

## Internet Access Policy

### **Introduction**

At St. Philomena's the children are expected to learn how to locate, retrieve and exchange information using ICT in delivering the curriculum, teachers need to plan for and make use of ICT, for example, web-based resources and e-mail. Access to lifelong learning and later employment requires computer and communications use and pupils need to fully develop their ICT life skills. Access to the internet is a necessary tool for staff and pupils.

The purpose of internet access in school is to develop learning, to support the professional work of the staff and to enhance the school's management information and business administration systems. IT filtering systems are in place to keep pupils safe when accessing the internet at School.

### **Aims**

#### **To give staff and pupils the opportunities to:**

- Access to worldwide educational resources.
- Participate in possible new initiatives such as managed learning environment.
- Gather information and have cultural exchanges between pupils in other schools.
- Provide access to educational materials and good curriculum practice.
- Communicate with advisory & support agencies, schools associations and colleagues.
- Exchange curriculum and administrative data with Essex CC, CES, ISC, ISI and Dfe.

### **Scope**

The policy applies to all school equipment at any time and all other ICT equipment brought on to the school premises by staff. Staff should seek the Headteacher's permission before bringing their own equipment into school.

### **Effective Use**

- The Headteacher will hold ultimate editorial responsibility for the school's website.
- Every effort will be made to ensure that the content is accurate and quality of presentation is maintained.
- Photographs of pupils will be used with care and the pupils will not be named.
- All parents will be asked to give their consent for any possible inclusion of their child's photograph (for this and other purposes).
- Parents will be informed that pupils will be provided with supervised internet access.
- Personal CDs and memory sticks may not be brought into school by pupils.
- Headteacher will take responsibility for handling incidents

### **Use of the Internet**

- Internet access will be planned to enrich and extend learning activities.
- Pupils will be given clear objective for internet use.
- Staff will select sites which will support the learning outcomes planned or the pupils' age and maturity.

- Staff and pupils will not be allowed to access public chat rooms, including social network sites.
- Staff and pupils will not access inappropriate sites that could put others at risk.
- New facilities will be tested before pupils are given access.
- At KSI the majority of the access to the internet will be by teacher demonstration. There may, however, be situations when pupils have supervised access to specific approved materials.
- At KSII internet access will be granted to a whole class as part of a scheme of work, after suitable instruction in responsible internet use.
- An adult will supervise pupils using the internet.
- If staff/pupils discover unsuitable sites the address (URL) will be reported to the internet provider via the ICT coordinator.

Statutory guidance from the Government makes clear the need for schools to ensure that children are safe from terrorist and extremist material when accessing the internet in schools and that suitable filtering is in place.

More generally, schools have an important role to play in equipping children and young people to stay safe online, both in school and outside. Internet safety will be integral to a school's ICT curriculum and can also be embedded in PSHE and the R.E. program Journey in Love. General advice and resources for schools on internet safety are available on the UK Safer Internet Centre website.

As with other online risks of harm, every teacher needs to be aware of the risks posed by the online activity of extremist and terrorist groups.

*(The Prevent duty*

*Departmental advice for schools and childcare providers)*

### **The use of social media for online radicalisation**

- Terrorist organisations, such as ISIL, are trying to radicalise and recruit young people through an extensive use of social media and the internet. As with other online harms, every teacher needs to be aware of the risks posed by the online activity of extremist and terrorist groups.
- Staff must be aware of potential online terrorist and extremist material and the use of social media by ISIL
- Schools have a vital role to play in protecting pupils from the risks of extremism and radicalisation. Keeping children safe from risks posed by terrorist exploitation of social media should be approached in the same way as safeguarding children from any other online abuse.
- Social media has become an essential and exciting part of how we live. Millions of young people use these platforms daily to share content. But there are a small minority of users who exploit social media to radicalise and recruit vulnerable people.  
Examples of social media used for radicalisation include:
  - Facebook, twitter, youtube ,Askfm, instagram tumblr
  - Popular private messaging apps include WhatsApp, Kik, SureSpot and Viber

### **Virus Protection**

Although virus protection software is installed, the school's computers users should be aware of the potential hazards associated with viruses. Any files that are downloaded will be scanned for viruses before being accessed. Staff who have any concern about accessed materials which may contain a virus they should contact the ICT coordinator.

## **Staff**

The computers are owned by the school and are made available to pupils for educational purposes and to the staff to enhance their professional activities including teaching, research administration and management. The school reserves the right to examine or delete any files that may be kept on its computer system or to monitor any Internet sites visited

- Internet activity should be appropriate for staff professional activity or pupils' education.
- Activity that threatens the integrity of the school's systems or other systems is forbidden.
- Users are responsible for all e-mail sent and for contacts made that may result in an e-mail being received.
- Posting anonymous messages and forwarding chain mails is forbidden.
- Copyright of materials must be respected.
- The same professional quality of language and content should be applied as for letters or other media as an e-mail is often accidentally forwarded or sent to a wrong address.
- Use for personal financial gain, gambling political purposes or advertising is forbidden.
- Staff should not give their e-mail address to pupils.
- Access should only be made via the authorised account and password which should not be made available to any other person.

Staff may be permitted access to the Internet for personal use on a limited basis with the approval of line management as long as it does not interfere with job responsibilities.

Staff found to be in breach of the policy may be disciplined in accordance with the disciplinary procedure.

Dear Parents

### Responsible Internet Use

St. Philomena's school provides a full and rounded education. As part of this we provide supervised access to the internet.

Although we all have concerns about undesirable materials on the internet we have taken positive steps to deal with this risk in school. Our school internet provider operates a filtering system that restricts access to inappropriate materials.

The access your child will have to the internet will be carefully planned and appropriate to meet their educational needs. All our screens are in public view and adult supervision is provided. Please look through the details of our 'Internet Access Agreement' and discuss them with you child/ren. I would be grateful if you would then return the signed form to the School Secretary. If you would like to see our full 'Internet Access Policy', please ask for a copy in the School Office. Thank you for your assistance in this matter.

Yours sincerely

#### **Rules for Responsible Internet Use**

St. Philomena's school has computers and internet access to help our learning. The rules are designed to keep everyone safe and to help us to be fair to others.

- I will only access the computers with the class login and password.
- I will not access other people's files.
- I will only use the computers for school work and homework.
- I will not bring CDs or memory sticks into school.
- I will always ask a member of staff before using the internet.
- I will not give out my home address, telephone number, e-mail address or personal website details, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- To help to protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with.
- I understand that the school may check my computer files and may monitor the internet sites I visit.

#### **Permission for Internet Access Parent/Carer's Permission**

I give permission for access to the Internet on the terms set out in the letter above.

Signed.....

Name.....

Date.....

#### **Pupil's Agreement**

I agree to follow the rules for  
for Responsible Internet Use

Signed.....

Print name.....

Class.....

*(November 2015 – to be reviewed November 2018)*