Internet Acceptable Use Policy

Aims of the Policy:

This policy aims to:
- Ensure that all pupils and staff make appropriate use of the Internet for professional and educational 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.

Langmoor Primary School has connection to the Internet via a Broadband connection. EMSPN provide the Broadband connection, but E-mail is provided by RM. RM also host the website.

This 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.

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 two categories of users who will make use of the school's Internet facilities:
- Teaching staff
- Pupils

Pupils will always be supervised when using the Internet and will need a parent/guardian to sign an Internet Permission letter (*see appendix A*).
A list of Internet Guidelines that all pupils are expected to adhere to *(see appendix B)*. These guidelines will be kept under review.
All members of staff are responsible for explaining the rules and the 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 one of the following:
- A warning
- E-mail and/or Internet facilities removed
- Letter home to parents
- Reported to the Governers
- 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.
- Pupils are not allowed to bring in USB sticks and upload files from home.
- Pupils are not given access to 'open' newsgroups or Chat rooms.
- Each member of teaching staff will be allocated their own e-mail address. This includes the office. In KS1 there will be an e-mail address for each class that the children will use. In KS2 there will be 15 e-mail addresses available to each year group. These are general and NOT personal e-mail addresses. The names are related to the names of the computers in the suite.

- The school is aware of the need to protect pupils from undesirable contact with adults via e-mail. All e-mail messages sent and received are supervised. A facility is available to restrict where the children can send their e-mails.
- Any inappropriate material found on the Internet will be reported to the ISP (RM). *The ICT co-ordinator will be the point of contact.*

Managing e-mail:

- Staff should use e-mail in school for professional use only.
- The use of e-mail 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 letters is banned.
- Pupils may send e-mail as part of a planned lesson, but they will not be given individual accounts.
- Incoming and outgoing mail is treated as public.
- Children must not give any personal details to any person or organisation within an e-mail.

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 (RM) to ensure that systems to protect the pupils and staff are reviewed and updated.
- Internet access will be part of planned lessons.
- All pupils using the Internet will 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 A)*
- Pupils will be asked to sign and return an Internet permission letter to show that they agree to observe the rules set out.
- Pupils will be educated in taking responsibility in 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 staff and pupils with Internet access.

Managing Web Publishing:

More and more schools are developing their own websites as a means of celebrating good work and publicising the school. However there are issues that need to be considered.

When the school publishes its website, it is available to anyone in the public domain. It is essential that the information is accurate and that the children are kept as safe as possible.

- There should be one person within school (or employed by the school) who has been designated website editor. Any materials to be put onto the website should go to them first. This is the Head teacher in the first instance.
- Head teachers and Governors will make decisions about what they consider to be suitable and appropriate to go onto the Website.
- The use of images of named individuals should be avoided.
- Avoid the use of any names in a photograph.
- Any children whose parents have requested that their images are not used publicly will be excluded from any material that is published to the website.

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To be reviewed again September 2019