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# Boroughbridge Primary School

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## Appropriate use of Internet Policy

### Aims

It is the duty of the school to ensure that every child in their care is safe, and the same principles should apply to the 'virtual' or digital world as would be applied to the school's physical buildings.

This Policy document is drawn up to protect all parties – the students, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

### Rationale

The Internet is *now* as commonplace as the telephone or TV. Significant educational benefits should result from curriculum Internet use, including access to information from around the world and the abilities to communicate widely. Internet safety depends on staff, schools, governors, advisers and parents to take responsibility for the use of the Internet.

- The Internet is an essential element in 21<sup>st</sup> Century life for education, business and social interaction. The school has a duty to provide children with quality Internet access as part of their learning experience. The purpose of Internet use in school is to raise educational standards, to promote pupil achievement and to support the professional work of staff.
- Rules for Internet access will be posted near all computers.
- Virus protection is installed and updated regularly.
- Internet facilities will be available to all children, staff, and governors.

### Principles for Acceptable Use of the Internet

Use of school computers by pupils must be in support of the aims and objectives of the National Curriculum and Early Years Framework

### Online activities which are encouraged include:

- The use of the *internet* for communication: between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s).
- Use of the Internet to investigate and research school subjects, cross-curricular themes or topics related to social and personal development.
- The development of pupils' competence in ICT skills and their general research skills.



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### Online activities which are not permitted include:

- Searching, viewing or retrieving materials that are not related to the aims of the curriculum or future careers.
- Copying, saving or redistributing copyright-protected material, without approval.
- Subscribing to any services or ordering and goods or services, unless specifically approved by the school.
- Playing computer games or using other interactive 'chat' sites.
- Using the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages).
- Publishing, sharing or distributing any personal information about a user (such as home address, email address, phone number; etc).
- Downloading software.
- Any activity that violates a school rule.

### E-safety

Our ICT *subject leader* ensures (s)he keeps up to date with e-Safety issues and guidance through liaison with the Local Authority and through organisations such as Becta and The Child Exploitation and Online Protection (CEOP). The ICT *subject leader* ensures the Head, senior management and Governors are updated as necessary. Governors need to have an overview understanding of e-Safety issues and strategies at the school. We ensure our governors are aware of local and national guidance on e-Safety and are updated regularly on policy developments. All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-safety procedures reminding children about SMART. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials. E-safety is primarily a **child safety** (not an ICT) issue and should not be managed primarily by the ICT team. It should be included within the PSHCE scheme of work and led by the same people, so that, for instance, cyber bullying is considered alongside real-world bullying. Staff are reminded/updated about e-safety matters regularly.

### Guidance for All Users

Staff at Boroughbridge Primary School are encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum. They should model appropriate and effective use, and provide guidance and instruction to pupils in the acceptable use of the Internet.

When using the internet, all users are expected to comply with all laws and government regulations concerning copyright, libel, fraud, discrimination and obscenity and all school staff are expected to communicate in a professional manner consistent with the rules of behaviour governing

employees in the education sector. *All staff agree to adhere to the North Yorkshire guidelines for the acceptable use of ICT and e-technology (see attached sheet).*

Pupils are responsible for their good behaviour on the school networks, just as they are on and off school premises. While the use of information and communication technologies is a required aspect of the National Curriculum, access to the internet is a privilege – not a right. It will be given to pupils who act in a considerate and responsible manner, and may be withdrawn if they fail to maintain acceptable standards of use. *All children (and their parents) agree to adhere to our acceptable use of the internet and our learning platform (see attached sheets).*

Staff should ensure that pupils know and understand that, in addition to the points found under **Online activities which are not permitted** on page 1 of this document, no intranet or internet user is permitted to:

- Retrieve, send, copy or display offensive messages or pictures.
- Use obscene or racist language.
- Harass, insult or attack others.
- Damage computers, computer systems or computer networks.
- Violate copyright laws.
- Use another user's password.
- Trespass in another user's folders, work or files.
- Use the network for commercial purposes.

### **Supervising and Monitoring Usage**

Teachers should guide pupils toward appropriate materials on the internet. This will avoid a great deal of time wasting as well as going some way towards monitoring the sites accessed by pupils.

Internet access for pupils in school is available on all computers. Our pupils never use internet services without close supervision. In all cases pupils should be reminded of their responsibility to use these resources in line with the school policy on Acceptable Use.

### **Filtering External Websites**

It is an absolute requirement that access to the internet provided to staff and pupils in any school or educational institution through any Internet Service Provider (ISP) is a blocked or filtered service. The LAs Internet Service Provider (ISP) monitors internet traffic as part of their contract. There is a strict filtering system ensuring that undesirable sites are blocked. If a site is blocked unnecessarily, this can be reported to them through Schools ICT to be reviewed and if appropriate, made



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available. All users should be aware that the LA can and does track and record the sites visited and the searches made on the internet by individual users.

Parents are advised that school provides filtered and monitored access to the Internet for pupils. However, they also need to be made aware that with these emerging and constantly changing technologies there is no absolute guarantee that a pupil cannot access materials that would be considered unsuitable. The chance of just coming across such materials is highly unlikely, but it obviously increases in direct proportion to the amount of time and effort an individual puts into their search. If anyone in school is unfortunate enough to come across any offensive web pages, whilst using school equipment, they need to switch off the monitor and report it to the ICT *subject leader*, who in turn reports it to the Headteacher and Schools ICT staff who will then take the appropriate action to block the site.

### **Images of Children**

Images of children other than your own should not be uploaded onto the internet without the express permission of that child's parents.

