



ST. JAMES & ST. JOHN  
CHURCH OF ENGLAND PRIMARY SCHOOL

INTERNET POLICY

---

PURPOSE OF THE POLICY

The purpose of this policy is to ensure that all pupils have as safe an access to the Internet as possible and that they know what do to should they encounter any inappropriate materials through using the Internet. It is to set up agreed guidelines for staff and parents when teaching using the internet and to equip pupils with the skills to use the internet safely.

We believe that, alongside having a written safety policy and code of practice, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. We see education in appropriate, effective and safe use as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

BACKGROUND

**What is the internet?**

The Internet is an electronic highway connecting thousands of computers across the world and millions of individual subscribers.

**Why is Internet Access Important?**

We believe that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may obtain material that is not consistent with our educational aims.

**The purpose of internet access in schools is**

- to increase access to information leading to raised educational standards
- to support the professional work of staff and to enhance the school's management information and business administration systems.
- use of the internet is a valuable and necessary life skill.
- to provide access to world wide educational resources
- to provide easy and quick access to information about Government initiatives.
- to opens opportunities for cultural and international exchanges between pupils.
- to keep updated on News and current affairs.
- to support Staff Professional Development.
- for communication and transfer of data.

**Curriculum use of the internet**

On-line activities that are encouraged include:

- The use of email and computer conferencing for communication between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), between home and school and between schools and industry.

## INTERNET POLICY

---

- Use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development.
- The development of pupils' competence in ICT skills and their general research skills.

While the use of information and communication technologies is a required aspect of the statutory National Curriculum, access to the Internet remains a privilege and not a right. It is given to pupils who act in a considerate and responsible manner, and should be withdrawn if they fail to maintain acceptable standards of use.

### MANAGEMENT OF SAFE PRACTICE

The Headteacher supported by the Board of Governors will take a lead in embedding safe Internet practice into the culture of the school.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. In order to guard our pupils from any inherent dangers it is the joint responsibility of our school staff and parents to educate the pupil on his / her responsibility when using the Internet. Advice for parents can be found in Appendix 1 , through CEOPs and on the Think U Know Website

Within the school the internet is managed by an Internet Service Provider (ISP) which is overseen by the local authority. At all times during the school day there is a filter on internet access to try to ensure that pupils and staff do not access any inappropriate or unwanted information.

When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all school staff (both teachers and support staff) are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.

### THE SCHOOL WEBSITE.

- The purpose of our school website is to inform, share, communicate and celebrate being part of the St James' and St Michael's CEVA Primary School
- The Headteacher together with the ICT co-ordinator will ensure that content is accurate and the quality of presentation is maintained.
- Full names of the children will not be used anywhere on the school website (only first names).
- Photographs on the website will be discrete, taken from a distance or at an artistic angle. Children will not be easily identifiable from individual full face photographs.
- Photographs will not be able to be enlarged as they are set to become pixelated if resized. Photographs will therefore feature as a thumbnail picture.
- The right-hand mouse clip option to copy pictures has also been disabled.
- Parental consent for their child featuring on the website through either the use of photographs or examples of their work is agreed according to the rules on the 'Responsible Internet Use' form.
- Parents to be are given the option to opt-out of any web publication, which will take the form of a letter written to the head expressing this request

### CODE OF PRACTICE FOR SAFE AND EFFECTIVE USE.

- A list of agreed safety rules will be displayed in appropriate locations around the school and a copy given to each member of staff.
- These rules will be shared with pupils regularly by the class teachers to ensure they understand the importance of these rules.
- Should any pupil not keep to these rules, their access to and use of the Internet will be restricted.
- Staff will teach the children how to use these rules through units of work and other supporting software.

- Pupils and staff will report any material they consider offensive to the head teacher. The safety filter ( embedded by Fronter and Westminster LA) will then be adjusted accordingly.
- Pupils in Key Stage One will be given access to specific websites only.
- Pupils in Key Stage Two will conduct focused searches using safe search engines.
- All children will be supervised by an adult when using the internet.
- Any email correspondence that the children are engaged in will be prearranged by the class teacher. The school will use a secure email system.
- Pupils may not access personal email addresses from the school system.
- The ICT technician will ensure that adequate virus protection is in place throughout the school site.
- Parents and children will complete a 'Responsible Internet Use' form on an annual basis, agreeing to the school internet safety rules outlined on the form.

### APPENDIX 1: INTERNET USE AT HOME - INFORMATION FOR PARENTS

#### **Information from the Government Home Office**

Appropriate home use of the Internet by children can be educationally beneficial, and can make a useful contribution to home and schoolwork. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of Internet resources at home. The following information for parents is recommended by the Home Office:

- Talk to your children about how they use the internet
- Make sure they can come to you if anything makes them feel uncomfortable
- Lay down ground rules about internet use
- Set up a parent filter
- Use search providers designed especially for children
- Check the search provider filter at the start of each session
- Check spellings of searches – errors in typing can bring up unwanted material
- Ensure the computer is in a public place and not in a child's bedroom away from parental control.

For more details go to: [www.police.homeoffice.gov.uk/operational-policing/crime-disorder/child-protection-taskforce](http://www.police.homeoffice.gov.uk/operational-policing/crime-disorder/child-protection-taskforce)

#### **Internet Safety Tips from Google**

These Internet safety tips can help keep you and your family safe online:

**Keep computers in a central place.** It makes it easier for you to keep an eye on your children's activities.

**Know where your kids go online.** If you have young children, you may want to navigate the Internet with them. For older kids, agree on where they can and can't go before they log on. You can also check where your kids have been by looking at the browser history in your computer's web browser menu.

**Use sharing controls.** Many sites that feature user-generated content, have sharing controls that put users in charge of who sees personal blogs, photos, videos, and profiles. Using sharing controls is particularly important when you or your kids share personal information, like names, addresses, or phone numbers, on public sites. In addition to teaching your kids how to use these controls, teach them to respect the privacy of friends and family by not identifying people by name in public profiles and pictures.

**Protect passwords.** It sounds obvious, but remind your kids not to give out their online passwords and not to click on "remember me" settings on public computers, like at school or at the library.

**Beware of stranger danger.** Teach kids to avoid in-person meetings with people they "meet" online, and not to share personal information with online strangers because people may not be who they claim to be.

**Teach kids to communicate responsibly.** A good rule of thumb is: if you wouldn't say it to someone's face, don't text it, email it, instant message it, or post it as a comment on someone's page. Many of today's most popular websites have easy-to-use tools that let users flag inappropriate content that others post online. It's important for kids to know how to flag inappropriate content when they encounter it.

**View all content critically.** Just because you see it online, doesn't mean it's true. Teach kids how to distinguish reliable sources from unreliable ones and how to verify information they find online. And make sure kids understand that cutting and pasting content right from a website may be plagiarism, and plagiarism is cheating.

APPENDIX 2: INTERNET SAFETY - TOP TIPS FOR CHILDREN

- ④ Always ask a grown up before you use the internet. They can help you find the best thing to do.
- ④ Don't tell strangers where you live, your phone number or where you go to school. Only your friends and family need to know that.
- ④ Don't send pictures to people you don't know. You don't want strangers looking at photos of you, your friends or your family.
- ④ Tell a grown up if you feel scared or unhappy about anything.
- ④ Ask a grown up to help you put the Hector's World Safety Button on your computer. This will mean you can press it if anything makes you scared or unhappy.
- ④ You can also call "Childline" on 0800 1111 to talk to someone who can help.

APPENDIX 3: THE PUPIL & PARENT SAFE-SURFING CONTRACT

This is my agreement about using the Internet. I agree to follow these rules and my parents agree to help me follow these rules:

- I will not give my name, address, telephone number, school, or my parents' names, addresses, or telephone numbers to anyone on the internet.
- I understand that some people online pretend to be someone else. Sometimes they pretend to be children when they're really grown-ups.
- I will also tell my parents before I answer any e-mails or instant messages I get from, or send e-mail to new people I meet online.
- I will not fill out any form online that asks me for any information about myself or my family without asking my parents first. This includes forms for contests or registering at a site.
- I will not get into arguments or fights online. If someone tries to start an argument or fight with me, I won't answer him or her and will tell my parents.
- I won't say bad things about people online, and I will practice good Netiquette.
- I won't use bad language online or threaten anyone, even if I'm only kidding.
- If I see something I do not like or that makes me uncomfortable or that I know my parents don't want me to see, I will log off and I will tell an adult.
- If I see people doing things or saying things to other kids online I know they're not supposed to do or say, I'll tell my parents.
- I won't keep online secrets from my parents.
- If someone sends me any pictures or links to sites I know I shouldn't be going to, or any e-mail or instant messaging using bad language, I will tell my parents.
- If someone asks me to do something I am not supposed to do, I will tell my parents.
- I will not call anyone I met online.
- I will never meet in person anyone I met online.
- I will never send anything to anyone I met online, unless my parents say it's OK.
- If anyone I met online sends me anything, I will tell my parents.
- I will not use something I found online and pretend it's mine.
- I know that my parents want to make sure I'm safe online, and I will listen to them when they ask me not to do something.
- I will tell my parents when something bad happens online, because they promise not to overreact if something bad happens online.
- I will remember that it's not my fault if others do bad things online!

Name \_\_\_\_\_ (Child)

Name \_\_\_\_\_ (Parent)

Signed \_\_\_\_\_ (Child)

Signed \_\_\_\_\_ (Parent)

Date \_\_\_\_\_ (Child)

Date \_\_\_\_\_ (Parent)

### APPENDIX 4: CODE OF PRACTICE FOR SCHOOL STAFF

All staff must accept the terms of the Responsible Internet Use statement before using any Internet resource in the school.

- All school staff - teachers, supply staff, teaching assistants, and support staff - will receive a copy of the Internet Policy and its importance explained.
- Photographs of pupils should be taken with a school camera and images should be stored on a centralised area on the school network, accessible only to staff.
- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection is installed and will be updated regularly.
- Any complaint about staff misuse must be referred to the Headteacher.
- In the interests of system security staff passwords should only be shared with the network manager.
- Staff are aware that the system tracks all Internet use and records the sites visited.
- The system also logs emails and messages sent and received by individual users.
- Staff should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- School systems may not be used for Social Networking sites or unauthorised commercial transactions.