

ST. JOHN'S CATHEDRAL CATHOLIC PRIMARY SCHOOL

INTERNET ACCESS POLICY

The purpose of internet access in schools is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems. The government set targets for ICT use in all schools by 2002 through the National Grid for Learning (NGfL) initiative. A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education.

These benefits include:

- Access to information and material relevant to areas of study.
- Access to world-wide education resources including museums and art galleries
- Inclusion in government initiatives such as NGfL and Virtual Teacher Centre
- Staff professional development – access to educational materials and good curriculum practice.
- Exchange of curriculum and administration data with the LEA and DCFS.

How will the Internet access provide effective learning?

- Internet access will be provided on all of the networked PCs and pupils and staff will be able to access the Internet via these machines.
- Internet access will be planned to enrich and extend learning activities.
- Pupils will be given clear objectives for internet use.
- In general staff will select sites which will support the learning outcomes planned for pupils' age and maturity.
- Selected sites will be added to the favourites list for ease of access.
- Pupils will be educated in taking responsibility for Internet use.

How will pupils be taught to access the Internet?

Pupils in school are unlikely to see inappropriate content in books due to selection by the publisher and teacher. This level of control is not so straightforward with Internet-based materials. Therefore ICT teaching should be widened to incorporate Internet content issues.

- Pupils will be taught to validate information before accepting that it is necessarily accurate.
- Pupils will be taught that the writer of an e-mail or web page may not be the person claimed.
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- Pupils will be taught to challenge the tendency to use the web to obtain information when the information might be better obtained from a book.

- In Years 5 and 6, pupils will be taught to acknowledge the source of information when using Internet material for their own use.

How will E-mail be managed?

E-mail is an essential means of communication within education. The government is encouraging the ownership of personal e-mail IDs for both teachers and pupils. At St. John's we will endeavour to provide access to e-mail IDs for all KS2 pupils by July 2008. However we also acknowledge that care will have to be taken to regulate the use and content of mail.

- In Years 3 and 4 e-mails will be used for educational purposes only. Pupils may send and receive mail only as part of planned lessons. Pupils will send and receive e-mails via a class e-mail address.
- In Years 5 and 6 pupils will be allowed to use their individual e-mail account to send and receive e-mails for educational purposes only.
- Children in Years 1 and 2 will have a class e-mail account which will be used only as part of planned lessons and will only be accessed by the class teacher or teacher's assistant on behalf of the children.
- Pupils' incoming and outgoing mail will be regarded as public.
- Pupils will only be able to access e-mail with the permission of and in the presence of a member of staff.
- 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 chat lines.

What other Internet applications are available?

- Access to public chat rooms, newsgroups or social networking sites will not be allowed.

How will the Internet access be authorised?

- At Key Stage 1 the majority of access to the Internet will be by teacher or adult demonstration. However, there may be instances where children have supervised access to specific approved on-line materials.
- At Key Stage 2 supervised Internet access will be granted to a class where access supports the content of the various schemes of work, after a suitable education in the responsible use of the Internet.
- Parents will be notified of the expectations of pupils during supervised Internet use.

How will the risks be assessed?

- In common with other media such as books, magazines 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 always possible to guarantee that unsuitable material will not appear on a terminal. Neither the school nor the LEA can

accept responsibility for the material accessed, or any consequences thereof.

- A filtering service will be used to maximise children's safety.
- Methods used 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.

How will the school ensure that Internet access is safe?

- Internet service providers used will be only those screened by the LEA.
- It will be made clear to pupils that internet access will be supervised and monitored.
- The school will work in partnership with the LEA, DCFS and the Internet service provider to ensure systems to protect pupils are reviewed and improved.
- The Headteacher, ICT Manager and technician 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 Portsmouth IT Services via the ICT Manager.
- Any material that the school suspects is illegal will be referred to the Internet Watch Foundation.

How will staff and pupils be consulted?

- Guidelines for Internet access will be displayed in the computer suite. All staff will be provided with a copy of the Internet Access Policy and its importance explained.
- Information sessions on ICT provision will be held for parents and internet use will be discussed.
- Education on the responsible use of the Internet will be included in the scheme of work for each year group from Year 2 to 6 and staff will make sure this forms an integral part of any lesson involving Internet use.

How will parents' support be enlisted?

- A careful balance between informing and alarming parents will be maintained.
- A stock of leaflets from organisations who provide information on Internet use will be maintained.

Agreed 9th January 2008

To be reviewed