

Stanford Infant School Internet Policy

This Policy has been written by the school with reference to the Brighton and Hove policy and government guidance. It has been agreed by all staff and approved by the school governors.

June 2002

General Principles

Why is Internet use in schools important?

We believe that if used correctly Internet use in schools benefits education and enhances learning. The Brighton and Hove Education Online Website offers links to educational resources world wide.

- The school internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the pupils.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- The purpose of Internet use in school is to raise educational standards, to support the professional work of staff and to enhance the school's admin and business systems.
- Internet use is part of the statutory curriculum and a necessary tool for staff and pupils.
- Access levels will reflect the curriculum requirements and age of the pupils.

The Internet is an essential element in 21st Century life. Benefits include:

- Access to world wide educational resources including museums and Art Galleries;
- Inclusion in national initiatives;
- Educational and cultural exchanges between pupils around the world;
- Access to experts in many fields;
- Staff professional development and communication with professional associations and colleagues;
- Exchange of curriculum and administrative data.

Risk Assessment

It is recognised that despite the best efforts of all concerned it may not be possible to exclude all inappropriate material.

- In common with other media some material available via the Internet is unsuitable for children. The school will take all reasonable precautions to ensure that users access only appropriate material. However due to the nature of the Internet it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school or Brighton and Hove can accept liability for any material accessed, nor any consequences of Internet use.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify assess and minimise risks will be reviewed regularly.

Introducing the Policy to pupils

The main features of this policy, and the resulting 'Rules for Internet Use' will be discussed with pupils. The 'Rules' will be available to parents.

- Rules for Internet access will be posted near all computer systems.
- Instruction in responsible and safe use will precede Internet access.

The Internet and staff

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in the school.
- All staff at the school, that is anyone employed by the school at any time, will be provided with a copy of the Internet Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential. This also applies to school lap tops borrowed for home use.
- The ICT Co-ordinator and Head teacher will monitor use.

Parental Support

- Parents attention will be drawn to the Internet Policy.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- Parents will be advised where to access help on issues such as filtering and education materials.

Security

- The school ICT systems will be reviewed regularly with regard to security.

- Security strategies will be discussed with the LEA particularly where a wide area network connection is being planned.
- Only approved soft ware should be used.
- The work station will be made secure from casual mistakes by the user eg. through the use of Win suite.
- Virus protection will be up to date.
- Personal floppy disks may not be used in school without specific permission and a virus check.

Complaints

Misconduct may be minor and dealt with by the teacher in the class. Other more serious situations may require sanctions linked to the Behaviour policy. Child Protection issues will be dealt with according to the child protection procedures.

- Responsibility for handling incidents will be delegated to the Head and Deputy Head.
- Any complaints about staff misuse must be referred to the Head.
- Parents and pupils will work in partnership with staff to resolve issues.

Internet Use in School

- Pupils will be taught to use the Internet as a learning tool, using basic research techniques to select and evaluate material.
- The school will ensure that the use of Internet derived materials comply with copyright law.
- Pupils will be taught to begin to evaluate information elicited from the Internet.
- Staff access to sensitive sites such as those connected with the Holocaust may be given via the B & H ICT Help Desk on a temporary basis.
- Staff will be trained in the evaluation of Web materials.

Conferencing

- Pupils will only use regulated educational chat environments. This use will always be supervised and safety emphasised. This facility would only be used with the justification of good educational reasons.
- Staff using professional sites should always refer to general Internet rules.

Filtering

All Internet content viewed in Brighton and Hove schools using the BHCC service is filtered.

- The school will work in partnership with parents, the DFES, B & H and other ISP to ensure that systems to protect pupils are reviewed and improved.
- Unsuitable sites must be reported to the ICT Co-ordinator or Head.
- Any material the school believes to be illegal will be referred to the Internet Watch Foundation.

E mail use in school

Incoming e mail must be filtered for viruses. Much e-mail is social and the reading and sending of such e-mail should be restricted. In the school context email is not considered private and Stanford Infants reserves the right to monitor email. Email sent to an external organisation should be authorised before sending (in the same way a letter written on head school paper would be.)

- Pupils will only use approved email accounts on the school system.
- Whole class or year group addresses only must be used.
- No child should identify themselves or give any personal detail through a personal email address.
- Pupils and staff must immediately tell the teacher or Head / ICT Co-ordinator if they receive offensive email.

Karen Wicker.

Stanford Infant School.

May 2002.

Approved by staff

Approved by Governing Body