INTERNET ACCESS & SAFE USAGE POLICY

(Includes Staff Responsible Internet Use Statement)

Ratified by Headteacher	12th November 2020
Next Review (2 yrs)	Autumn 2022

INTRODUCTION

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan for and make use of ICT, for example, web-based resources and e-mail. Access to life-long learning and employment increasingly requires computer and communications use and pupils need to develop ICT life skills in their use. Access to the internet is a necessary tool for staff and pupils. It is an entitlement for pupils who show a responsible and mature approach towards its use.

AIMS

To give pupils and staff the opportunities to:

- access world-wide educational resources;
- participate in new initiatives such as a managed learning environment;
- gather information and have cultural exchanges between appropriate pupils in other schools;
- participate in staff discussions with experts in many fields;
- to provide access to home-learning when necessary
- provide access to educational materials and good curriculum practice;
- communicate with the advisory and support services, professional associations and colleagues;
- exchange curriculum and administration data with the Local Authority (LA), the Education and Skills Funding Agency (ESFA) and Department for Education (DfE).

SCOPE

This policy applies to all school equipment at any time and all other computing equipment brought onto the school premises by staff. Staff must seek the headteacher's permission before bringing their own equipment onto the premises.

MANAGEMENT

The head teacher will delegate editorial responsibility of our school website to the Computing coordinator to ensure that content is accurate and quality of presentation is maintained.

- The Computing coordinator will ensure that photographs will not identify individual pupils or members of staff (without permission) in any way. Full names will not be used anywhere on the website, particularly alongside photographs;
- Written permission from parents will be sought before photographs of pupils are published on the school website;
- Parents will be informed that pupils will be provided with supervised internet access;
- Parents will be asked to sign and return a relevant home/school agreement;

- Memory sticks or other personal memory devices may not be brought into school by pupils;
- Responsibility for handling incidents will be given to the head teacher;
- Rules for internet access will be shared with the children;
- Parents' attention will be drawn to the policy by publication on the school website.

PLANNING AND USE OF THE INTERNET

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement;
- Pupils will be given clear objectives for internet use;
- Staff will select sites which will support the learning outcomes planned for the pupils' age and maturity;
- Staff and pupils will not be allowed to access public chat rooms, including social network sites;
- Staff and pupils will not access inappropriate sites that could put others at risk;
- New facilities will be thoroughly tested before pupils are given access to them;
- At **Key Stage 1**, the majority of the access to the internet will be by teacher or adult demonstration. However there are situations when pupils have supervised access to specific approved on-line materials;
- At **Key Stage 2**, internet access will be granted to a whole class or group as part of the scheme of work, after a suitable education in responsible internet use;
- Pupils using the Internet will be supervised by an adult;
- The school's Internet service is filtered by Surf Protect and unsuitable sites are banned. If staff or pupils discover unsuitable sites or material, the URL (address) and content will be immediately reported to the Internet Service Provider via the Computing co-ordinator.

St John's CE Primary School
Staff - Responsible Internet Use Statement

The computer system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's separate Internet Access and Safe Usage 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.

Access should only be made via the authorised passwords and login details, which should not be made available to any other person;

o Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;

o Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;

o Copyright of materials must be respected;

o All internet activity should be appropriate for staff professional activity or pupils' education.

o 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;

o Use for personal financial gain, gambling, political purposes, advertising and social networking is forbidden;

o Users must access only those sites and materials relevant to their work in school. Users will be aware when they are accessing inappropriate materials and should expect to have their permission to use the system removed;

o Staff should not give their email address to pupils.

ALL staff and adult volunteers will read and sign this policy below showing that they will abide by it.

Any material breach of this could result in disciplinary action.

This policy will be reviewed every two years or sooner depending on future technological developments.

Name	Signature