Chestnuts Primary School

Acceptable Use of the internet

Adopted by: Chestnuts
Dated: May 13 (Annual Review)

Signed: …………………………………………………………….. (Head Teacher)

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Chestnuts Primary School
Acceptable use of ICT Policy

Introduction

This policy outlines our purpose in providing e-mail facilities and access to the Internet. It explains how the Chestnuts Primary School is seeking to avoid the potential problems of unrestricted Internet access.

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 worldwide.

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 Haringey Children & Young People's Services and DCSF; receive up-to-date information and participate in government initiatives.

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

All staff (including teachers, supply staff and learning support assistants) and any other adults involved in supervising children accessing the Internet, will read and understand the School Internet Access Policy, and will have its importance explained to them.

Parents' attention will be drawn to the Policy via the school web site.

Ensuring Internet access in appropriate & Safe

The only 'fool-proof' measure to ensure that our pupils are not exposed to unsuitable material is 100% direct staff supervision.

Therefore, our School Internet Access Policy is 100% direct staff supervision.

In addition, Pupils will be taught to use e-mail and the Internet responsibly in order to reduce the risk to themselves and others.

The ICT Co-ordinator will monitor the effectiveness of Internet access strategies. Moreover, the ICT Co-ordinator will ensure that occasional checks are made on files to monitor compliance with the School's Internet Access Policy.

The Head Teacher will ensure that the policy is implemented effectively.

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. The school cannot accept liability for the material accessed, or any consequences thereof.

A most important element of our Rules of Responsible Internet Use is that pupils 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 pupil 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 handing incidents involving children will be taken by the ICT Co-ordinator and the Head Teacher and the pupil's Class Teacher.

If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.

If staff or pupils discover unsuitable sites the ICT co-ordinator will be informed. The ICT co-ordinator will report the URL (address) and content to the Internet Service Provider (ISP); if it is thought that the material is illegal, after consultation with the ISP, the site will be referred to the Internet Watch Foundation and the police.

Maintaining the security of the school ICT Network

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

The Head Teacher is responsible for ensuring the integrity of the network.

Using the Internet to enhance learning

Pupils will learn how to use a web browser. Older pupils will be taught to use suitable web search engines. Staff and pupils 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.

Using information from the internet

We believe that, in order to use information from the Internet effectively, it is important for pupils 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 an adult audience, much of the information on the Internet is not properly audited/edited and most of it is copyright.

- ✓ Pupils 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 pupils 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, pupils will be taught to observe copyright;

- ✓ Pupils 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 email

Pupils will learn how to use an e-mail application and be taught e-mail conventions. Staff and pupils will begin to use e-mail to communicate with others, to request information and to share information.

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:

- ✓ Pupils will only be allowed to use e-mail 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 children using e-mail

- ✓ Pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts at present

- ✓ In-coming e-mail to pupils will not be regarded as private

- ✓ Children will have the e-mail messages they compose checked by a member of staff before sending them

- ✓ The forwarding of chain letters will not be permitted

- ✓ Pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours

Moderated Mailing lists, newsgroups and chat rooms

- ✓ Teachers will moderate other collaboration tools such as newsgroups and chat rooms if used on the school network for learning purposes.

- ✓ Students will be denied access to public or unmoderated chat rooms.

- ✓ Only regulated educational chat environments shall be used. They will always be used under supervision. Safety is the major consideration.

- ✓ Only newsgroups that have educational goals and content will be made available to students.

SCHOOL WEB SITE

Our school web site is intended to:

- ✓ Provide accurate, up-to-date information about our school;

- ✓ Enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, members of the local community and others

- ✓ Celebrate good work

- ✓ Provide pupils with the opportunity to publish their work on the Internet

- ✓ Promote the school.

In the future it may be used to publish resources for projects or homework.

All classes may provide work for publication on the school web site. Class teachers will be responsible for ensuring that the content of the pupils' 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 ICT Co-ordinator is responsible for up-loading pages to the school web site, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host.

The point of contact on the web site will be the school address, telephone number and e-mail address. We only publish pupils' photographs following written parental agreement. Home information or individual e-mail identities will not be published. Staff will be identified by their title and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

The copyright of all material produced by the school for display on the school's web pages belongs to the school. Permission to reproduce any other material will be sought and obtained, from the copyright owner.

The contact details for the school will include only the school's postal address, e-mail address and telephone number. No information about teachers' home addresses or the like will be published.

The school will not publish any material produced by students without the agreed permission of their parents. In addition, photographs of students will not be published without a parent or carer's written permission. A student's full name will not be used in association with photographs.

Website photographs that include students will be carefully selected and will be of a type that doesn't allow individual students to be identified - group photographs or 'over the shoulder' images are preferred.

Internet access and home/school links

Parents will be informed in our School Prospectus that pupils are provided with supervised Internet access as part of their lessons. We will keep parents in touch with future ICT developments by the school web site.

Internet use in pupils' homes is rapidly increasing and some parents may be grateful for any advice/guidance that school can offer – especially with regard to safe access for children. The ICT Coordinator is willing to offer advice and suggest alternative sources of advice on the understanding that neither he nor the school can be held responsible for the consequences of such advice. Further:

- ✓ School guidelines on issues such as safe Internet use will be made available to parents and Internet sites providing information for parents about safe access for children

- ✓ In the future it is possible that suitable educational and leisure activities that make responsible use of the Internet will be developed with parents.

As noted above, it is not possible to be certain of the originator of an e-mail message, and for this reason the school is unable to accept an e-mail as parental authorisation of a pupil absence.

Rules for responsible internet use

The school has installed computers with Internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the computers:

- ✓ I will only access the computer system with permission from a member of staff

- ✓ I will not access other people's files

- ✓ I will not bring in floppy disks or CDs from outside school and try to use them on the school computers

Using the Internet:

- ✓ I will ask permission from a teacher before using the Internet

- ✓ I cannot use the Internet without a member of staff being present

- ✓ I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself

- ✓ I understand that the school may check my computer files and may monitor the Internet sites I visit

- ✓ I will not complete and send forms without permission from my teacher

- ✓ I will not give my full name, my home address or telephone number when completing forms.

Using e-mail:

- ✓ I will ask permission from a teacher before checking the e-mail

- ✓ I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself

- ✓ I understand that others may read e-mail messages I receive or send

- ✓ The messages I send will be polite and responsible

- ✓ I will only e-mail people I know, or my teacher has approved

- ✓ I will only send an e-mail when a teacher has checked it

- ✓ I will not give my full name, my home address or telephone number

- ✓ I will not use e-mail to arrange to meet someone outside school hours