



BROOKSIDE PRIMARY SCHOOL

Internet Policy

Brookside Primary School Internet Policy was developed and agreed by the staff and the Governing body. The policy was developed from the Kent NGfL policy and government guidance.

Purpose

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for students who show a responsible and mature attitude.

Benefits

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- access to professional bodies and experts in many fields for pupils and staff;

Internet Content

The school Internet access will be designed expressly for pupil use and will include filtering provided by the Education Authority or a third party and be appropriate to the age of pupils. The school will work in partnership with parents, the LA or third party provider, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved. Staff will guide pupils through safe online activities that will support the learning outcomes planned for the pupils' age and maturity. Pupils will be educated in the effective use of the Internet.

The school will where possible ensure that the use of Internet derived materials by staff and by pupils complies with copyright law. Older pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Safeguards

If staff or pupils discover unsuitable sites the URL (address) content must be reported to the Internet Service Provider via the ICT Subject Leader.

Email

Pupils may only use the approved LA email accounts on the school system. Pupils must immediately tell a teacher if they receive offensive emails. Pupils must not reveal personal details

of themselves or others, such as address or telephone number, or arrange to meet anyone in email communication.

Whole-class or group email addresses should be used at Key Stage 2 and below. Year 3 will use internal email as part of their curriculum.

School Website

The point of contact on the website should be the school address, school email and telephone number. Staff or pupils' home information will not be published. Website photographs that include pupils will be selected carefully and will not enable individual pupils to be identified. Individuals will not be named in any photographs. Furthermore, pupils' full names will not be used anywhere on the website. Children's work will only be identified by first name and/or year group.

Parents are given the opportunity to state whether photographs of their child may or may not be published on the school website. The school then acts on this information. The school will keep a record of all pupils who do not have consent for use of their photographs on the school website.

Chatrooms

Pupils will not be allowed access to public or unregulated chat rooms. Children should use only regulated educational chat environments where an educational benefit has been established. If used this will always be supervised and the importance of chat room safety emphasised. Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.

Emerging Internet Uses

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. Pupils will not be allowed mobile phones during school time. Any mobile phones brought inadvertently into school should be kept in the school office during the school day. The sending of abusive or inappropriate text messages is forbidden.

Internet Access Authorisation

The school allows Internet access to all staff and pupils. At Key Stage 1, access to the Internet will be introduced by adult demonstration with supervised access to specific, approved online materials. Key stage 2 pupils will be taught to use the Internet safely and effectively and must always be supervised.

Inappropriate Material

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer.

Staff

All staff including teachers, supply staff, teaching assistants, support staff and administrative staff will have access to the School Internet Policy, and its importance explained. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

ICT system security

The school ICT systems will be reviewed regularly with regard to security and any LA/DfES guidance will be adopted. The use of floppy disks, CD-Roms, data sticks and any other data recordable devices, except by staff or with their expressed agreement, will not be allowed. Personal floppy disks, CD's and other data record devices may not be brought into school without an up to date virus check. (See ICT co-ordinator for details) Only authorised technicians will be able to introduce and install new programs onto the network.

Complaints

Responsibility for handling incidents will be delegated to a senior member of staff. Any complaint about staff misuse must be referred to the Head Teacher. Parents will be informed should a pupil misuse the Internet.

Parents

Information and support for parents can be found at <http://www.parentscentre.gov.uk/>

Review

This policy will be reviewed annually in the Summer Term, because of the ever changing nature of the subject.

Kirsty Hallam (ICT Co-ordinator)

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