



Holy Trinity Church of England (Aided) Primary School

Policy Statement

Internet Policy

Introduction

Use of the Internet is continually expanding and has become an important part of learning and communication. The Internet brings pupils into contact with a wider range of information, the scope and nature of which may or may not be appropriate for the pupil.

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using Computing. When distributing the curriculum, teachers need to prepare for and make use of communications technology i.e. web-based resources, email and live instant messaging communication. Access to life-long learning and enhancement of employment requires computer and communications use and pupils need to develop life skills in their use.

Cookridge Holy Trinity Primary School is committed to quality teaching of Computing and believes that the use of the Internet by staff and children is an important part of this process.

Cookridge Holy Trinity Primary School makes available Internet services to all staff and pupils in the belief and understanding that it can develop and enhance all aspects of teaching and learning.

This policy applies to all users of Computing at Cookridge Holy Trinity Primary School.

Rationale and Entitlement

The purpose of Internet access in school is to raise or develop the achievement and skills of pupils, to support the professional work of staff and to enhance the school's management information and business administration systems.

Access to the Internet is a necessary tool for all staff and students irrespective of gender, race, religion, culture or ability. It is an entitlement for students who show a responsible and mature approach with the intention to gain useful or entertaining resource. The appropriate use of the Internet is providing a number of benefits to schools. These benefits include:

Resources

- Providing access to documentation including on-line publishing of documents (schools' policies, lesson plans, activities, etc)
- Access to world-wide educational resources including museums and art galleries
- Inclusion in government initiatives and the Learning Platform
- Information and cultural exchanges between students worldwide
- Discussion with experts in many fields for pupils and staff

Staff Professional Development

- Access to educational materials
- Sharing good practice with colleagues
- Communication with the advisory and support services, professional association and colleagues

Email

- Provision of a quick method of communication between pupils, staff and officers of the authority
- Provision of a centrally maintained email system that can give pupils an email address that will remain constant throughout their education in Holy Trinity school.

Using the internet to enhance learning:

- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use through regular teaching of e-safety.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements, learning outcomes and age of pupils. At Key Stage 1, access to the Internet will be by adult demonstration and occasional directly supervised access to specific, approved on-line materials. At Key stage 2 there will be a limited number of sites and search engines through restrictions. Smoothwall will put filters/blocks on all restricted areas.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the COMPUTING Subject Leader/School COMPUTING technician.
- The School will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Defining Offensive Materials.

For the purposes of this policy, offensive materials shall be defined as those which are:

- Pornographic
- Racially Motivated
- Of an Extreme Political Nature
- Radicalisation
- Portraying violence
- Inciting violence
- Encouraging illegal activity
- Material likely to bring discredit upon the school.

Computing and Internet facilities are provided to staff and pupils for the purposes of work and work related activities.

All the use of Internet by pupils will be carried out in open access teaching areas where the operations of the computer are visible to others. Internet can be accessed through ipads, school laptops and school computers. These are to be supervised by a member of staff.

Electronic Mail

- Electronic Mail facilities offered to staff and pupils may be used only for school related activities.
- Personal messages are allowed but no business activities of any nature may be undertaken.
- Staff should understand that email may be monitored.
- No material of an offensive nature may be mailed from a school provided e-mail address.
- No material of an offensive nature may be requested for delivery to a school provided e-mail address.
- Any material of an offensive nature that is received unsolicited shall be reported to the Computing Subject Leader and shall then be deleted and shall not be printed.
- Pupils who receive unwanted or offensive e-mail shall notify their teacher immediately. The teacher will then notify the computing Subject Leader, who will take appropriate action.
- Pupils should only send emails to persons approved by their class teacher.
- Message content should be polite and sensible
- Pupils should not send personal details such as pictures, telephone numbers and addresses without teacher consent.
- Pupils will not disclose personal information about other children via email or the Internet.

- The School will not offer pupils access to newsgroups or bulletin boards due to the frequency of occurrence of offensive materials unless on a preapproved website (eg diagnostic questions and mathematics).

Instant Messages

- Any material of an offensive nature that is received unsolicited shall be deleted immediately and shall not be printed.
- Pupils who receive unwanted or offensive instant messages shall notify their teacher immediately. The teacher will then notify the COMPUTING Subject Leader, who will take appropriate action.

Filters and Filtering Mechanisms

- The Computing Subject Leader will be responsible for providing filtered access to the Internet through acquisition and updates of appropriate software and Internet Service Provider (Smoothwall).
- Provision of filtered access does not absolve users from the need to demonstrate high personal integrity when using web-based services.
- No pupil or member of staff shall attempt to bring into the school any offensive material either deliberately or by seeking to by pass filtering mechanisms.

Staff or pupils who notice any user misusing the Internet facilities will inform the Computing Subject Leader immediately.

Any user not complying with the high expectations of behaviour and conduct in this policy will be liable to forfeit of Internet access and facilities and may be liable to disciplinary action.

This policy supplements the existing codes of conduct and behaviour of Cookridge Holy Trinity Primary School and does not replace any existing policies relating to staff or pupils.

This policy statement will be reviewed annually by the Governing body and staff of the school.

26th September 2018, next review date: September 2019