body

Dated: .....

## Appendix A

### Adult guidelines for school Internet use:

- The use of the Internet in school must be for professional and curriculum purposes.
- Staff are responsible for ensuring that the children know and understand the pupil rules for using the Internet.
- Always supervise the children when they are using the Internet.
- Materials that is unsuitable for children should not be viewed, uploaded or downloaded.
- All web materials should be reviewed and evaluated prior to use with the children to ensure that the content is appropriate.
- Copyright and intellectual property rights must be respected.
- If you find something inappropriate as a result of a search, the site address should be reported to the ICT co-ordinator.
- When writing emails, swearing, racist, sexist or aggressive comments are not allowed. Do not state anything that could be interpreted as libellous.
- Staff are responsible for all emails sent and contacts made via email.
- Staff should treat outgoing and incoming email used in school as public.
- Publishing on the Web or VLE must follow the guidelines set down and contained within the Acceptable Use Policy.
- Do not respond to inappropriate emails. Inform the ICT co-ordinator.
- Respect the privacy of other people's work files. Only enter them if permission from the member of staff has been given.
- The use of the Internet in school for financial gain, gambling, political purposes or advertising is forbidden.
- Intellectual property.
- Any incident that breaks these guidelines must be reported.

### If you choose to break these rules, the following could happen:

- A warning will be issued.
- Email and/or Internet access will be removed.
- The breach of the guidelines may be reported to the Governors.
- Appropriate external agencies may have to be involved.
- Appropriate disciplinary action may be taken.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix B

Date:

**Dear Parent or Guardian**

### **Internet Permission**

As part of the ICT curriculum, you 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 Stead Lane Primary School believes that it is essential to teach the skills needs to access the Internet in order to equip them for life outside school.

We have taken a number of steps to ensure that access to the Internet is safe for your child. The children will access the Internet through an **Internet Service Provider**. The provider that the school has chosen is especially designed for schools and filters out any undesirable material. Children will only have access to the Internet as part of a planned lesson and when an adult is supervising. There are rules that the children must follow and children can only use the Internet with their parent's permission. Please note that the School will not be liable for any damages arising from your child's use of the Internet.

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

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

Mr Reuben Anderson  
Headteacher

I will allow my child to use the Internet and email in school. I understand that they will only use it under supervision.

**Child's Name:** \_\_\_\_\_

**Child's Class:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

## **Appendix C**

### **Pupil Guidelines for Internet Use:**

#### **General:**

Pupils are responsible for good behaviour on the Internet, just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Parents permission is required.

The access is a privilege, not a right and access requires responsibility. Individual users of the Internet are responsible for their behaviour and communications over the network.

During school time, teachers will guide pupils towards appropriate materials. Outside school, parents and carers must bear this responsibility, in the same way as they have responsibility for children accessing other information sources such as televisions, telephones, videos, radio and other media.

#### **You need to make sure that you:**

- Are only using the Internet for schoolwork.
- Have an adult with you when you are using the Internet.
- Are following the teacher's instructions when using the Internet.
- Have permission from your parent / carer.
- Ask 'Is it true?' Not all the information on the Internet or in emails is true.
- Keep your password private.
- Are careful about what you send. Do not write or send anything that could upset and offend others.
- Do not put yourself in danger. Do not give personal information about yourself in an email or on a website.
- Do not put others in danger. Do not given personal information about other people in an email or on a website.
- Let your teacher know if you receive anything you do not feel comfortable with. Do not respond to it yourself.
- Do not arrange to meet anyone as a result of an email correspondence unless you have discussed it with your parents first and they go with you.
- Do not download anything you think others may be upset by.
- Always respect other people's privacy. Do not go into other people's files without asking them first.
- Report anyone that chooses to break these rules to the teacher.

#### **If you choose to break these rules, the following could happen:**

- You could put yourself and others in danger.
- You could give yourself and the school a bad name.
- You may be banned from using the Internet for a time.
- You may not be allowed to use email.
- A letter could be sent home telling your parents what has happened.