

# KINGSWAY PRIMARY SCHOOL



## INTERNET ACCESS POLICY

Kingsway Primary School believes 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. The particular mix of children, teachers and other adults at Kingsway Primary School is unique, as is the excellent ICT (Information Communication Technology) provision. The policy for Internet access has been drawn together to ensure the best use of the facilities at Kingsway Primary.

### **Why Is Internet Access Important?**

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and administration systems.

Access to the Internet is a necessary tool for staff and an entitlement for children who show a responsible and mature approach. The use of the school computer system shall only be permitted for purposes agreed by the school.

The school will not hesitate to impose sanctions on any person(s) found using any computer, or other related equipment, for any purposes not agreed by the school.

### **What Are The Benefits To The School?**

A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education.

These benefits include:

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in government initiatives such as SWGfL (South West Grid for Learning) and the Virtual Teacher Centre;
- Information and cultural exchanges between children locally and world-wide;
- News and current events;
- Cultural, social and leisure use in libraries, clubs and at home;
- Discussion with experts in many fields for pupils and staff;
- Staff professional development - access to 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 (Local Authority) and DCSF (Department for Children, Schools and Families Services).

### **How Will The Risks Be Assessed?**

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. **However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a workstation. The school cannot accept liability for the material accessed, or any consequences thereof;**
- Methods to quantify and minimise the risk have been taken: including blocking unsuitable sites by using a filter system operated by the SWGfL;
- Staff, parents, governors and advisers will continue to work to establish that every reasonable measure is being taken;

### **How Will Internet Access Be Authorised?**

- Internet access is a necessary part of planned lessons. It is an entitlement for pupils based on responsible use;
- For Foundation and Key Stage 1, access to the Internet will be by teacher or adult demonstration or suitable skills will be taught / activities provided.
- For Years 3 and 4, access to the Internet will be by teacher or adult demonstration. Pupils will access teacher-prepared materials or specific sites deemed safe by staff, rather than the open Internet;
- For Years 5 and 6, Internet access will be granted to a whole class as part of the scheme of work, after a suitable introduction to the rules for responsible Internet use. In the normal event, access will be guided by using sites listed in the school Intranet pages and safe search techniques will be taught;
- Parents will be informed that pupils will be provided with supervised Internet access where it is important to their education (see appendix:1 for sample letter).

### **How Will The Security Of The School ICT System Be Maintained?**

- The security of the whole system will be reviewed with regard to threats to security from Internet access;
- Virus protection will be installed and updated regularly;
- Personal pen drives or CD ROMs may **not** be brought into school without specific permission and a virus check;
- Attachments to E-mails will be restricted to text files.
- SWGfL will monitor and investigate any inappropriate use of the schools Internet system.

### **How Will The School Ensure Internet Use Provides Effective Learning?**

- Internet access will be planned to enrich and extend learning activities as an integrated aspect of the curriculum;
- Pupils will be given clear objectives for Internet use;
- Pupils will be provided with lists of relevant and suitable Web sites;
- Pupils will be educated and guided in taking responsibility for Internet access;
- Pupils will be informed that checks will be made on files held on the system;
- Pupils using the Internet will be supervised appropriately;
- Internet access will be purchased from a supplier that provides a service designed for pupils;

- Searches will be conducted through search engines designed for school children.

#### **How Will Pupils Be Taught To Assess Internet Content?**

- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable;
- Pupils will be taught to validate information before accepting it as true, an important aspect of higher levels of subject teaching;
- When copying materials from the Web, pupils will be taught to observe copyright to avoid plagiarism;
- Pupils will be made aware that the writer of an E-mail or the author of a Web page may not be the person claimed;
- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV.

#### **How Will E-Mail Be Managed?**

- Pupils are expected to use E-mail as part of the National Curriculum in ICT;
- E-mailing will only take place during supervised ICT lessons;
- E-mail will not be sent to an address outside the school without the prior permission of a qualified adult;
- E-mail may be sent to addresses within the school, but any person found sending unkind or abusive e-mails will have e-mail privileges removed;
- Any person receiving an e-mail which they don't like, or which they feel they should not have received, should tell their teacher immediately;
- Communications with persons and organisations will be managed to ensure appropriate educational use and that the good name of the school is maintained;
- The forwarding of chain letters will be banned;
- Incoming E-mail will be regarded as public and therefore monitored by SWGfL.

#### **How Will Publishing On The Web Be Managed?**

- The ICT Manager will have editorial responsibility to ensure that content is accurate and quality of presentation is maintained this will be monitored by the governors and Headteacher;
- Pupils will be taught to publish for a wide range of audiences which might include governors, parents or young children;
- Home information or individual E-mail identities of children will not be published;
- Photographs of identifiable individual pupils may be published on the Web site, but names will not be given without Parental Consent.

#### **How Will The School Ensure Internet Access Is Appropriate And Safe?**

- All staff that have access to a computer will be required to acknowledge and undertake the rules within 'The Acceptable Use Statement' (see appendix 2a);
- Pupils and parents will acknowledge their understanding of the 'Rules for Responsible Internet Use' by signing the form (see appendix 2b);
- Staff will check that the sites selected for pupil use are appropriate and will record any to be found inappropriate;
- Access levels will be reviewed as pupils' Internet use expands and their ability to retrieve information develops;

- The ICT Subject Leader will check files to monitor compliance with the school's Internet Usage Policy;

#### **How Will Complaints Be Handled?**

- Responsibility for handling incidents will be given to the Headteacher. Any sanctions imposed will be in line with the guidelines found in the School Behaviour Policy;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to a teacher or other supervisory adult in charge resulting in the site being blocked;
- Other sanctions include informing parents or carers. A pupil may have Internet or computer access denied.

#### **How Will Staff, Pupils And Parents Be Kept Informed?**

- Rules for Internet access will be posted near computer systems. The Acceptable Use Statement or Rules for Responsible Internet Use will be printed as posters (see appendix 3a & 3b);
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance explained;
- Parents' attention will be drawn to the Policy in newsletters, the school brochure, home /school agreement and the school Web site.

#### **How Will Parents' Support Be Enlisted?**

- A careful balance between informing and alarming parents will be maintained;
- Joint home/school guidelines on issues such as safe Internet use will be established;
- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents;
- A stock of relevant leaflets from organisations such as BECTa, PIN, and NCH (National Children's Homes) Action for Children will be maintained.

**Compiled By: Louise Bennett**

**Date: Jan 2009**

**Reviewed By: Amy Lawes**

**Date: June 2012**

## Appendix: 1

Kingsway Primary School  
Valley Gardens  
Gloucester  
GL22ZZ

Dear Parents

### **Responsible Use of the Internet**

As part of pupils' curriculum enhancement and the development of ICT (Information Communication Technology) skills, Kingsway Primary School is providing supervised access to the Internet.

Pupils will be able to exchange electronic mail with partner schools and research information from museums, libraries, news providers and suitable Web sites as part of their programme of learning.

Although nationally there are concerns about pupils having access to undesirable materials, we have taken positive steps to deal with this possibility. In doing so, we have purchased Internet access from an approved and secure educational supplier. All our screens are in public view and, as stated above, access will be supervised at all times.

Should you wish to discuss any aspect of the above please do not hesitate to contact me to arrange an appointment.

I enclose a copy of the Rules for Responsible Internet Use that we operate at Kingsway Primary School.

Yours sincerely,

Mrs A Lawes  
ICT Subject Leader

## Appendix: 2a

### Kingsway Primary School Acceptable Internet Use Statement

#### For All Users

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

- All Internet activity should be appropriate to professional activity or the pupil's education;
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT system, 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 to prevent plagiarism;
- 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 strictly forbidden.

Print Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix: 2b**

**Kingsway Primary School  
Rules for Responsible Internet Use**

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

- I will only access the system with my class password and user name;
- I will not access other people's files;
- I will only use the computers for school work and homework;
- I will not bring in floppy disks, pen drives or CD ROMs from outside school;
- I will ask permission from a teacher before using the Internet;
- I will only E-mail my teacher has approved;
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number to anyone in an E-mail or on the Internet;
- I will tell my teacher if I find something I don't like, or I think I should not have found;
- I understand that the school will check my computer files and may monitor the Internet sites I visit.

Child's Name: \_\_\_\_\_

Child / Parent's Signature: \_\_\_\_\_ / \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix: 3a

### Kingsway Primary School Acceptable Internet Use Statement

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- 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 strictly forbidden.
- All email and internet use is monitored.



## Appendix: 3b

### Kingsway Primary School Rules for Responsible Internet Use

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

- I will only access the system with my own login and password, which I will keep secret;
- I will not access other people's files;
- I will only use the computers for school work and homework;
- I will not bring in floppy disks, pen drives or CD ROMs from outside school;
- I will ask permission from a teacher before using the Internet;
- I will only E-mail people who my teacher has approved;
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number to anyone in an E-mail or on the Internet;
- I will tell my teacher if I find something I don't like, or I think I should not have found;
- I understand that the school will check my computer files and may monitor the Internet sites I visit.