



SAFE INTERNET POLICY

Date of issue : September 2011

Date of review : September 2012

MISSION STATEMENT

Our mission statement:

"learning together as we walk in the footsteps of Christ"

underpins all that we do at St. John Fisher R.C. Primary School

Signed (Chair of Governing Body)

Date.....

Summary

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.

Our Internet Policy has been written by the school, building on government guidance. It has been agreed by the senior management team and staff and approved by governors. It will be reviewed annually.

The School's Internet Access Policy is part of the school's ICT policy and will relate to other policies including those for behaviour and for personal, social and health education (PSHE). The writing process will ensure that wider aspects of Internet use have been fully considered.

Why is Internet access important?

- The purpose of Internet use in schools is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet Access as part of their learning experience.

How Does the Internet Benefit Education?

Benefits of using the Internet in education include:

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in government initiatives such as NGfL and the Virtual Teacher Centre;
- Educational and cultural exchanges between pupils world-wide;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- Access to experts in many fields for pupils and staff;
- Staff professional development - access to national developments, educational materials and good curriculum practice;
- Communication with the advisory and support services, professional associations and colleagues;
- Exchange of curriculum and administration data with the LA and DfE.

How will Internet use enhance learning?

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the pupils.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

How will Pupils learn to evaluate Internet content?

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Hertfordshire Grid for Learning (HGfL) via the ICT co-ordinator.
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy .
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work
- Training should be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes.

How will E-mail be managed?

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- Whole-class or group e-mail addresses should be used at Key Stage 1.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is banned.

How will Web site content be managed?

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified unless parental consent has been given.
- Pupils' full names should not be used anywhere on the Web site, particularly associated with photographs.
- Written permission from parents or carers should be obtained before photographs of pupils are published on the school Web site.
- The head teacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Are newsgroups and chat safe?

- Pupils will not be allowed access to public or unregulated chat rooms.
- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.

How can emerging Internet uses be managed?

- A risk assessment will be carried out before pupils are allowed to use a new technology in school.
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Our school prohibits the bringing of mobile phones to school by all pupils.

How will Internet access be authorised?

- At Key Stage 1, access to the Internet will be adult demonstration with occasional directly supervised access to specific; approved on-line materials.
- Parents will be informed that pupils will be provided with supervised internet access.
- Parents will be asked to sign and return a consent form. (see Appendix)

How will the risks be assessed?

- In common with other media such as magazines, books and videos, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Herts CC can accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The head teacher will ensure that the internet policy is implemented and compliance with the policy monitored.

How will filtering be managed?

- The school will work in partnership with parents, the LA, DfE and the HGfL to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported the HGfL via the ICT co-ordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Filtering strategies will be provided by HGfL. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

How will policy be introduced to pupils?

- Rules for Internet access will be posted near all computer systems.
- Pupils will be informed that Internet use will be monitored
- Instruction in responsible and safe use should precede Internet access.

How will staff be consulted?

- All staff must accept the terms of the "Responsible Internet Use" statement before using any Internet resources in school. (Appendix 2)
- All staff including teachers, supply staff, classroom assistants and support staff, will be aware of the School Internet Policy, and its importance explained
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff development in the safe and responsible Internet use, and on school Internet policy will be provided as required.

How will ICT system security be maintained?

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned
- Use of floppy disks and CDs will be reviewed Personal floppy disks and CDs may not be brought into school without specific permission and a virus check
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked
- The ICT co-ordinator / network manager will ensure that the system has the capacity to take traffic caused by Internet use.

How will complaints be handled?

- Responsibility for handling incidents will be given to a senior member of staff;
- Any complaint about staff misuse must be referred to the Headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve any issue.
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies. - Sanctions available include:
 - interview / counselling by senior staff;
 - informing parents or carers;
 - removal of Internet or computer access for a period.

How will parents' support be enlisted?

- Parents' attention will be drawn to the School Safe Internet Policy in newsletters, the school brochure and on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm
- A partnership approach with parents will be encouraged This could include suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.
- Parents will be informed of the Herts LEA web address, which contains details of the current policies and filtering systems employed by the LEA.

How is Internet used across the community?

- Adult users will need to sign the acceptable use policy.
- Parents / carers of children under 18 years of age will generally be required to sign and acceptable use on behalf of the child.

Acceptable Internet Use Statement

For Staff

The computer system is owned by the school, and may be used by staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the Headteacher for approval.

- All Internet activity should be appropriate to staff professional activity;
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;
- Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As E-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Full name:

Position in school (form):

Signed:

Access granted:

Rules for Responsible Computer/Internet Use

The school has installed computers with Internet access to help our learning. These rules will keep you safe and help us be fair to others.

- I will not access other people's files;
 - I will use the computers for school work and homework;
 - I will not bring in floppy disks, CD Roms, memory sticks, etc from outside school unless I have been given permission;
 - I will ask permission from a member of staff before using the Internet;
 - I will only E-mail people I know, or my teacher has approved;
 - The messages I send will be polite and responsible;
 - I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
 - I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself;
 - I understand that the school may check my computer files and may monitor the Internet sites I visit.
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- Display this page as a poster near computers.
 - Provide pupils and parents with a copy of these rules.

Dear Parents

Responsible Use of the Internet

As part of your child's curriculum and the development of ICT skills, St John Fisher School provides access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use, and sign and return the consent form so that your child may continue to use the Internet at school.

Although there have been concerns in the media about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. Herts LA manage and maintain our Internet / e-mail service.

The filtering system is there to protect our school from access to any inappropriate materials. However, whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use, please do not hesitate to contact the school.

Yours sincerely

Charles McNerney

Headteacher

St John Fisher Catholic Primary School

Rules for Responsible Computer/Internet Use

The school has installed computers, laptops and notebooks with Internet access to help our learning. These rules will keep you safe and help us be fair to others.

- I will not access other people's files;
 - I will use the computers for school work and homework;
 - I will not bring in floppy disks, CD Roms, memory sticks etc from outside school unless I have been given permission;
 - I will ask permission from a member of staff before using the Internet;
 - I will only E-mail people I know, or my teacher has approved;
 - The messages I send will be polite and responsible;
 - I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
 - I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself;
 - I understand that the school may check my computer files and may monitor the Internet sites I visit.
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- Please discuss these rules with your child and then sign and return to school.

Parents of younger children may sign to say that they have read this and discussed it with their child/children.

Signed Parent

Signed Child

Name of child

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Yr.....