

## Bathampton Primary School



Together on a learning adventure

### Internet Access Policy

(See also our policies on Child Protection, Behaviour Management, Anti-Bullying and E-Safety)

## 1 Introduction

Bathampton Primary School has been described as having a 'welcoming and delightfully happy environment in which pupils thrive and want to do their best.' We want all children to enjoy school, to be challenged to achieve their very best, and to consider their time at the school as their own 'learning adventure'. We are committed to giving all of our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied life experiences and needs. We offer a broad and balanced curriculum and have high expectations for all children. The achievements, attitudes and well-being of all our children matter.

## 2 Rationale: Why is Internet access important?

- Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times
- The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems

## 3 What are the benefits to the school?

- Access to world-wide educational resources including interactive resources, museums and art galleries
- Information and cultural exchanges between children world-wide
- Discussion with experts in many fields for pupils and staff
- Staff professional development - access to educational materials and good curriculum practice
- Communication with the advisory and support services, professional associations and colleagues
- Exchange of curriculum and administration data with the LEA and DfE

#### **4 How will Internet use provide effective learning?**

- Internet access will be purchased from a supplier that provides a service designed for pupils. This will include filtering appropriate to the age of pupils
- 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 pupils' age and maturity
- Approved sites will be bookmarked, or listed
- Pupils will be educated in taking responsibility for Internet access

#### **5 How will pupils be taught to assess Internet content?**

- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable
- Pupils will be taught to acknowledge the source of information, when using Internet material for their own use
- Pupils will be made aware that the writer of an e-mail or the author of a Web page might not be the person claimed
- Pupils will be taught ways to validate information before accepting that it is necessarily accurate
- Pupils will be taught to ensure they view appropriate content when looking for pictures on the internet

#### **6 How will e-mail be managed?**

- E-mail must only be used in school for educational purposes
- Pupils will not be allowed to access personal e-mail from the school system
- Primary pupils may send e-mail as part of planned lessons and may be given individual e-mail accounts. Pupils will be asked to sign the Acceptable Use Statement
- Incoming e-mail will be regarded as public. Received e-mail may be examined and could, for example, be pinned to a notice board for collection by pupils
- Messages sent using the school domain name should be regarded in the same way as messages written on school headed paper
- The forwarding of chain letters will be banned, as will the use of instant messaging and chat rooms

## **7 How will publishing on the Web be managed?**

- The Headteacher will delegate editorial responsibility to a member of staff to ensure that content is accurate and quality of presentation is maintained
- The point of contact on the website should be the school address and telephone number. Home information or individual e-mail identities will not be published
- Photographs must not identify individual pupils. Group shots or pictures taken over the shoulder will generally be used
- 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

## **8 What other Internet applications are available?**

- Newsgroups are only available to staff and to children with specific permission
- New facilities will be thoroughly tested before pupils are given access

## **9 How will Internet access be authorised?**

- Internet access is a necessary part of the statutory curriculum. It is an entitlement for pupils based on responsible use
- At Key Stage 1, the majority of the access to the Internet will be by teacher or adult demonstration. However there may be situations when children have supervised access to specific approved on-line materials
- At Key Stage 2, Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible Internet use
- Parents will be asked to sign and return a permission form
- Pupils may have Internet access or e-mail access withdrawn if they abuse the privilege

## **10 How will the risks be assessed?**

- In common with other media such as magazines, books 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. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Neither the school nor Bath and North East Somerset Council can accept liability for the material accessed, or any consequences thereof
- Methods to identify, assess and minimise risks will be reviewed
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken

- The Headteacher will ensure that the policy is implemented effectively

## **11 How will the school ensure Internet access is safe?**

- Blocking and/or filtering may be performed by the Internet Service Provider (ISP).
- Pupils will be informed that Internet use will be supervised and monitored
- Pupils will be advised of suitable/unsuitable websites when carrying out independent research work
- The school will work in partnership with parents, the LEA, DFE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved
- All staff will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the ICT co-ordinator
- Any material that the school suspects is illegal will be referred to the Internet Service Provider
- Where minority languages are involved, appropriate measures will be used to ensure the process to select appropriate material is adequate

## **12 How will the security of school ICT systems be maintained?**

- The ICT co-ordinator / ICT technician will ensure that the system has the capacity to take increased traffic caused by Internet use
- The security of the whole system will be reviewed with regard to threats to security from Internet access
- Virus protection will be installed and updated regularly by the school ICT technician
- Use of memory sticks will be reviewed
- Use of e-mail to send attachments such as system utilities will be reviewed

## **13 How will complaints regarding Internet use be handled?**

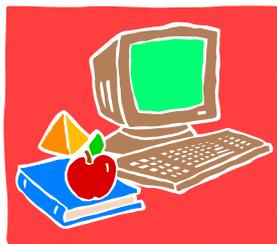
- Pupils and parents will be informed of the complaints procedures
- Parents and pupils will need to work in partnership with staff to resolve issues
- Sanctions available include interview/counselling by head and, if appropriate, informing parents or carers
- A pupil may have e-mail, Internet or computer access denied for a period of time depending on the nature of the incident

## **14 How will staff and pupils be consulted?**

- Rules for Internet access will be posted near computer systems and all pupils will be familiarised with the contents of the poster
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance explained
- Safe internet use will be discussed with pupils in whole school and key stage assemblies to increase awareness, as well as in class
- Staff and pupils will be asked to sign the appropriate Acceptable Use document

## **15 How will parents' support be enlisted?**

- A careful balance between informing and alarming parents will be maintained
- Demonstrations and practical IT sessions for parents will be organised to encourage a partnership approach
- Parents will be asked to countersign the Pupil Acceptable Use document



## **Bathampton Primary School**

### **Rules for Responsible Internet Use**

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

- I will ask permission from a member of staff before using the Internet
- I will use only my own login and password unless I have permission
- I will not access other people's files
- I will use the computers only for school work and homework
- I will not bring memory sticks into school unless I have permission
- I will only e-mail people I know, or my teacher has approved
- The messages I send will be polite and sensible
- I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like
- I understand that the school may check my computer files and may monitor the Internet sites I visit

## Bathampton Primary School



Together on a learning adventure

October 2015

Dear Parents

### **Responsible Use of the Internet**

As part of pupils' curriculum enhancement and the development of ICT skills, Bathampton Primary School is providing supervised access to the Internet including e-mail. We are very keen to build links with other schools in this country and abroad; we are also very excited about the wealth of educational resources available on the Internet.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet access provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and on our website we have provided references to information on safe Internet access that may be helpful.

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 Bathampton. These are linked with other areas that require permission.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely

A handwritten signature in cursive script that reads "Paul Falkus".

Paul Falkus  
Headteacher

## Permission for Internet Access

Pupil's name	
Class	

### Parent/Carer's permission

I give permission for access to the internet on the terms set out in the Responsible Use of the Internet (Internet Access Policy) letter

Print name	
Signed	
Date	

### Pupil's agreement

I agree to follow the Rules for Responsible Internet Use

Signed	
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## References

### **PARTICULARLY FOR PARENTS**

#### **America Links Up**

Useful US government site for parents [www.netparents.org/](http://www.netparents.org/)

#### **Government site for Parents (UK)**

Information about education for parents [www.dfes.gov.uk/parents/](http://www.dfes.gov.uk/parents/)

#### **NCH Action for Children**

A Parents' Guide to the Internet, leaflet [www.nchafc.org.uk/internet/](http://www.nchafc.org.uk/internet/)

#### **Parents and IT**

BECTa information sheet [www.becta.org.uk/info-sheets/parents.html](http://www.becta.org.uk/info-sheets/parents.html)

#### **Parents' Information Network (PIN)**

Guidelines on using the Internet safely [www.pin-parents.com](http://www.pin-parents.com)

### **PARTICULARLY FOR SCHOOLS**

#### **Association for Co-ordinators and Teachers of IT (ACITT)**

Acceptable Use Policy for UK Schools [www.acitt.org.uk/aup.html](http://www.acitt.org.uk/aup.html)

#### **Connecting Schools, Networking People 2000**

BECTa, October 1999 (free order line) Tel: 024 7641 6669

#### **Internet Watch Foundation**

Reporting illegal Internet material [www.iwf.org.uk](http://www.iwf.org.uk)  
Tel: 0845 600 8844

#### **Irish National Centre for Technology in Education**

Comprehensive advice on Internet use [www.ncte.ie/support.htm](http://www.ncte.ie/support.htm)

#### **Kent NGFL Website**

Latest version of this policy [www.kent.gov.uk/ngfl/policy.html](http://www.kent.gov.uk/ngfl/policy.html)

#### **Promoting the Responsible Use of the Internet in Schools**

British Computer Society / NAACE leaflet [www.bcs.org.uk/iap.htm](http://www.bcs.org.uk/iap.htm)

#### **Superhighway Safety Pack**

<http://vtc.ngfl.gov.uk/vtc/library/safety.html>  
Free pack from DfEE on safe Internet use Tel: 0845 6022260

#### **The Internet and the World Wide Web**

Information sheet published April '99 [www.becta.org.uk/info-sheets/internet.html](http://www.becta.org.uk/info-sheets/internet.html)

#### **UK Safer Internet Centre**

<http://www.saferinternet.org.uk/>

**The South West Grid for Learning**

<http://swgfl.org.uk/>

## **Internet Access - Pupil Acceptable Use**

### **This Acceptable Use Code is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk

The school will try to ensure that children will have good access to digital technologies to enhance their learning and will, in return, expect children to agree to be responsible users.

### **Acceptable Use Agreement**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

#### **For my own personal safety:**

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will be aware of "stranger danger", when I am communicating on-line
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line

#### **I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so

**I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions
- I will not take or distribute images of anyone without their permission

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school I will follow the rules set out in this agreement, in the same way as if I was using school equipment
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- I will immediately report any damage or faults involving equipment or software, however this may have happened
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings
- I will not use social media sites in school

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the *school* also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information)

- I understand that if I fail to comply with this Acceptable Use Agreement, I may be subject to disciplinary action. This may include loss of access to the school network / internet, contact with parents and in the event of illegal activities involvement of the police

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.**

**Internet Access - Pupil Acceptable Use Agreement Form**

This form relates to the pupil Acceptable Use Agreement, to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, website etc.

Name of Child

Class

Signed

Date

**Parent / Carer Countersignature**

## **Internet Access - Staff Acceptable Use**

### **This Acceptable Use Code is intended to ensure:**

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that staff are protected from potential risk in their use of ICT in their everyday work

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

### **Acceptable Use Agreement**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed online safety in my work with young people.

### **For my professional and personal safety:**

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school, and to the transfer of personal data (digital or paper based) out of school
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person

### **I will be professional in my communications and actions when using school ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission

- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured
- I will only communicate with parents / carers using official school systems. Any such communication will be professional in tone and manner. Communicating directly with pupils is not allowed
- I will not engage in any on-line activity that may compromise my professional responsibilities eg use of social media

**The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:**

- When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses
- I will not use personal email addresses on the school / academy ICT systems
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school / academy policies
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials
- I will not try (unless I have permission) download or upload large files that might take up internet capacity and prevent other users from being able to carry out their work
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies

- I will not disable or cause any damage to school equipment, or the equipment belonging to others
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school data protection policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority
- I will immediately report any damage or faults involving equipment or software, however this may have happened

**When using the internet in my professional capacity or for school sanctioned personal use:**

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos)

**I understand that I am responsible for my actions in and out of the school:**

- I understand that this Acceptable Use Code applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police
- I will not engage in any on-line activity that may compromise my professional responsibilities eg when use of social media

**Internet Access – Staff Acceptable Use Agreement Form**

I have read and understand the Acceptable Use Code and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date