

# St Stephen's Primary School

## Internet Acceptable Use Policy

Reviewed:	December 2005
By:	Ben Matthews (ICT Co-ordinator)

### Reason for Internet access:

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

The school encourages use by pupils of the rich information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering.

Access to the Internet is a necessary tool for staff and entitlement for students who show a responsible and mature approach. It should be noted that the use of a computer system without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

### How will the risks be assessed?

In common with other information resources such as magazines, books, television 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.

Newham uses web-filtering software (Equinox) to prevent people from accessing potentially undesirable and objectionable material on the Internet. This software sits on the Newham network and monitors requests for web pages, intercepting requests for sites that have been blocked by the software. Sites can be added to and removed from the database of blocked sites for the borough, but the main list is provided and updated by a company in the USA.

In order to minimise the risk of school pupils accessing potentially undesirable content, teachers are encouraged to report all sites which they deem inappropriate (and which can still be accessed) to the ICT Co-ordinator, who will then contact ITASS to get the site blocked.

This form of filtering is not infallible, as sites change addresses frequently and some sites may not be picked up immediately by the company maintaining the databases. However, it is preferable to some other forms of filtering as it is customisable by the authority according to its own needs and does not rely on methods such as scanning for keywords or colour content of images which may inadvertently block sites of genuine interest. During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they do with other information sources.

E-mail is not scanned for suitability or content (although it is scanned for potential viruses in e-mail attachments). However, this school uses e-mail provided by the London Grid For Learning (LGFL) system which allows control to selectively block e-mails being sent and received from certain locations in much the same way as WebSense blocks Internet sites.

## How will Internet access be authorised?

Internet access is a necessary part of planned lessons. It is entitlement for pupils based on responsible use.

- Children's access to the Internet 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.
- Parents/Guardians will be informed, through the school prospectus and school website, that pupils will be provided with supervised Internet access where it is important to their education.
- The school will obtain parent/guardian's agreement to pupils' use of the Internet by asking them to sign and return a permission form to this effect. (Appendix 1) Any new pupils admitted will be asked to sign the form on admission.

## Rules for Internet Access

The school has developed a set of guidelines for Internet use by pupils. These rules will be made available to all, and kept under constant review. All members of staff are responsible for explaining the rules and their implications, and need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

- Pupils should only access the Internet for study purposes or for school- authorised/supervised activities.
- Pupils must ask permission to use the Internet in lessons and should not print pages from it unless authorised to do so. Pupils must not intentionally waste the limited resources available.
- Pupils must not use the Internet to obtain, send, print or display messages or pictures that are unlawful, obscene or abusive.
- Pupils must respect the work and ownership rights of others and should always abide by copyright law.
- Pupils must not engage in 'chat' activities over the Internet.
- Pupils should never give personal information to those who they contact through electronic mail.
- Pupils should never send unsolicited bulk/junk e-mail of any kind, i.e. chain letters, advertisements etc.
- Pupils should take care when using any computers, software and other ICT hardware and avoid damaging them. Where equipment has been damaged, it should be reported to the class teacher immediately.
- Pupils should keep their usernames and passwords for the network and e-mail safe.
- Pupils must not attempt to use usernames and passwords that belong to others, nor should they use their folders, work or files.
- Pupils should report anything that they see which they think is unpleasant or unsuitable.

These rules will be simplified so that children understand clearly what is acceptable and displayed in the classroom. Key Stage 2 children will be expected to sign the rules to show they understand and agree to them. (See Appendix 2)

## Sanctions

Should any of the rules be broken, then the following sanctions will be used:

- Temporary or permanent ban on Internet use.
- Letters will be sent home to parents/guardians.
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- In extreme cases legal action may be taken or the police and local authorities may be involved.

## How will the school ensure that Internet use provides effective learning?

- Pupils using the Internet will be supervised appropriately
- Internet access will include web filtering appropriate to the age of pupils
- The school will work with the LEA and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved
- 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 in taking responsibility for Internet access

## How will E-mail be managed?

Pupils are expected to use E-mail as part of the ICT national curriculum and will be encouraged to do so in order to communicate with others. It also provides the opportunity for children to find out information from organisations, which will help them in their learning across the curriculum.

- Teachers will be responsible for ensuring that pupils are aware that the content of e-mails, like any other correspondence, is appropriate and suitable for sharing, and will supervise this appropriately.
- Within KS1, each class has an e-mail address, which they can use together and with supervision through the LGFL.
- Within KS2, pupils will be given individual E-mail accounts through the LGFL.
- The LGFL system allows the ICT Co-ordinator to selectively block e-mail from being sent and received from certain locations.

### How will publishing on the school web site be managed?

The Leadership team and the ICT coordinator are responsible for ensuring that content is accurate and has the appropriate quality of presentation is maintained on the school web site.

- Pupils will be taught to publish for a wide range of audiences, which might include governors, parents or young children.
- The point of contact on the Web site will be the school address and telephone number. Home information or individual E-mail identities will not be published.
- No photographs of children will be published on the website without parental consent and pictures will not have a name attached. (Appendix 1)

### About the policy:

The Acceptable Use Policy has been written by the ICT Co-ordinator in conjunction with the leadership group and ICT link governor. It will be reviewed on a yearly basis and ratified by the ICT link governor.

Ben Matthews - ICT Co-ordinator  
Diane Barrick - AHT  
Graham Pragnell – LEA Advisor

Written - December 2005  
Review date - Autumn 2006



# Appendices

## Appendix 1

Parent/Guardian Agreement  
Letter

## Appendix 2

Rules for Using the Internet

St Stephen's Primary School  
Whitfield Road  
East Ham  
E6 1AS

0208 472 7575

3<sup>th</sup> February 2006

Dear Parent/Guardian,

Responsible Use of the Internet in School

As part of the pupils' curriculum enhancement and the development of ICT skills, St Stephen's School is providing supervised access to the Internet, using computers in the classroom and ICT suite. Pupils will be able to exchange electronic mail with children in other schools and research information from museums, libraries, news providers and suitable Web sites as part of their programme of learning. In addition, we publish children's work and photographs (with no name attached) of activities/events in school on the Internet through the school's own website and the school newsletter.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with that possibility. The LEA's provision is protected through the filtering of software (Equinox), which is managed by the councils IT department. This system restricts access to inappropriate materials. All our screens are in public views, and as stated above, access will be supervised.

I enclose a copy of the Rules for Responsible Internet Use that we operate at St Stephen's School, which have been agreed by pupils and staff, and these will also be displayed on the school website. Could you please read them and sign the slip below giving permission for your child/children to use the Internet and have their photographs (where required) published on the school's website.

Should you wish to discuss any aspect of Internet use, please feel free to arrange an appointment with either Ben Matthews the ICT Co-ordinator or Diane Barrick the Assistant Head Teacher.

Yours sincerely,

Mrs J Johnson  
Head Teacher

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I do / do not give permission for my child \_\_\_\_\_ in class \_\_\_\_\_ to use the Internet in school for learning as part of their curriculum studies.

I do / do not give permission for my child \_\_\_\_\_ in class \_\_\_\_\_ to have photographs taken during activities/events in school and published on the school's website or newsletter.

Signed: \_\_\_\_\_

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

## Rules for using the Internet

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

- I will use the computers for school work
- I will only open my own files and not try to open other people's files
- I will only log on as myself and nobody else unless my teacher has given me permission
  - I will only print when my teacher tells me to do so
  - I will only use the school's computers and equipment with my teacher's approval
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
  - I will only E-mail people I know, or my teacher has approved
    - The messages I send will be polite and responsible
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission
- I will take care when using the computer and it's equipment and report immediately any damage that I find
- I will report any unpleasant material or messages sent to me. I understand this report will be confidential and will help protect other pupils and myself