

1 Purpose

This policy relates to the school's internet facility. The purpose of the policy is to protect children from undesirable materials on the internet, to protect them from undesirable contacts over the internet and to prevent unacceptable use of the internet by children or adults.

This policy also addresses issues of copyright for materials published on the internet.

2 Definitions

Undesirable materials:

- ❖ Pornographic images or obscene text on internet websites.
- ❖ Language that is abusive, profane, inflammatory, coercive, defamatory, blasphemous or otherwise offensive, on websites or email messages.
- ❖ Racist, exploitative or illegal materials or messages on websites or email.
- ❖ Websites containing violent images or references to gambling.

Undesirable contacts:

- ❖ Email messages from unknown or unverified parties, who seek to establish a child's identity and/or to communicate with them, such as for advertising or potentially criminal purposes.

Unacceptable use:

- ❖ Deliberate searching for, and accessing of, undesirable materials.
- ❖ Creating and transmitting email messages that contain unacceptable language or content.
- ❖ Creating and publishing on the internet materials that contain unacceptable language or content.
- ❖ Usage of social networking or similar sites.

Adults:

- ❖ School teaching staff.
- ❖ Non-teaching school staff.
- ❖ Visitors and guests of staff.
- ❖ Parents
- ❖ Students

3 Unintentional Exposure of Children to Undesirable Materials

It is the school's policy that every reasonable step should be taken to prevent exposure of children to undesirable materials on the internet. It is recognised that this can happen not only through deliberate searching from such materials, but also unintentionally when a justifiable internet search yields unexpected results.

To prevent such occurrences, the school has adopted the following position:

The use of an internet service provider who offers protection by:

- ❖ The imposition of approved sites.
- ❖ The filtering of sites by language content with prohibition of sites with unacceptable vocabulary.

In-school protection by:

- ❖ Adult supervision of pupils' internet activity, with no searching of the internet allowed without a suitable adult present
- ❖ The "cacheing" of internet sites in advance by staff so that pupils work off-line

In the event of children being unintentionally exposed to undesirable materials, the following steps will be taken:

- ❖ Pupils should know how to notify a teacher immediately
- ❖ The Headteacher will be notified by the teacher

4 Intentional Access of Undesirable Materials by Children

Children must never intentionally seek offensive material on the internet. Any transgression should be reported and recorded as outlined above. Any incident will be treated as a disciplinary matter, and the parents of the child or children will normally be informed.

If deliberate access to undesirable materials is found to be repeated, flagrant or habitual, the matter will be treated as a serious disciplinary issue. The child's parents will be informed and the Governing Body will be advised.

5 Deliberate Access to Undesirable Materials by Adults

Deliberate access to undesirable materials by adults is unacceptable, and will be treated as a disciplinary issue. If abuse is found to be repeated, flagrant or habitual, the matter will be treated as a very serious disciplinary issue. The Governors will be advised and the LA will be consulted.

6 Receipt and Transmission of emails by Children

It is recognised that email messages received or transmitted by children can contain language that is unacceptable. It is also recognised that some people may try to use email to identify and contact children for unacceptable reasons.

To avoid these problems the school has adopted the following practice:

- ❖ Pupils do not have access to email except in teacher-controlled situations.
- ❖ Steps are taken to verify the identity of any school or child seeking to establish regular email with this school.
- ❖ Pupils never send an email message without having the contents approved by their teacher.

If staff believe that children have been targeted with email messages by parties with criminal intent, the messages will be retained, the incident recorded, and the Governors and the child's parents informed. Advice will also be taken regarding further steps.

7 Publishing of Materials on the Internet

It is recognised that staff and children may at some time produce and publish materials on an internet website associated with the school or County.

No materials will be published on the internet which contain any unacceptable images, language or content. Infringement of this rule will be taken as a serious disciplinary issue.

No materials will be published on the internet which reveal the identity of any child.

Identifiable, facial or close-up photographs of children will not be published on the internet without individual parental approval. Photographs may be published of pupils at a distance or in large groups without first seeking parental approval, where this does not draw attention to, or enable identification of, individual children.

8 Use of the School Internet by Visitors and Guests

Members of school staff will take responsibility for the actions of any adult guests or visitors who they allow or encourage to use the school internet facilities. The essential "dos and don'ts" of this policy will be explained to such visitors and guests prior to their use of the internet.

Unacceptable use will lead to the immediate withdrawal of permission to use the school internet facility.

9 Copyright Issues

It is recognised that all materials on the internet are copyright, unless copyright is specifically waived. It is the school's policy that the copyright of internet materials will be respected.

Where materials are published on the internet as part of the teacher's professional duties, copyright will remain with the County Council. Materials published on school websites will contain due copyright acknowledgements for any third-party materials contained within them.

This policy has been explained to the pupils of the school so that they understand that there are dangers associated with internet use, and they know what behaviour is expected of them.

This policy was approved by the Learning & Teaching Committee on 11 June 2008.

The policy will be reviewed in 3 years.

UPTON SNODSBURY C OF E FIRST SCHOOL

Responsible Internet Use

We use the school computers and internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- ❖ I will ask permission before entering any website, unless my teacher has already approved that site.
- ❖ On a network, I will use only my own login.
- ❖ I will not look at or delete other people's files.
- ❖ I will only email people I know, or my teacher has approved.
- ❖ The messages I send will be polite and sensible.
- ❖ When sending email, I will not give my home address or phone number, or arrange to meet someone.
- ❖ I will ask for permission before opening an email or an email attachment sent by someone I do not know.
- ❖ I will not use internet chat rooms or similar social networking sites.
- ❖ If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- ❖ I know that the school may check my computer files.
- ❖ I understand that if I deliberately break these rules, I could be stopped from using the internet or computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Sample letter to parents

Dear Parents

RESPONSIBLE INTERNET USE

As part of your child's curriculum and the development of ICT skills, Upton Snodsbury C of E First School is providing supervised access to the internet. We believe that the use of the World Wide Web and email is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and discuss these with your child so that they understand the guidelines and their implications. Could children (Year 2 and above) and parents please sign and return the consent form so that your child may use the internet at school.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps, in conjunction with County Council guidelines, to deal with this risk in school. Our school internet provider operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the internet. The school will not be liable for any damages arising from your child's use of the internet facilities.

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

Yours sincerely

Mrs Sue Hardwick
Headteacher

UPTON SNODSBURY C OF E FIRST SCHOOL
Responsible Internet Use

Please complete, sign and return to the school secretary

Pupil:

Class:

Pupil's Agreement (Year 2 onwards)

I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and internet in a responsible way and obey these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school rules for responsible internet use and give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

Signed:

Date:

Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school website. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed:

Date: