



Lees Hill C of E Primary School Internet Safety & Access Policy

POLICY ADOPTED BY FULL GOVERNING BODY: May 2018

Name: Mike Brown

Position: Chair of Governors

Next Review Date: May 2020

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH COMPUTING POLICY

Aims and Objectives:

We believe that the educational benefits of Internet access far outweigh the possible risks and that good planning and management will ensure appropriate and effective pupil use.

The purpose of Internet access in schools is to raise educational standards, 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 staff and an entitlement for pupils who need to show a responsible and mature approach. It should be noted that the use of a computer system without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

The Internet can be used by pupils of all ages, by Teachers and by Governors to

- Give access to world-wide educational resources including museums and art galleries
- Enable information and cultural exchanges between students world-wide
- Access news and current events
- Enhance cultural, social and leisure use in libraries, clubs and at home
- Promote staff professional development – access to educational materials and good curriculum practice
- Facilitate communication with the advisory and support services, professional associations and colleagues
- Exchange of curriculum and administration data with the Local Authority and the Department for Children Schools and Families

Role of the Headteacher:

Access to all web sites from school is automatically filtered managed by the schools' internet provider. Procedures are in place for senior staff to block and report inappropriate websites also. User settings are managed by INTERFIRE Ltd who are the administrators for our server. 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 terminal. Neither the school nor Cumbria County Council can accept liability for the material accessed, or any consequences thereof although staff, parents, governors and advisors work together to establish agreement that every reasonable measure is being taken.

No personal data will be sent over the Internet by children without reference to his/her teacher and e-mail marked for individual children will be viewed first by the head teacher to ensure that it has come from a responsible source. Virus protection is installed and updated regularly.

Security strategies are managed in collaboration with Interfire.

The School Website:

Our school has created a website, to celebrate good work, gives details of events – past, present and future, promote the school and provides links for the school with other organisations. Names and photos of pupils are never displayed together. We have sought parent's permission before using an image of their child. The Headteacher, staff and clerk to governors are responsible for updating the website, making sure that information displayed there is accurate and current.

Role of staff:

Internet access is a necessary part of planned lessons. It is an entitlement for pupils based on responsible use: At KS1, pupils will access teacher-prepared or chosen materials, rather than the open Internet. At KS2, pupils will access specific sites, or use search engines for specific tasks. Unsupervised access (ie during playtimes) is not allowed.

All reasonable efforts will be made to ensure copyright laws will not be infringed. Materials copied from the internet both by staff and pupils will be in accordance with the licence taken out by the LA.

Staff will monitor the value and credibility of web-based materials in relationship to other media as part of our topic based approach to the curriculum and will supervise pupils using the Internet appropriately.

Pupils will be taught to

- validate information before accepting it as true.
- observe copyright when copying materials from the web.
- be aware that the writer of an e-mail or the author of a Web page may not be the person they claim to be.

At present only contact with other primary schools and approved educational institutions is allowed in accordance with the procedure below: Older KS2 pupils may have a junior e-mail account but staff **must view all** e-mails before transmission, and read incoming mail before the child. Communications with persons and organisations will be managed to ensure appropriate educational use and that the good name of the school is maintained.

Role of pupils:

Internet access will be planned to enrich and extend learning activities as an integrated aspect of the curriculum. Pupils are expected to follow the guidance for Internet use and tell a teacher immediately if they encounter any material that makes them feel uncomfortable or is inappropriate. Pupils will use the hot links provided for relevant and suitable web-sites. Pupils will be educated in and expected to take personal responsibility when using the Internet. Pupils will be informed that checks can be made on files held on the system. Pupils may send internal e-mails as part of planned lessons.

Role of Parents/Carers:

To support school in the provision and policing of this policy.

Role of Governors:

To monitor the provision and security as described in this policy.

Monitoring and Review:

The Headteacher will ensure that the policy is implemented effectively.

This policy will be reviewed bi-annually, or sooner if necessary, by the Governing Body.

