



COLNEY HEATH SCHOOL

INTERNET POLICY

Introduction

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.

On-line services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, teaching and library materials could usually be carefully chosen. All such materials would be chosen to be consistent with national policies, supporting and enriching the curriculum while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the pupils. Internet access, because it may lead to any publicly available site in the world, will open classrooms to electronic information resources which have not been selected by teachers as appropriate for use by pupils. Should such sites be inadvertently accessed by children, they are taught to bring this to their teacher's attention so that it can be reported to the intranet provider.

Planning

The staff will investigate possibilities and blend use of such information as appropriate within the curriculum. They provide guidance and instruction to pupils in the appropriate use of such resources.

Staff consult with the IT subject leader for advice on content, training and appropriate teaching levels consistent with the school's IT programme of study.

Independent pupil use of telecommunications and electronic information resources is not allowed. Children use the internet under adult supervision at all times and only with those pupils who have submitted the permission and agreement forms from their carers. See attached 'Pupil Guidelines' sheet.

Access to on-line resources will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to pupils from access to information resources and increased opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for independent access.

The school's IT subject leader will prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.

This policy agreed by: Teaching Staff

Approved by Governors

Compiled by Pete Rose (ICT Subject Manager)

Pupil guidelines for Internet use

General

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas

Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance which they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, work or files
8. Intentionally wasting limited resources

The following practices should be followed:

1. Minimum Age requirements of social network sites should be adhered to.
2. No images containing children should be published/uploaded without the prior consent of the school (for school events/functions) or the Child's parent(s)/carer(s).

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may be involved.

Dear Parents

Responsible Use of the Internet

As part of pupils' curriculum enhancement and the development of ICT skills, Colney Heath Primary School is providing supervised access to the Internet including e-mail.

At Colney Heath we have taken positive steps to deal with internet safety. Although there have been concerns about pupils having access to undesirable materials nationally, we feel we can offer the children safe access. The county has provided us with a filtering system that restricts access to inappropriate materials, through the Hertfordshire Intranet. This may not be the case at home.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the Council cannot be held responsible for the nature or content of materials accessed through the Internet. The Council will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities.

I enclose a copy of the Rules for Responsible Internet Use that we operate at Colney Heath

Should you wish to discuss any aspect of Internet use (or to see a lesson in operation) please telephone me to arrange an appointment.

Yours sincerely

Mr Pete Rose
Headteacher

Permission for Internet Access

Parent/carer's permission

KS2 Pupil's agreement (signed in Yr3)

I have read the terms for access to the Internet set out in the above letter.

I agree to follow the Rules for Responsible Internet Use.

Signed:

Signed:

Print name:

Print name:

Date:

Class:

If you **DO NOT** want photographs of your child on our website, in a newsletter or in the local press please inform the school in writing.

The school policy is to carefully select appropriate photographs and not use the pupils names alongside.

How to keep your children safe online

1. Consider using Internet filtering software, walled gardens and child-friendly search engines. Use your browser's controls as some offer differing degrees of security for each family member.
2. Check out what child protection services your internet service provider offers, do they filter for spam, for instance?
3. Keep the computer in a communal area of the house, where it's easier to monitor what your children are viewing.
4. Tell children not to give out their personal details. If they want to subscribe to any services online, make up a family email address to receive the mail.
5. Kids love to chat, but make sure they only use moderated chatrooms and encourage them to introduce you to their online friends.
6. Encourage your children to tell you if they feel uncomfortable, upset or threatened by anything they see online.
7. Involve your children in writing your own family code of acceptable Internet use. Remember that what's acceptable for a teenager isn't necessarily okay for a primary school aged child so get their input.
8. The web's a great resource for homework, but remember to use more than one site in research to get broad, balanced information and always reference your research sources.
9. Surf together. Go online with your children and become part of their online life. The key to safe surfing is communication.

Colney Heath Primary School

Responsible Internet Use

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- **I will ask permission before entering any Web site, unless my teacher has already approved that site.**
- **I will not bring storage devices 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.**
- **When sending e-mail, I will not 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 I see anything I am unhappy with or I receive messages I do not like, I will turn off the screen and tell a teacher immediately.**
- **I know that the school may check my computer files and may monitor the Internet sites I visit.**
- **I understand that if I deliberately break these rules, I could be stopped from using 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. This applies to children and all adults in school.