The Chandler CofE (Aided) Junior School

CLS-18 Internet Acceptable Use

Chandler CofE Junior School Internet Acceptable Use Policy was developed and agreed by the whole staff and has the full agreement of the Governing body. The policy was developed from the NGfL policy and government guidance. The policy was approved at a meeting of the Governing body in June 2016

Purpose

The purpose of Internet use in school 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 attitude.

Benefits

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- access to professional bodies and experts in many fields for pupils and staff;

Internet Content

The school Internet access will be designed expressly for pupil use and will include filtering provided by the Education Authority or a third party and be appropriate to the age of pupils. The school will work in partnership with parents, the LA or third party provider, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved. Pupils will be taught what is acceptable and what is not acceptable and given clear objectives regarding Internet use. 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.

The school will where possible 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.

Safeguards
If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Computing Subject Leader.

E-mail

Pupils may only use the approved LA e-mail accounts on the school system. Pupils must immediately tell a teacher if they receive offensive e-mails. Pupils must not reveal personal 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 2 and below. Year 3 will use internal e-mail as part of their curriculum.

School Web Site

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. The names of pupils shown in any photographs will not be included. Furthermore, pupils' full names will not be used anywhere on the Web site. Parents who do not wish their child's image to appear on the website are given the opportunity to express this through an opting out letter when their child joins the school. The school will keep a record of all pupils who do not have consent for use of their work or photographs on the school website. Children's work will only be identified by first name and/or year group.

Chatrooms

Pupils will not be allowed access to public or unregulated chat rooms. Children should use only regulated educational chat environments where an educational benefit has been established. If used this will always be supervised and the importance of chat room safety emphasised. Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.

Emerging Internet uses

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. Pupils will not be allowed mobile phones during school time. Any mobile phones brought into school should be kept in the school office during the school day. The sending of abusive or inappropriate text messages is forbidden.

Internet access authorisation

The school allows Internet access to all staff and pupils. All pupils and their parents, or carers, will be asked to sign and return a consent form. Please see the sample form later in this document. Pupils apply for Internet access individually by agreeing to abide by the Responsible Internet Use statement. Parents will be informed that pupils will be provided with supervised Internet access (see letter in appendix).

Inappropriate Material

In common with other media such as magazines, books and video, 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 Surrey County Council can accept liability for the material accessed, or any consequences of Internet access. The use of computer systems without permission or 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.

Introduction of the policy to pupils

At Year 3 and throughout Key Stage 2 a lesson on responsible Internet use will be taught for both school and home use. This will introduce and/or re-emphasise the school Internet access agreement and Internet access rules. 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 any Internet access.

Staff

All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school. All staff including teachers, supply staff, teaching assistants, support staff and administrative staff will have access to 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.

ICT system security

The school ICT systems will be reviewed regularly with regard to security and any LA/DfES guidance will be adopted. The use of CD-Roms, data sticks and any other data recordable devices, except by staff or with their expressed agreement, will not be allowed. Personal CD's and other data record devices may not be brought into school without an up to date virus check. (See ICT technician for details) Unapproved system utilities and executable files will be blocked in pupils' work areas by the Active Directory environment. Files held on the school's network will be regularly checked. Only the ICT technician will be able to introduce and install new programs onto the network.

Complaints

Responsibility for handling incidents will be delegated to a senior member of staff. Any complaint about staff misuse must be referred to the Head Teacher. Parents will be informed should a pupil misuse the Internet.

Parents

Parents' attention will be drawn to the School 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 resource of relevant information from organisations such as PIN, and NCH Action for Children will be maintained and parents will be referred to these when necessary. Further Information and support for parents can be found at http://www.parentscentre.gov.uk/

Adult Helpers

Any adult helpers who take part in supporting ICT lessons must sign the School Internet access agreement and be given a copy of the Internet access policy.

Review

This policy will be reviewed every two years in the Summer term.

Policy Name/No: Internet Acceptable Use Policy CLS-18			
Category: 3			
Review Frequency: 2 yearly			
Previous Policy No:			
	2015/16	**2017/18**	**2019/20**
Staff Member responsible			
Nature of changes made	New		
Governor Committee	C&L		
Date reviewed by Committee	22/06/16		
Date of FGB Approval (Category 1 only)	N/A		
Date next review is due	Summer 2018		
DMC File Version	1		

Chandler CofE Junior SCHOOL

Responsible Internet Use

We use the school computers 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.**
- **I will only sign in using my own username.**
- **I will not look at or delete other people's files.**
- **I will not bring CD-ROMs or data sticks into school.**
- **I will only e-mail people I know, or those my teacher has approved.**
- **Any messages I send will be polite and sensible.**
- **When sending e-mail, I will not give my home address or phone number, nor will I arrange to meet someone.**
- **I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.**
- **I will not use Internet chat.**
- **If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**
- **I know that the school may check my computer files and may monitor the Internet sites that I visit.**
- **I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.**

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

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Headteacher: Mr Hugh Rawson

Dear Parent(s) / Guardian(s)

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Chandler CoE Junior School provides supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and 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 below to the school office so that your child may use Internet at school. All pupils will also sign a class agreement which will include responsible internet use.

Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish.

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 telephone me to arrange an appointment.

Yours sincerely

Head Teacher

REPLY SLIP
Parent's Consent for Internet Access

Child's Name: …….

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed: …… Date: ……