Sandhurst Primary School Internet and Acceptable Use Policy

"At Sandhurst Junior School we believe in excellent progress and excellent experiences for all in a safe and caring environment"

This policy outlines our purpose in providing e-mail facilities and access to the Internet and explains how our school is seeking to avoid the potential problems that unrestricted Internet access could give rise to.

Internet access in school

The purpose of Internet access in Sandhurst Junior School is to raise educational standards, promote pupil achievement, support the professional work of staff and enhance the school's management, information and business administration systems.

The Internet is part of the statutory curriculum and a necessary tool for staff and pupils alike. A number of government projects have identified the benefits to be gained through appropriate Internet use.

Teachers and pupils will have access to web sites worldwide (including museums and art galleries) offering educational resources, news and current events.

In addition, staff will have the opportunity to access educational materials and good curriculum practice; to communicate with advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LEA and DFE receive up-to-date information and participate in government initiatives such as LGFL and ItsLearning.

Parents' attention will be drawn to our ICT policies on our school's website.

Ensuring Internet access is appropriate and safe (E-Safety)

It is essential that pupils are taught a responsible and mature approach to Internet use and to recognise its important place in terms of education, business and social interaction.

Children will learn and where possible know by heart the S,M,A,R,T rules of internet safety. (See http://www.kidsmart.org.uk)

KS2 will also use Interland eSafety games.

In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils. The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

Our internet access has a filtering system which prevents access to material inappropriate for children.

Children using the internet will be working in the classroom or computer suite and will be under the supervision of an adult at all times.

Staff will use their professional judgement and check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.

The ICT co-ordinator will reserve the right to occasional checks on files to monitor compliance with this Policy.

Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with the LGFL and the DFE.

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable. If there is an incident in which a pupil is exposed to offensive or upsetting material the school will respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children is taken by the class teacher, the ICT Coordinator and the Headteacher. All teaching staff will be made aware of the incident at a staff meeting if appropriate.

If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.

If staff or pupils discover unsuitable sites the ICT Co-ordinator will be informed. The ICT Co-ordinator will report the URL (address) and content to the Internet Service Provider and the LEA, if it is thought that the material is illegal, after consultation with the ISP and LA, the site will be referred to the Internet Watch Foundation and the Police.

Newsgroups and Chat rooms

Pupils will not be allowed access to public or unregulated chat rooms. Children will only use regulated educational chat environments under the instruction of their teachers. This use will always be supervised and the importance of chat room safety emphasised.

Maintaining the security of the school ICT network

Security is maintained by updating virus protection and the LGFL through Atom-wide are responsible for a London wide filtering system.

Using the Internet to enhance learning

Access to the Internet is a planned part of the curriculum that enriches and extends learning activities and is integrated into class schemes of work. As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet are used depending upon the nature of the material being accessed and the age of the pupils:

- Access to the internet may be by teacher (or sometimes other adult) demonstration.
- Pupils may access teacher-prepared materials, rather than the open internet.
- Pupils may be given a suitable web page or a single web site to access.
- Pupils may be provided with lists of relevant and suitable web sites which they may

  access.

- Pupils are expected to observe the Rules of Responsible Internet Use and are informed that checks can and will be made on files held on the system and the sites they access.
- Pupils will be educated in taking responsibility for their own Internet access during E-Safety lessons.
- Pupils doing open-ended research will always be closely supervised.

Using information from the Internet

Pupils are taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV.

Teachers ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium).

When copying materials from the Web, pupils are taught to observe copyright.

Pupils are made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

Using e-mail

Pupils learn how to use an e-mail application in Year 5 and are taught e-mail conventions. Staff and pupils use integrated Email systems to communicate with others, to request information and to share information. Pupils are only allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers endeavour 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 planned lessons. In-coming e-mail to pupils will be permitted as part of the work covered by pupils but all emails will be monitored by staff etc.

Pupils are not permitted to use e-mail at school to arrange to meet someone outside school hours. Our school web site is intended to:

- Provide accurate, up-to-date information about our school.
- Provide pupils with the opportunity to publish their work on the Internet for a very wide audience including pupils, parents, staff, governors, members of the local community and others.
- Celebrate good work.
- Promote the school.

The point of contact on the website will be the school address, telephone number and e-mail address. We do not publish pupil's full names on our web pages. Home information or individual e-mail identities will not be published. Staff will be identified by their first name and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site. Permission is sought upon admission to the school for use of photographs of children on our website.

Acceptable use

Staff are asked to consult with the Computing Co-ordinator about the sites they use for personal surfing should there be any doubt. Staff should all have signed the Acceptable Use policy agreement.

September 2021

Sandhurst Junior School Fair Use Policy Rules for Responsible Internet Use – Pupils

"At Sandhurst Junior School we believe in excellent progress and excellent experiences for all in a safe and caring environment"

Using the computers:

- I will not access other people's files.
- I will not bring in memory sticks or drives from outside school and try to use them on theschool computers without prior permission.

Using the Internet:

- I will follow the S.M.A.R.T rules.
- I will ask permission from a teacher before using the Internet.
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I will not complete and send forms without permission from my teacher.
- I will not give my full name, my home address or telephone number when completing forms.

Using e-mail:

- I will ask permission from a teacher before checking the e-mail.
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself.
- I understand that e-mail messages I receive or send may be read by others.
- The messages I send will be polite and responsible.
- I will only e-mail people my teacher has approved.
- I will only send e-mail when it has been checked by a teacher.
- I will not give my full name, my home address or telephone number.
- I will not use school e-mail facilities to arrange to meet someone outside school hours.

I agree to follow the guidelines for computer and Internet use as outlined above.

Name: Signed: Date:

Sandhurst Junior School

Acceptable Internet Use Statement – Staff

"At Sandhurst Junior School we believe in excellent progress and excellent experiences for all in a safe and caring environment"

The computer network and laptops are owned by the school, and may be used by children to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties – the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the ICT Co-ordinator.

- All internet activity should be appropriate to staff professional activity or the children's education.
- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As E-mail can be forwarded or inadvertently sent to the wrong person, the same

  professional levels of language and content should be applied as for letters or other

  media.

- Use of the network to access inappropriate materials such as pornographic, racist or

  offensive material is forbidden.

LAPTOPS/iPads/Tablets and other personal devices

Staff need to be aware that laptops/iPads/tablets are insured if they are accidentally or maliciously stolen be means of forced entry or assault.

If a laptop/iPad/tablet has been stolen the police need to be notified and a crime reference obtained.

Staff need to be vigilant about where they store their laptop/iPad/tablet in school – it must not be left out on show at the end of the school day etc.

Laptops/iPads/Tablets will not be covered whilst in transit or left unattended in a vehicle.

Any school data or photographs of children should not be stored on teachers' personal devices unless encrypted.

I agree to follow the guidelines for computer and Internet use as outlined above.

Name: Signed:
Date: Authorised by: Signed:

Date: