



CASTLETOWN PRIMARY SCHOOL



Acceptable and Responsible Internet Policy

Vision Statement

Castletown Community Primary School is a special place where every child, every achievement and every moment matters. Within a happy, safe and caring environment we celebrate individuality and promote tolerance and mutual respect. Working in partnership with families and the wider community we aim to promote an understanding of the value of a good education leading to aspirational, lifelong learners in an ever changing society.

Rationale

The Internet is an open communication channel, available to all. Applications such as the Web, email and chat all transmit information over the wires and fibres of the Internet to many locations in the world at low cost. Anyone can send messages, discuss ideas and publish material with little restriction. These features make it a valuable resource used by millions of people every day.

Much of the material on the Internet is published for an adult audience and some is unsuitable for pupils. In addition there is information on weapons, crime and racism that would be more restricted elsewhere. Sadly, email and chat communication can provide opportunities for adults to make contact with children for inappropriate reasons. At Castletown Primary School, in line with policies that protect pupils from other dangers, we will provide pupils with as safe an Internet environment as possible and a need to teach them to be aware of and respond responsibly to the risks.

We will protect our school from possible legal challenge wherever possible. The legal system continues to struggle with the application of existing decency laws to computer technology. It is clearly an offence to hold images of child pornography on computers and to use Internet communication to "groom" children. However, the possession of other obscene or offensive material is not clearly defined. The Computer Misuse Act 1990 makes it a criminal offence to "cause a computer to perform any function with intent to secure unauthorised access to any program or data held in any computer". At Castletown Primary School we will make it clear to users that the use of school equipment to view or transmit inappropriate material is "unauthorised". However, we are aware that a disclaimer is not sufficient to protect a school from a claim of personal injury and we will ensure that all reasonable and appropriate steps have been taken to protect pupils. Staff will be aware of many risks of Internet use and will have opportunities for detailed discussion. Advice and training from advisors or child protection officers will be sought.

Why is Internet use important?

The purpose of Internet access 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 pupils who show a mature and responsible approach to its use. The Internet is an essential element in 21st century life for education, business and social interaction. Our school has a duty to provide pupils with quality Internet access as part of their learning experience.

- Access to worldwide education resources including museums and galleries.
- Inclusion in Government initiatives such as the DCFS ICT in Schools and the Virtual Teacher Centre (VTC)
- Education and cultural exchange between pupils worldwide.
- Immediate access to up to the minute news and current events.
- Cultural, vocational, social and leisure use in libraries, clubs and at home.
- The opportunity for staff and pupils to discuss with experts in a variety of fields.

- Staff professional development through access to national developments, educational resources and good curriculum practice.
- Communication with support agencies, professional associations and colleagues.
- Improved access to technical support including remote management of networks.
- Exchange of curriculum and administrative data with LA and DCFS

Scope

This policy applies to all school equipment at any time including any laptops signed out by staff for use at home. Visitors should seek the Headteacher's permission before bringing their own equipment onto the premises.

Risk Assessment

As with a number of other media sources, such as magazines, books and videos, the Internet contains material unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material by using Sunderland's filtering system and children will not be allowed Internet access without the presence of an adult member of staff. Staff supervision is paramount in taking all reasonable precautions to ensure only appropriate material is accessed.

However, even with adult supervision, it is impossible to guarantee that particular types of material will never appear on a computer terminal or station. This is due to the international scale and linked nature of material on the Internet. Neither the school nor Sunderland LA can accept liability for inadvertent access to material accessed or to the consequences of such 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 annually. The Headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

Policy Decisions

- No pupil will use ICT equipment without adult supervision.
- Pupils must have permission to use the Internet.
- Pupils may work independently when directed to a website which has already been vetted by the teacher.
- Free searching (use of general search engines) is forbidden to children except recommended children's search engines such as yahoorigans or ask kids, when they will be supervised.
- Only an adult, or children under supervision will do the downloading of files or images.
- Children will not use or be issued with individual e-mail accounts (adult staff may set up and use their own account). They must only use approved e-mail accounts set up on the school system.
- Sent messages will be moderated by the teacher and must be polite, appropriate and justified.
- Pupils must not reveal personal details of themselves (home address, telephone number) or others in e-mail communication, or arrange to meet anyone.
- Pupils must immediately tell staff if they receive an offensive e-mail.
- E-mail sent to external organisations must be authorised before sending, in the same way as a letter written on school headed paper.

Social networking and personal publishing

- The school blocks access to social networking sites.
- Newsgroups are also blocked.
- Pupils are told never to give out personal details which may identify them.
- Pupils and parents are advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Authorising Internet Access

The school agrees to Internet access based on educational or professional development needs without prior permission. Other reasonable use of the Internet may be allowed but must be agreed to by the School Management Team before use. The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff or pupil may leave or a pupil's access be withdrawn. There will be a separate access for students and supply staff.

At Key Stage 1 Internet access will only be through adult or teacher demonstration. Children may access teacher prepared files or materials rather than open the Internet.

At Key Stage 2 Internet access will be granted to the whole class based on a lesson need that corresponds to the Computing or cross curricular Schemes of Work. Children must first have been given a suitable introduction to rules for responsible use of the Internet. They must also apply individually by agreeing to abide by the Acceptable and Responsible Internet Use Statement. (Appendix 2)

Pupils will be allowed supervised use of the Internet for research or reference outside of class time (e.g. break times or after school clubs).

Parents will be informed at the beginning of the academic year of supervised Internet access relevant to their education. Parents must sign and return a permission slip allowing this access (see Appendix 1).

Maintaining a Secure Computer System

- The LEA filters the school's internal network via a firewall.
- Virus protection software is installed and is updated as is reasonably practicable.
- The use of CD-ROMS and memory USB sticks by children is forbidden. Staff may use them vigilantly, reporting screen display immediately. Staff should also be mindful of viruses when using memory sticks between machines.
- The ICT co-ordinator, with the help of the school technician, will ensure system capacity is reviewed to take the ever-increasing use of the Internet.
- Children's work is subject to monitor at anytime by that child's class teacher or the ICT co-ordinator.
- Children store any saved files within their allocated drive and folder.
- Files not attributed to allocated areas are subject to immediate deletion.

Date Protection

Staff must only use encrypted memory sticks when dealing with any information about a child.

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Procedures for Reporting Inappropriate use of IT

Responsibility for handling incidents will be delegated to the ICT Co-ordinator in consultation with the Headteacher.

- User reports immediately, but discreetly, to the supervising adult.
- The supervising adult turns off the monitor but not the base unit.
- A message is sent to the ICT co-ordinator.
- The ICT co-ordinator privately reviews the nature of the material and logs the terminal number/location, the date, time and nature of material found, who found it and the user login if appropriate.
- This information is forwarded to the Headteacher who will accept responsibility, or allocate responsibility to the Deputy Head, for dealing with the incident.

Depending on the seriousness of the incident:

- I. Pupils and parents will be informed of the incident and complaints procedure.
- II. Parents and pupils may need to work in partnership with staff to resolve an issue.
- III. There may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies.
- IV. A pupil may have Internet or computer access suspended.
- V. If unsuitable sites are discovered the URL (address) and content will be reported to the Local Authority as the Internet service provider.
- VI. Any complaint about staff misuse must be referred to the Headteacher.

Staff Internet Use

Staff must only access computers using their own accounts. Staff use of the Internet is restricted to professional use only. The Internet on school computers should not be used for any political purposes, personal gain or social use e.g. personal emails, booking holidays, private financial matters or social networking. Restrictions also apply to any laptops that are booked out for use at home. Staff may book out laptops, in accordance with school procedures, but it is advisable that all school laptops should not be linked to the Internet outside of school premises.

- Random checks on Internet history will be undertaken and logs maintained.
- Inappropriate use of the Internet will be subject to disciplinary action.
- Staff must log off every time they leave the room.

Keeping staff and pupils aware of their Conditions of Use

All staff and adults working in school will be given a copy of the 'Acceptable and Responsible Use of Internet Policy' and its importance explained. Users will be required to sign an agreement indicating their acceptance of school policy before being issued with a logon account. If they feel unprepared for Internet use then the ICT co-ordinator will spend time tutoring the basics to them. Reassurance and discussion are always available from the ICT coordinator.

Rules for Acceptable use of IT will be posted near all computer systems (see Appendix 2).

Children will be refreshed at the beginning of every academic year of the rules of acceptable use of IT.

Parental Support

Parents' attention will be drawn to the Acceptable and Responsible Internet Use document 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. Home use is increasing at possibly a faster rate than school use and parents must be made aware/reminded of the dangers of unrestricted access. Supervised use of the Internet at home is encouraged. The school is available to discuss any issues/concerns about the Internet or other IT use.

Interested parents will be referred to organisations such as PIN (Parents Information Network), Parents Online and National Action for Children.

All staff/students/volunteers are expected to comply fully with the school's Acceptable and Responsible Internet Policy. Failure to do so may be a disciplinary offence.

Review

The Governing body will review this policy every year. The Governors may, however, review the policy earlier than this if the government introduces new legislation, or if the Governing Body receives recommendations on how the policy may be improved.

Review Date: Autumn 2018

Appendix 1

Dear Parents,

As part of pupils' curriculum enhancement and the development of ICT skills, Castletown Primary School provides supervised access to the Internet.

In using this facility pupils may exchange electronic mail with recipients arranged by the school or be involved in researching information using suitable websites as part of their learning.

With Internet access comes the responsibility of the user to only access materials considered to be of educational value or in the context of a primary school. Sunderland Local Authority and Castletown Primary staff will make every effort to preserve free and safe Internet access to responsible pupils, however it is impossible to guarantee control of all accessed materials.

Users, must, therefore, be held responsible for the way they use ICT facilities at Castletown Primary School. I enclose a copy of rules for the acceptable use of IT employed here at Castletown Primary. It is recommended that if Internet access is allowed at home you adopt a similar set of rules and use an appropriate piece of security software.

Please return this academic year's permission slip to your child's class teacher.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely
Mrs J Lumsdon
Headteacher.

Permission for Internet Access

Parents/Carer's permission

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

Signed _____

Print Name _____

Date _____

Pupil's Agreement

I agree to follow the rules on Responsible Internet Use.

Signed _____

Print Name _____

Date _____

Appendix 2

Rules for Acceptable Use of ICT

At Castletown Primary School, we care about our pupils and want to promote mature users of IT. Many of our computers have Internet access. This is to help with our learning. The following rules are to keep you safe. Following them also helps us to use IT fairly and sensibly.

- I will only access the computer network with my allocated login name
- I will not open or access anyone else's file in any way
- I will only use the school computers for schoolwork and homework
- I will not bring in CD-ROMs or memory sticks from outside school and try to use them on school computers
- I will ask permission from a member of staff before sending any work to any printer
- I will only use the ICT equipment with adult permission
- I will only use the Internet with adult supervision
- I will only e-mail people if my teacher has given me both permission and e-mail addresses to use and to send to
- Any messages I write or send will be polite and responsible
- I will not give out my personal details (e.g. home address or telephone number) or arrange to meet anyone over the Internet
- To help protect other pupils and myself, I will tell a teacher if I see anything unpleasant or anything I am unhappy with when I am using a computer
- If I receive anything unpleasant or message I do not like I will tell my teacher immediately
- I will only download or copy any file or image under the supervision of my teacher
- I understand that the school may check my computer files and Internet sites I visit.

Appendix 3

Castletown Primary School Responsible Internet Use Statement / Staff

The computer system is owned by the school and is made available to 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 Use Statement and return it to the ICT leader or Headteacher for approval.

- 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 an e-mail being received
- Posting anonymous messages and forwarding chain letters is forbidden
- Copyright of materials must be respected
- All Internet activity should be appropriate for staff professional activity or pupil's education
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded or may be sent inadvertently to the wrong person
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Users must log off or lock their computer when they leave the room
- Users will be aware when they are accessing inappropriate material and should expect to have their permission to use the system removed
- Staff should not give their password or e-mail address to pupils.

This applies to both hardware in school and any staff laptops signed out for use at home.

Any material breach of this will result in disciplinary action.

Full Name _____

Post _____

Signed _____

Date _____

Access Approved Yes No

Signed _____

Date _____