



ST MICHAEL'S R.C. PRIMARY

Internet Access Policy.

Our Mission Statement

Our School Will:

- Grow closer to Jesus by loving, valuing and respecting each other.
- Celebrate and develop our God given talents.
- Welcome support from friends in our wider community and reach out to those we can help.
- Be a happy school, creating friendships and wonderful memories.

Introduction.

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.

Access to the Internet is a necessary tool for staff and students. It is an entitlement for students who show a responsible and mature approach.

Usually, the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information that has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher.

The problems and issues that have been highlighted by the media concern all schools. Whilst some of the media interest is hype, there is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

- Establish the ground rules we have in school for using the Internet
- Describe how these fit into the wider context of our discipline and PHSCE policies
- Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence.

The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the

responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians.

At St Michael's the best recipe for success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

Parents will be sent an explanatory Internet letter that form part of our Internet access agreement (Attached to the end of this document).

Using the Internet for Education

The benefits include:

- access to a wide variety of educational resources including libraries, art galleries and museums
- rapid and cost effective world-wide communication
- gaining an understanding of people and cultures around the globe
- staff professional development through access to new curriculum materials, experts' knowledge and practice
- exchange of curriculum and administration data with LA/DFE
- social and leisure use.
- greatly increased skills in Literacy, particularly in being able to read and appraise critically and then communicate what is important to others.

The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of lessons.

Initially the pupils may be restricted to sites that have been reviewed and selected for content. They may be given tasks to perform using a specific group of web sites accessed from a common 'Favourites' menu.

Pupils will have the opportunity to exchange information via email. They will be taught how to use the address book, how to attach files to an email and how to follow conventions of politeness.

As pupils gain experience, they will be taught how to use searching techniques to locate specific information. Comparisons will be made between researching from different sources of information, (CD Rom, books, WWW). We will guide the pupils toward an understanding of when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken; the amount of information found; the usefulness and reliability of information located.

At times, information, such as text, photos etc may be "downloaded" from the Internet for use in pupils' presentations. Tasks will be set to encourage pupils to view web sites and information with a critical eye and to observe copyright.

Pupils' Access to the Internet

- St Michael's School will normally only allow children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen.
- Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils.
- Teachers will have access to pupils' emails and other Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

Using e-mail.

It is important that communications with persons and organizations are properly managed to ensure appropriate educational use and that the good name of the school is maintained.

Therefore:

- Pupils will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.
- Teachers will endeavor to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail.
- Pupils may send e-mail as part of a planned lesson and will be given individual e-mail accounts.
- In-coming e-mail will not be regarded as private.
- Staff will have the opportunity to check children's e-mail messages they compose before sending them.
- Pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours.

Rules for Responsible Internet Use - Pupils

The school has installed computers with Internet access to aid and support learning. These rules will help keep us safe and help us to be fair to others.

Using the computers:

- I will only access the computer system with the login and password I have been given;
- I will not access other people's files;
- I will not bring in pen drives, CD's or any electronic data from outside school unless I have been given permission;
- **I will use the computers only for school work.**

Using the Internet:

- I will ask permission from a teacher before using the Internet;
- I will only use the Internet when I have permission and a teacher supervises me;
- I will not try to find or use unacceptable material from the Internet.
- I will not download software from the Internet unless this is authorised by the teacher.
- I will not use school resources to subscribe to any goods or services, nor buy or sell using the internet
- I understand that the school will check my computer files and will monitor the Internet sites I visit
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself.

Using the e-mail:

- I will only e-mail people with permission;
- I will ask permission from a teacher before **sending** the e-mail;
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- I will respect the privacy of others. I will not publish their names, addresses, phone numbers or photographs.
- I will not send unsuitable e-mail messages. The messages I sent will be polite, responsible and only signed in my name.
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself;
- I understand that e-mail messages I receive or send may be read by others;
- I will not use e-mail to arrange to meet someone outside school hours.
- I will remember that access is a privilege, not a right and that access requires responsibility.

Sanctions:

Any breach of these rules, policy may lead to the following sanctions:

1. A temporary or permanent ban in Internet use.
2. Pupils' parents being contacted.

October 2012

Dear Parent,

Internet

As part of the school's ICT programme we offer pupils supervised access to the Internet. This will enable pupils to explore information in libraries, museums, art galleries and other areas of information with which to enhance their learning.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Our aim is to provide a safe access to the Internet and to achieve this we will only allow pupils access to computers and the Internet under adult supervision and guidance. The rules governing access to the Internet will be explained to pupils, as appropriate.

Yours sincerely

Mr N. Duffin