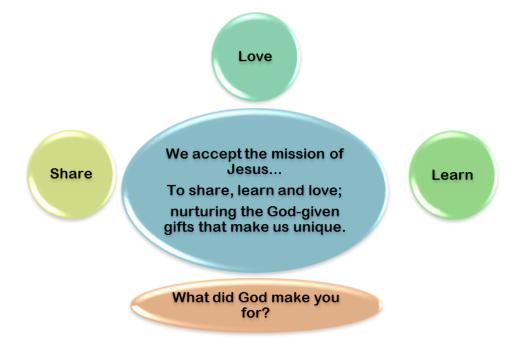# ST CHARLES R.C VA PRIMARY SCHOOL.

Internet Access Policy 2016-18

Policy Author	Date Published	Date of last Review	Date for Next Review	Reviewer
J Bryan Smith	Sept 2013	Sept 2016	Sept 2018	B Wormleighton

Our Mission Statement:

Love

Share

We accept the mission of Jesus...
To share, learn and love;
nurturing the God-given gifts that make us unique.

Learn

What did God make you for?

Internet Access Policy

Mission Statement

In the worshipping and learning community of St Charles' RC Primary school, we welcome, respect and tolerate everyone as a unique creation of God. Our relationships, high expectations and aspirations are built on Gospel values and rooted in prayer.

We seek to:

- Follow the example of Jesus

- Create a caring, safe and secure environment

- Help everyone to reach their own potential

- Provide a broad, balanced and creative curriculum

- Celebrate the achievement of all

- Promote independence, confidence, self-worth and personal responsibility

- Serve the wider community

- Be good citizens

Aims and objectives

Internet access encompasses Internet technologies and electronic communications, as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.
St Charles' internet access policy will operate in conjunction with other policies including those for Student Behaviour, Bullying, Curriculum, Data Protection and Security, E-safety and ICT.

Authorising Internet access

All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

At Key Stage 2 all children and their parents will be asked to sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
Access to the internet will be by adult demonstration, and pupils will be able to conduct their own research in support of class topics being studied. However, access will always be closely supervised by a member of staff.
At Key Stage 1 access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
Parents will be asked to sign and return a consent form.

Teaching and learning

Why Internet use is important

At St Charles' School we believe that the Internet is an essential element in 21st century life for education, business and social interaction. We have a duty to provide students with quality Internet access as part of their learning experience.
Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use will enhance learning

St. Charles' School Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.
Pupils are taught what Internet use is acceptable and what is not, and are given clear objectives for Internet use.
Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
Pupils are regularly taught about e-safety, and have a range of resources to help them to stay safe when using the internet.

Pupils will be taught how to evaluate Internet content

The school ensures that the use of Internet derived materials by staff and pupils complies with copyright law.
Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Information System Security

School ICT systems capacity and security are reviewed regularly.
Virus protection is updated regularly.
Security strategies are discussed with the Headteacher, advisors, LEA and ICT support.

Email

Pupils may only use approved e-mail accounts on the school system.
Pupils must immediately tell a teacher if they receive offensive e-mail.

Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

The forwarding of chain letters is not permitted.

Published content and the school web site

The contact details on the Web site will be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.

Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

Pupil's work can only be published with the permission of the pupil and parents.

Social networking and personal publishing

The school blocks access to social networking sites.

Each class has a Twitter account which children can use under adult supervision.

Newsgroups are blocked unless a specific use is approved.

Pupils are advised never to give out personal details of any kind which may identify them or their location.

Pupils and parents are advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

The school works with the LA, the Internet Service Provider, and ICT support to ensure systems to protect pupils are constantly reviewed and improved.

If staff or pupils discover an unsuitable site, it is reported to the ICT/E-safety Coordinator, who ensures it is filtered out as soon as possible.

The ICT/E-safety coordinator ensures that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing videoconferencing

IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.

Any videoconferencing will be organized by a member of staff, and will be of an educational nature.

Videoconferencing will always be closely supervised by the organizing member of staff.

Managing emerging technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.