



Internet Access Policy

Introduction

This policy outlines our purpose in providing email facilities and access to the Internet at Allerton Church of England Primary School and explains how school is seeking to avoid potential problems.

Internet access in school

Providing access to the Internet in school raises educational standards and supports the professional work of staff.

Teachers and pupils will have access to websites worldwide (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.

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 the Leeds Education and DFE; receive up-to-date information and participate in regular online safety training.

Staff will be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the Internet, will be provided with the School Internet Access Policy, and will have its importance explained to them. A letter will be sent to parents every Autumn term. Our school Internet Access Policy will be available for parents and others to read on the website, in school and in the prospectus. Internet safety meetings for parents and carers will take place twice a year, in September and February (coinciding with Safer Internet Day).

Ensuring Internet access is appropriate and safe

The Internet, in common with other media such as magazines, books and video, has material available which is unsuitable for pupils. The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the Internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- Our Internet access is purchased from ICT4Leeds which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children.
- Children using the Internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times.
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.
- Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan.
- Pupils will be taught to use email and the Internet responsibly in order to reduce the risk to themselves and others.
- Pupils will be given regular teaching in Online Safety (at least termly).
- Pupils will be taught how to report abuse using the CEOP button.
- Our Rules for Responsible Internet Use will be posted near computer systems.
- The Computing Coordinator/s will monitor the effectiveness of Internet access strategies.

- The Computing Coordinator/s will ensure that occasional checks are made on user areas to monitor compliance with the school's Internet Access Policy.
- The Head Teacher will ensure that the policy is implemented effectively;
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the ICT4Leeds (our Internet Service Provider), Leeds Education and the DFE.

It is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school, ICT4Leeds or Leeds Education can accept liability for the material accessed, or any consequences thereof.

As part 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 handling incidents involving children will be taken by the Head Teacher, the Computing Coordinator/s and the Child Protection Coordinator in consultation with the pupil's class teacher. All the teaching staff will be made aware of the incident in a staff meeting if appropriate.

- 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 Computing Coordinator/s will be informed. The Computing Coordinator/s will report the URL (address) and content to the Internet Service Provider (ICT4Leeds) and the site will be blocked. If it is thought that the material is illegal, the site will be referred to CEOP and the police.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use, which have been designed to help protect them from exposure to Internet sites carrying offensive material.

If pupils abuse the privileges of access to the Internet or use of email facilities, by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own Internet search, then sanctions consistent with our School Behaviour Policy will be applied. This will involve informing the parents/carers.

Maintaining the security of the school computer 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 Computing Coordinator/s will ensure that the Computing Technician keeps the virus protection updated regularly and will work with the Internet Service Provider to ensure system security strategies which protect the integrity of the network are reviewed regularly and improved as and when necessary.

Using the Internet to enhance learning

In Reception we use an online system call Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. Staff use tablets to take the photographs for observations which are be uploaded to the journals. Each staff member has a secure login which is password and pin protected.

Parents logging into the system can only access their own child's Learning Journey. Parents may input new observations and photos, and add comments to existing observations. They do not have the necessary permission to edit existing content. Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey.

All pupils in Key Stage 2 are provided with an Office 365 account and a Google Education account. This gives them email, webspace and access to programs such as Word, Excel, PowerPoint and all the Google Apps. This enables the children to extend their studies at home and provides opportunities for learning skills in digital productivity, communication and collaboration.

Access to the Internet

Clear objectives will be given prior to Internet use.

- Access to the Internet may be by teacher (or sometimes other-adult) demonstration;
- Pupils may access teacher-prepared materials, rather than the open Internet;
- Pupils may be given a suitable webpage or a single website to access;
- Pupils may be provided with lists of relevant and suitable websites which they may access;
- More experienced, pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.

Using information from the Internet

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 email or the author of a webpage may not be the person claimed.

Using email

Pupils will learn and be taught how to use an email application and e-mail conventions. Staff and pupils will use email 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 email once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.
- Teachers will ensure pupils follow these rules;
- Pupils may send email as part of planned lessons but will not be given individual email accounts at present;
- Incoming email to pupils will not be regarded as private;
- Children will have the email 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 email at school to arrange to meet someone outside school hours.

Allerton Church of England Primary School website

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, governors, 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; and
- Provide resources for projects or homework.

All classes will produce work for publication on the school website. 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.

We do not publish pupils' full names on our web pages. Home information or individual email 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 website.

School website address: <http://www.allertonceprimary.co.uk>

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 computing developments by letter and newsletter.

Internet use in pupils' homes has rapidly increased and some parents may be grateful for any advice/guidance that school can offer – especially with regard to safe access for children. If parents wish to access sites used at school on their home computers, the school nor ICT4Leeds/Leeds Education can be held responsible for the consequences of such action.

School guidelines on issues such as safe Internet use will be made available to parents together with printed information and Internet sites providing information for parents about safe access for children.

- Internet safety meetings for parents and carers will be held twice a year.
- The school will maintain a stock of relevant leaflets from organisations such as CEOP, Kidsmart, ThinkUknow etc;
- The Computing Coordinator/s will produce an Internet safety leaflet for parents and carers every term.
- In the future it is possible that suitable educational and leisure activities that make responsible use of the Internet will be developed with parents;
- The school is unable to accept an email as parental authorisation of a pupil absence.

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This Policy has been drawn up and written by the Computing Coordinators. The policy and future amendments to the policy will be communicated clearly and consistently to pupils, parents and staff.

This will be reviewed when updated legislation or guidance is issued by the DfE, Local Authority or other relevant organisation.

This will be reviewed annually by the Governing Body.

Drafted by: David Moore and Tara Edwards

Date: Annually