School Internet Policy

Mission Statement
We follow in Jesus' footsteps, as we care for each other when we work, play and pray.

The school has written our Internet Policy, building on the LA and government guidance. It has been created in consultation with all staff, parents, pupils and governors.

Introduction:

At St Joseph's we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. This school provides pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

This document sets out the policy and practices for the safe and effective use of the Internet in St Joseph's Primary school. The policy and its implementation will be reviewed annually.

How does the Internet benefit education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- Access to the school website.
- educational and cultural exchanges between pupils world-wide; cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;

How will Internet use enhance learning?

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use. Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils. 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.

How will pupils learn to evaluate Internet content?

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the SMT. Schools should 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. Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

Code of Safe Practice:

When using the Internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity.

The scope of the Code covers fixed and mobile Internet; school PCs, laptops, and digital video equipment.

The ICT Technician will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

Code of Practice for pupils:

Pupil access to the Internet is through a filtered service, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse. Parental permission is sought from parents on entry to the school, before pupils access the internet.

In addition, the following key measures have been adopted by St Joseph's to ensure our pupils do not access any inappropriate material:

- The school's Responsible computer/internet use and other digital technologies is made explicit to all pupils
  and is displayed prominently (see appendix).
- Our Code of Practice is reviewed each school year and signed by pupils/parents on the reverse of the Contact forms (retained in the main office).
- Pupils using the Internet will normally be working in highly-visible areas of the school.
- All online activity is for appropriate educational purposes and is supervised, where possible.
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group.
- Pupils are educated in the safe and effective use of the Internet, through a number of selected programmes.
- An e-safety curriculum is in place and delivered to the children across all key stages.

During school hours pupils are forbidden to play computer games or access social networking sites, unless specifically assigned by the teacher.

Code of practice for staff:
Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet should supervised by an adult at all times.
- All pupils are aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with pupils.
- All pupils using the Internet have written permission from their parents.
- Recommended websites for each year group are available under Favourites. Any additional websites used by pupils should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age-appropriate.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the SMT.
- In the interests of system security staff passwords should only be shared with the network manager.
- Photographs of pupils should always be taken with a school camera and images should be stored on a centralised area accessible only to teaching staff and the network manager.

How will complaints regarding Internet use be handled?

Responsibility for handling incidents will be delegated to a senior member of staff. (The e-safety co-ordinator at St Joseph's is Natalie Hill) Any complaint about staff/ other adults misuse must be referred to the headteacher. Pupils and parents will be informed of the complaints procedure. Parents and pupils will need to work in partnership with staff to resolve issues. Sanctions available include:
- interview/counselling by class teacher;
- informing parents or carers;
- removal of Internet or computer access for a period.

Depending on the seriousness of the incident – further more serious consequences may follow.

How will parents' support be enlisted?

Parents' attention will be drawn to the School Internet Policy in newsletters, the school prospectus and on the school Web site.

Information on Internet use will be handled sensitively to inform parents without undue alarm.

A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.

Health and Safety:
St Joseph's have attempted, so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources, both in classrooms and in the ICT suite, which has been designed in accordance with health and safety guidelines. Pupils are supervised at all times when Interactive Whiteboards and Digital Projectors are being used.

Digital and Video Images of Pupils:
Parental permission is sought at the start of each school year to cover the use of photographs of pupils on the school website, in the local press and for displays etc within school and written permission must be obtained from parent/carer.

School Website:
Our school website promotes and provides up to date information about the school, as well as giving pupils an opportunity to showcase their work and other aspects of school life. In order to minimise risks of any images of pupils on the school website being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions;
- Names and images are kept separate – if a pupil is named their photograph is not used and vice-versa;
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

Storage of images:
Digital and video images of pupils are, where possible, taken with school equipment. Images are stored on a centralised area or School Website, accessible only to teaching staff and the network manager.

Social Media:
Chatrooms, blogs and other social networking sites are blocked by the schools filters so pupils do not have access to them in the school environment. However, we regard the education of pupils on the safe and responsible use of social software as vitally important and this is addressed through our Internet Safety Education for pupils.

Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's discipline policy and child protection procedures.

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

The school has ensured that **all** networked computers receive regular up-dates of Security virus protection. The school will make available to staff regular up-dates of Security virus protection for upgrading laptops and stand alone pc's, as updates are made available to school.
No Laptop should be connected to the school network without current and adequate virus protection

Appendices
A: Responsible Internet Use – pupil agreement, parent consent for internet access and publication of work and photographs.

B: School letter re "Responsible Internet Use"

St Joseph's Catholic Primary School

Appropriate Use of Internet Use

Rules for Staff, Puplis or any Adults

The school computer system provides Internet access to students and staff. This Responsible Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.

- School computer and Internet use must be appropriate to the student's education or to staff professional activity.

- Copyright and intellectual property rights must be respected.

- Users are responsible for e-mail they send and for contacts made.

- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.

- The use of public chat rooms is not allowed.

- The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.

- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.

- Irresponsible use may result in the loss of Internet access.

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-mails 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.

| **Staff, Student and any other Adult's Agreement** |
| I have read and understand the school Rules for Appropriate Use of the Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times. |

Signed:	*Date:*

St Joseph's Catholic Primary School

Appropriate Use of Computers/Internet Use

We use the school computers and Internet connection for learning.

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the Internet.
- I will use only my own network login and password, which is secret.
- I will only look at or delete my own files.
- I understand that I must not bring software / USB memory sticks or discs into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number, or 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 see anything I am unhappy with or if I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and the Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use 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.

Display this page as a poster near computers.