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New Marske Primary School **Internet Acceptable Use Policy** **March 2009**

Internet Safety

Who will write and review the policy?

Our school internet policy has been created using information from BECTA, Redcar and Cleveland Local Authority and government guidance. It has been discussed by the whole staff and approved by governors, who realise how intrinsic to the running of the school, both at a management level and an educational level, the internet is. The policy will be reviewed in March 2011.

Why have this policy?

The internet is now the most data rich source of information in the world. It can potentially "bring the world into the classroom." From a teaching point of view this is an essential resource for planning and delivering lessons. From a child's point of view it is an excellent source of information that enhances the personalised learning agenda. The internet based school learning platform also allows effective dissemination of specific information (notes, dates, files) to specific people (teachers, parents, staff). In addition to this, government targets ask schools to give pupils access to a digital workspace by September 2008. This will be a place to upload files that they have created. More and more the internet is becoming a place to share information and the school would like to take advantage of the collaborative nature of the learning platform to enhance the education of the children. Essentially this will be integral to most ways of working in the workplaces that they will eventually enter. This policy seeks to ensure users know what good practise is and outlines steps and procedures that will be taken when the darker side of the internet shows itself.

Filtering

The school's 10Mb broadband connection is provided by the Local Authority, which in turn links into the Northern Grid network and ultimately the National Education Network. The filters at each stage are extensive and include lists of illegal sites/inappropriate sites that cannot be accessed. It also allows open access and sharing of resources between educational establishments. However, when dealing with the internet there is never a failsafe way of blocking inappropriate content in all situations and therefore the school cannot take responsibility for these events when all reasonable steps outlined below have been taken. Use of the web through the LA link is monitored and traceable by the council network administrators. In addition to this is the consideration that children will inevitably access the internet outside of school. We therefore aim to educate them about internet safety, not simply cover their eyes.

The school has an internet connection provided by the local authority. Filtering of the content is provided by the local authority via the schools cache pilot.

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Staff will be trained in what to do if they or a child access an inappropriate site. This should be reported to the schools ICT co-ordinator or the Headteacher immediately and dealt with in the manner discussed.

When will pupils have direct access to the internet?

Children in all classes in school will have access to the internet. However the different types of use are outlined below:

- Online content (e.g., CBeebies) will often be used by the teachers for specific tasks. In these situations the children are not searching the internet or navigating away from the page/s and tasks that have been set. Teachers **will have previewed** the site to ensure that it matches the learning outcomes of the lesson/setting. With younger children it is essential that access to navigate away accidentally is denied (i.e., hiding the address bar)
- Searchable cached sites such as Espresso will allow access within a site but not beyond it. Children from Year One onwards will use a safe search engine such as Yahoo!igans when searching for information. This is not a failsafe way of preventing access to inappropriate sites but is a good line of defence. Searches will only be permitted when a

member of staff if present. Where possible teachers should have pre-searched for the topic in hand and

- previewed the hits that will be used based on the fact that search engines do not necessarily give the most appropriate site at the top of their lists
- In most cases, to avoid fruitless hours of browsing, a key website/s will be identified by the teacher for the children to use to find information

Children will not be allowed to access and search the internet unless authorised by a member of staff. Responsibility for the monitoring of what the children find is then the responsibility of that adult. When use of searching on the internet is appropriate can be found in the school Scheme of Work for ICT; other uses are the sole responsibility of the supervising adult. Appropriate behaviour and understanding of how addresses are composed will be explicitly taught before ever using an internet search in school and will be reinforced by visual reminders.

Accessing and interacting with the internet is part and parcel of many users' reasons for having an internet connection. Simply blocking the children from using internet it is not educating them for the real world (and use at home). Therefore internet safety is implicitly taught throughout the school and referred to whenever a unit of work requires use of the internet. Key themes to be covered are listed below:

- Safe browsing on the internet
- Use of chatrooms
- Use of blogs/webpace
- Use of email
- Copyright
- What to do when you come across something that is inappropriate

The materials and links to resources used to teach these issues can be found on the schools learning platform.

Use of the network for personal monetary profit or gambling is strictly forbidden.

In accordance with the Data Protection Act 1984/98, users are not allowed to access other user's personal files and folders. The exception to this being system administrators who can gain access through permission from the Headteacher when just cause has been established.

[Use of email](#)

[CHILDREN](#)

Children will be given a "professional" email account. The account is set up using the Netmedia Learning Platform software. The children are at liberty to use their accounts for correspondence between one another or members of

staff. They must ask a member of staff before using it to contact or reply to anyone else. Passwords must be changed by the child and a copy will be collected by the ICT subject leader. Users agree through the home/school or staff agreement form to keep passwords secret, even from their family and friends.

The email system has a powerful filter which will automatically direct emails with inappropriate language to the administrator account. This account will be checked regularly to monitor possible abuse of the system. The child sending the offending email will not know that their message has been picked up by the administrator and has not reached its target. All children are made aware through their home/school agreement statements (given out when they are to be given an account) that such a filter exists and that it will be regularly checked regularly.

All emails that are filtered to the administrator will be opened and assessed as to the reason why it has been intercepted. Several scenarios are described below:

- Offensive language
- Bullying and threatening behaviour

Children will also be expected to report any offensive emails that they receive to a member of staff. Any intercepted emails or reports of offensive emails will be reported to the Headteacher.

Children must also report any attempts by people who they don't know trying to contact them. Children will be taught to never give out their email address in a public setting (virtual or real) or divulge personal details in public internet space. This will be reinforced whenever the internet is used through continued verbal reference and visual reminders.

Use of personal email accounts in school is not permitted.
Use of newsgroups or forums/chatrooms in school is not permitted unless located on the learning platform.

All of the above information is found in the home/school agreement which must be signed by both the parent/guardian and the child **before** a user account is allocated. Failure to adhere to the agreement will result in the account being suspended pending discussion and investigation.

STAFF

Staff will be given a "professional" email account. The account is set up using the Netmedia Learning Platform software. The staff are at liberty to use their accounts for correspondence between one another or other professional bodies as part of their work. Passwords must be changed by the user and a copy will be collected by the ICT subject leader. Users agree through the staff agreement form to keep passwords secret, even from their family and friends.

The email system has a powerful filter which will automatically direct emails with inappropriate language to the administrator account. This account will be checked regularly to monitor possible abuse of the system. The user sending the offending email will not know that their message has been picked up by the administrator and has not reached its target. All users are made aware through their staff internet agreement statements (given out when they are to be given an account) that such a filter exists and that it will be regularly checked.

All emails that are filtered to the administrator will be opened and assessed as to the reason why it has been intercepted. Several scenarios are described below:

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Users will also be expected to report any offensive emails that they receive to a member of staff. Any intercepted emails or reports of offensive emails will be reported to the Headteacher.

Users must also report any attempts by people who they don't know trying to contact them.

Use of personal email accounts in school is not permitted.
Use of newsgroups or forums/chatrooms in school is not permitted unless located on the learning platform.

The staff internet agreement form sets out the terms and conditions that they must agree to **before** being allocated an account.
Failure to adhere to the agreement will result in the account being suspended pending discussion and investigation.

All school accounts will carry the tag:

This e-mail is confidential and privileged. If you are not the intended recipient please accept our apologies; please do not disclose, copy or distribute information in this e-mail or take any action in reliance on its contents: to do so is strictly prohibited and may be unlawful. Please inform us that this message has gone astray before deleting it. Thank you for your co-operation.

[Use of class pages](#)

Children will become part of class pages on the learning platform. These will be set up both within school but also potentially inter-school. All children, through discussion and the home/school agreement, will be taught to understand that these pages are professional sites and that their use for inappropriate behaviour will be noted. The pages have a specific list of people

who can actually access each one. Parents and staff will have the right to contact the Headteacher and to discuss who else is a member of a class if they feel that there is an issue with who is accessing information relating to their child. The Freedom of Information Act will be referred and adhered to in terms of what information can freely be accessed or requested.

There may be photographs of children on a class page to celebrate achievement or share ideas within school or even across schools. Children will not be identified by name in such cases and will not be allowed to post their own pictures unless first checked by an adult. Again, access is restricted and can be discussed with the Headteacher. These statements will have been agreed to as part of the home/school agreement.

This must have corresponding comments in the home/school agreement.

Use of my desktop

Children have their own workspace online through my desktop. They will be given this after agreeing to the terms and conditions in the home/school agreement. The children will use their space for storing of files and organising information. Inappropriate materials or text found on my desktop will result in the account being suspended pending investigation. The children will be taught how to use this space to create a portfolio of their work and links to/copies of resources that they use to complete their school work. Personal files should be stored elsewhere. Administrators reserve the right to access personal my desktop space when requested by the Headteacher.

Wireless Network security

The school's wireless network is encrypted so as to prevent unauthorised access. It has been checked and authorised by the LA network administration team. If a breach in security is discovered it will be reported to the Headteacher and steps will be taken to review the security level in place with relevant specialists.

Use of mobile devices

Children are not permitted to use mobile phones within school unless permission has been granted by the Headteacher. Failure to observe this will result in confiscation. Staff are permitted to use mobile phones in and around school at the appropriate times e.g. break time, lunch time and after school.

Admin Network

The school adheres to the LA policy regarding use of the administration machines.

Parent Involvement

Parents should be informed of their child's use of Internet & electronic mail and consent sought prior to children using e-mail or the setting up of an e-mail account.

Sample Consent Letter / Form

Dear Parents,

As part of ICT provision at New Marske Primary School we are required to make all parents and guardians aware of issues concerned with the use of the Internet and e-mail in school. We would appreciate it if you would read this letter and take the time to discuss the content with your children. We accept that the age of the children will directly influence their ability to comprehend the issues involved but we believe that as you know your children best, then you are in the best position to explain the issues to them.

The school has developed a set of guidelines for Internet use by pupils. These rules will be made available to all pupils, and kept under constant review.

We use the school computers, e-mail and Internet connection for learning.
These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- If I discover unsuitable sites, I will report the URL (address) and content to the ICT co-ordinator or head teacher.
- On a network, I will use only my own login and password, which I will keep secret.
- I will not look at or delete other people's files.
- I will not bring floppy disks/memory sticks into school without permission. I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.
- E-mail must only be used in school for educational purposes
- The class teacher will moderate all E-mail to classes.
- Children will not engage in conversation or dialogue with other users on the Internet without permission or supervision from their teacher.

- Never tell anyone you meet on the Internet your home address or your telephone number.
 - Never send anyone your picture or anything else, without first checking with your teacher.
 - Never give your password to anyone, even a best friend.
 - Never arrange to meet anyone in person.
 - Never respond to nasty or rude e-mails.
 - In-coming e-mail will be regarded as public. Received e-mail may be examined and could, for example, be pinned to a notice board for collection by pupils.
 - Excessive social chitchat wastes pupils' time and computer resources and will be discouraged.
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New Marske Primary School
Internet Use Consent Form

I grant permission for my son / daughter
to use the Internet and e-mail in order to raise and enhance educational
standards.

- I understand that pupils will be held accountable for their own actions.
- I also understand that some material on the Internet may be objectionable and although the school have done their best to guarantee that unsuitable material will never appear on a school computer the school cannot accept liability for the material accessed.
- I have discussed the school rules on internet use and have explained the standards expected for my son or daughter to follow when selecting, sharing and exploring information and media.

Parent's signature

Child's signature

Date: ___/___/___

