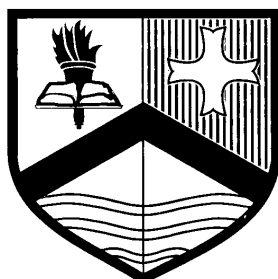


Scraptoft Valley Primary School



Raising Standards Teaching & Learning Appendix EE Internet Access

Mission Statement

**Working together to give every child an excellent education in a
caring environment**

Statement of intent

At Scraftoft Valley Primary School we want to encourage all children to use all new technologies including the internet. It is important that our pupils can be safe in their access to the internet. This policy sets out acceptable use in order to minimise any risks which may occur through internet use.

Why is Internet use important?

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

How will Internet use enhance learning?

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use, following the 'Zip it, Block it, Flag it'.

How will pupils learn to evaluate Internet content?

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator. To ensure there is minimum exposure to unsuitable material children should switch off the monitor immediately and tell a member of staff.

How will e-mail be managed?

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Whole-class e-mail addresses will be used in Key Stage 2.
- Access in school to external personal e-mail accounts may be blocked.
- Excessive social e-mail use can interfere with learning and may be restricted.
- The forwarding of chain letters is not permitted.
- Teachers should check emails sent prior to sending.
- Staff should only access / use email in relation to school.

How should website content be managed?

- The point of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- The headteacher or ICT Coordinator will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained

Can Chat be made safe?

- Pupils will not be allowed access to public or unregulated chat rooms.
- Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

How can emerging Internet applications be managed?

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

How will Internet access be authorised?

- Internet Access must be supervised at all times.

12 How will the risks be assessed?

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor KCC can accept liability for the material accessed, or any consequences of Internet access.

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.
- Teachers must have viewed any websites they use prior to use with the children. This includes searches etc.

How will filtering be managed?

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.
- Internet filtering is provided by the ISP – SVPS applies the level of filtering recommended by the LEA.

How will the policy be introduced to pupils?

- Rules for Internet access will be posted in all rooms where computers are used that have Internet Access. (see poster appendix 1)
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.

How will ICT system security be maintained?

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Staff must try to ensure that the portable media such as floppy disks, memory sticks and CD-ROMs they use are free from viruses.

How will parents' support be enlisted?

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school website.
- Internet issues will be handled sensitively to inform parents without undue alarm.

This policy will be reviewed every 4 years or earlier if required

Appendix 1 Internet Access rules to be displayed where internet access is available.

Responsible Internet Use

The code:



Zip It - When you're online, always keep your personal stuff private and think about what you say and do.



Block It - Think about blocking people who send you nasty messages and don't open unknown links and attachments.



Flag It - If you see anything that upsets you online or if someone asks to meet you, flag it up with an adult.

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the Internet.
- I will use only my own class network login and password.
- I will only look at or delete my own files.
- I understand that I must not bring software or disks into school.
- I will only e-mail people in school, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.
- I will only use websites that my teacher tells me to.