

Cavendish Primary School



Internet Access Policy

Summer 2007

M. Flaherty ICT Co-ordinator

CAVENDISH SCHOOL

Internet Access Policy

This policy outlines our purpose in providing e-mail facilities and access to the internet and explains how Cavendish School is seeking to avoid the potential problems that unrestricted internet access could give rise to.

Internet access in school

Providing access to the internet in school raises educational standards and supports the professional work of staff.

Teachers and pupils have access to web sites world-wide offering educational resources, news and current events. There are opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world-wide.

In addition, staff have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the Local Authority and Dept for Education and Science; receive up-to-date information and participate in government initiatives such as the London Grid for Learning and the Hounslow Virtual Education Centre.

The internet is also be used to enhance the school's management information and business administration systems.

All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, are provided with the School Internet Access Policy, and have its importance explained to them.

Parents' attention is drawn to the Policy by letter in the first instance and, thereafter, in our school prospectus. Our school Internet Access Policy is available for parents and others to read on demand.

Ensuring internet access is appropriate and safe

The internet is freely available to any person wishing to send e-mail or publish a web site. In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school takes every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our internet access is purchased via London Borough of Hounslow and provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children;**
- children using the internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times;**
- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;**
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;**
- pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;**
- our Rules for Responsible Internet Use will be posted near computer systems.**
- the ICT co-ordinator monitors the effectiveness of internet access strategies;**
- the ICT co-ordinator ensures that occasional checks are made on files to monitor compliance with the school's Internet Access Policy;**
- the Headteacher ensures that the policy is implemented effectively;**
- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LEA, our Internet Service Provider and the DfES.**

It is the experience of other schools that the above measures have been highly effective. 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 computer screen.

Neither the school nor LB of Hounslow can accept liability for the material accessed, or any consequences thereof.

A most important element of our Rules of Responsible Internet Use is that pupils are taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school responds to the situation quickly and on a number of levels. Responsibility for handling incidents involving children is taken by the ICT Co-ordinator and the Child Protection Officer in consultation with the Head Teacher and the pupil's class teacher. All the teaching staff will be made aware of the incident at a Staff Meeting if appropriate.

If one or more pupils discover (view) inappropriate material our first priority is to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;

If staff or pupils discover unsuitable sites the ICT co-ordinator will be informed. The ICT co-ordinator will report the URL (address) and content to the Internet Service Provider and the LGfL (London Grid for Learning) who will block access in the future; if it is thought that the material is illegal, after consultation with the ISP and LEA, the site will be referred to the police.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use which have been designed to help protect them from exposure to internet sites carrying offensive material. If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period.

Maintaining the security of the school ICT network

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The ICT co-ordinator will ensure that the ICT technician will up-date virus protection regularly, will keep up-to-date with ICT developments and work with the LEA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

Using the internet to enhance learning

Pupils learn how to use a web browser. Pupils will be taught to use suitable web search engines and use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that enriches and extends learning activities and will be integrated into the class schemes of work.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the internet may be by teacher (or sometimes another adult) demonstration;**
- pupils may access teacher-prepared materials, rather than the open internet;**
- pupils may be given a suitable web page or a single web site to access;**
- pupils may be provided with lists of relevant and suitable web sites which they may access;**
- pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.**

Pupils accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. These are displayed prominently in

all classrooms. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet

Using information from the internet

We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of it is copyright.

pupils will be taught to expect a wider range of content, both in level and in audience, than is found in a library or on TV;

teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium);

when copying materials from the Web, pupils will be taught to observe copyright;

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.

Using e-mail

Pupils learn how to use an e-mail application and be taught e-mail conventions. Staff and pupils use e-mail to communicate with others, to request information and to share information.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

pupils will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.

teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail;

pupils may send e-mail as part of planned lessons but as they will have individual e-mail accounts via the LGfL they will be able to use this facility at home as well.

in-coming e-mail to pupils using the LGfL e-mail account will not be regarded as private; children will have the e-mail messages they compose at school checked by a member of staff before sending them;

the forwarding of chain letters is not permitted;

pupils are not permitted to use e-mail at school to arrange to meet someone outside school hours.

CAVENDISH SCHOOL WEBSITE

Our school web site is intended to:

- provide accurate, up-to-date information about our school;**
- enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others;**
- celebrate good work and sporting achievement;**
- provide pupils with the opportunity to publish their work on the internet;**
- promote the school.**
- inform parents about school events, policies, new initiatives etc.**

At present this site will be updated only as necessary while the school develops a new Managed Learning Environment which will have even greater potential.

The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Staff will be identified by their title first name and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

School website address: www.cavendishprimary.co.uk

Review date, Summer 2008

CAVENDISH SCHOOL

Rules for Responsible Internet Use

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

Using the computers:

- I will only access the computer system with the login and password I have been given;**
- I will not access other people's files;**
- I will not bring in floppy disks or CDs from outside school and try to use them on the school computers.**

Using the internet:

- I will ask permission from a teacher before using the internet;**
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;**
- I understand that the school may check my computer files and may monitor the internet sites I visit;**
- I will not complete and send forms without permission from my teacher;**
- I will not give my full name, my home address or telephone number when completing forms.**

Using e-mail:

- I will ask permission from a teacher before checking the e-mail;**
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;**
- I understand that e-mail messages I receive or send may be read by others;**
- The messages I send will be polite and responsible;**
- I will only e-mail people I know, or my teacher has approved;**
- I will only send an e-mail when it has been checked by a teacher;**
- I will not give my full name, my home address or telephone number;**
- I will not use e-mail to arrange to meet someone outside school hours.**

Name.....signed.....

Year..... date.....

Dear Parents/Carers,

Use of the internet and E-mail

At Cavendish School all our PCs are connected to the internet via broadband connection. This allows us to have a much greater access to educational materials on the internet. Pupils are able to exchange electronic mail with partner schools and search for information from museums, libraries, news providers and suitable web sites related to their lessons.

Parents may have concerns about pupils accessing the internet. We believe that the educational advantages of allowing the children supervised access to the internet greatly outweigh the likely problems if appropriate safeguards are put in place. We have purchased our internet access via the LB of Hounslow and the London Grid for Learning. This allows us to operate a filtering system to block access to inappropriate materials. Our computer screens will be in public view and, as stated above, internet access will be supervised.

The school has prepared a detailed Internet Access Policy which is intended to help us make the most of the opportunities that the internet offers whilst minimising the possible risks. It includes a set of Rules for Responsible Internet Use that we will be teaching the children and I attach a copy of these.

We regret that, because it is not possible to be certain of the originator of an e-mail message, the school is unable to accept an e-mail as parental authorisation of a pupil absence.

Should you wish to read our school Internet Access Policy or to discuss any aspect of internet use please telephone me to arrange an appointment.

Yours sincerely,

M. Flaherty

ICT Co-ordinator