



# Internet Access Policy



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# Pentrepoeth Primary School

## Internet Access Policy

Our Internet Access Policy has been written by the school, building on the Newport School Internet Access Policy, the Kent NGfL Internet Policy and government guidance. It has been agreed by the senior management and approved by governors. It will be reviewed every three years.

Second revision: 07/13 By: Mrs Angela Drummond  
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### **1. *The Importance of Internet Access***

- The purpose of Internet use 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 an educational entitlement for pupils who show a responsible and mature approach.
- The Internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. It is becoming as commonplace as the telephone or TV and its effective use is an essential life-skill. The school has a duty to provide pupils with quality Internet access as part of their learning experience.
- It is a requirement of the National Curriculum (NC) orders for Information and Communication Technology (ICT) and is implied in other subject orders. It is also a requirement of the Skills Framework.

### **2. *Benefits to the School***

There are a number of educational benefits to be gained through the appropriate use of the Internet. These include:

- access to world-wide educational resources, including museums, art galleries, higher educational establishments, libraries and commercial company resources;
- access to National Assembly sponsored initiatives such as the National Grid for Learning (NGfL Cymru), which will be migrated into Hwb (the all Wales learning platform);
- a range of purpose made educational resources;
- information and cultural exchanges between pupils world-wide;

- news and current events;
- the ability to discuss educational issues with experts in many fields;
- staff professional development through access to educational materials and examples of curriculum practice;
- communication with the LEA's advisory and support services, professional associations and colleagues;
- improved access to technical support including remote management of networks.

### **3. *Assessment of Potential Risk***

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all responsible precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer workstation. Pentrepoeth Primary School cannot accept liability for the material accessed, or any consequences thereof;
- the school will work towards a system where the risk of such material being accessed is minimised. This will be done through the monitoring of student use and the use of suitable software for monitoring the type of information accessed, and preventing certain types of information from being accessed;
- methods to quantify and minimise the risk will be regularly reviewed;
- staff, parents, governors, officers and advisers will work to establish agreement that every reasonable measure is being taken;
- the Head teacher will ensure that the policy is implemented effectively.

### **4. *Authorisation of Internet Access***

Internet access is a necessary part of the statutory curriculum. It is an entitlement for pupils based on responsible use. Pentrepoeth Primary School will authorise access on the basis of educational and professional need. Access will not be permitted for any other purpose. Access shall be limited to use:

- as part of planned lessons

At **Foundation Phase**, the majority of the access to the Internet will be by teacher or adult demonstration. However, there may be situations when children have supervised access to specific approved on-line materials.

At **Key Stage 2**, Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible Internet use;

- as part of an individual student's private study for educational purposes;
- for a teacher's development of lessons;
- for a teacher's personal professional development.

#### Before being given access to the Internet

- Teachers who wish to access the Internet will need to read Pentrepoeth Primary School's *Acceptable Internet Use Statement*;
- all pupils will have read a copy of *Our School Rules for Responsible Internet Use*;
- parents will be advised, via our School Handbook that pupils will be provided with supervised Internet access (see extract from School Handbook);
- parents will be informed that consent for Internet access will be assumed, unless we receive a letter from a parent/guardian advising otherwise;
- should a parent/guardian not wish for their child to have Internet access, this is applicable only to times outside of lesson times.
- a record shall be kept by each class teacher of those children who have not been given consent for Internet access outside of lesson time.

A record will be maintained of all staff and pupils for whom Internet access is no longer required, or is withdrawn.

#### **5. *Maintaining Security of School ICT Systems***

- access from the system will only be routed through a properly protected server;
- access will not be allowed to a range of websites deemed inappropriate;
- virus protection software will be installed on the server;
- security strategies will be regularly reviewed.

#### **6. *Ensuring That Internet Use Provides Effective Learning***

- Internet access will be planned to enrich and extend learning activities as an integrated part of the curriculum;
- pupils will be given clear objectives for Internet use;
- staff will select sites which will support the learning outcomes planned for pupils' age and maturity;

- approved sites will be book-marked, listed and hyper-linked and where appropriate and copyright permits, could be copied to the school intranet;
- pupils will be educated in taking responsibility for their use of the Internet;
- pupils will be informed that regular checks take place on files held in the system;
- pupils using the Internet will be supervised appropriately.

### **7. *Teaching Pupils How to Access the Internet and Assess Content***

- pupils will be taught to validate information before accepting it as necessarily accurate;
- pupils will be made aware that the writer of an e-mail or the author of a Web page might not be the person claimed;
- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library and on television;
- pupils will observe copyright when copying materials from the Internet;
- pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

### **8. *Management of E~mail***

Pupils need to use e-mail as part of the School Curriculum for Wales (implemented from September 2008).

- pupils will have access to a class e~mail address;
- pupils may send e~mail as part of planned lessons;
- all e~mail will be regarded as public;
- class e-mail shall be periodically checked by the class teacher - pupils will be informed of this and the implications of inappropriate messages;
- the content of the received e~mail is the responsibility of the recipient and the class teacher should be informed of any inappropriate e~mails received;
- the forwarding of chain letters is not permitted;
- access to unregulated e~mail accounts, with their potential for unsolicited offensive e~mail and inappropriate contact will be prohibited;
- E-mail sent to an external organisation should be written carefully and checked before sending, in the same way as a letter written on school headed paper.

## **9. *Management of School's Web Pages***

- the web site will comply with the school's guidelines for publications;
- The Head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- full editorial access shall be granted to the Head teacher, ICT-Coordinator and the School Secretary;
- the ICT Co-ordinator in consultation with the Head teacher, shall provide limited editorial access for other members of staff;
- the website will give full regard to copyright issues;
- all material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name;
- the school shall not be responsible for the content of any website to which the website provides a link, although such websites (e.g. Children's BBC) are checked before being added. As they are beyond the control of the school, it is possible that the page could be altered after it has been deemed acceptable by the school.
- the point of contact of the Web site should be the school address and telephone number. Home information or individual e-mail identities will not be published;
- photographs should not be of an individual pupil, but should be general in nature;
- photographs of pupils will not be published on the web site with the individual's name;
- group photographs should not have a name list attached;
- where children are named on a website, they should not be shown in an accompanying photograph;
- judgement shall be exercised when considering clothing and attire;
- permission from parents/guardians to publish photographs of children on the school website shall be assumed unless the school is advised otherwise via a letter from a parent/guardian;
- a record shall be kept by each class teacher of those children who do not have permission for photographs to be published.

## **10. *Ensuring appropriate and safe use of the Internet***

- the service provided in the school will include filtering of content through *Websense* and the use of Sophos anti-virus software;

- it is important to realise that no such system is foolproof and vigilance by users is also important;
- pupils will be informed that Internet use will be supervised and monitored;
- staff will carefully check any sites that they include in lessons, to ensure that the content is appropriate to the age and maturity of pupils;
- staff will periodically monitor files to monitor compliance with Pentrepoeth Primary School's *Internet Access Policy*.
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to Newport City Council's STEP Team via the ICT Co-ordinator.

### **11. Handling incidents**

- the school's policy on discipline and sanctions will be followed;
- in addition to normal sanctions, a pupil may have the privilege of Internet access temporarily or permanently withdrawn.

### **12. Consulting staff, pupils and parents**

- rules for Internet access will be posted near computer systems;
- all staff including teachers, supply staff, classroom assistants and support staff, will have access to the *Internet Access Policy* and its importance explained;
- a module on responsible Internet use is incorporated into the school's ICT scheme, covering both school and home use.
- parents' attention will be drawn to the Policy in newsletters, the School Handbook and on the school website;
- Parents/guardians shall periodically (suggested every two years) be invited to 'Internet Safety Awareness' evenings. The aim is to raise awareness of children's use of the Internet, at home and at school and how the school and parents can work together to raise awareness/give practical advice of the safe use of the Internet.  
Interested parents will be referred to organisations such as Think U Know and Get Safe Online (URLs in reference section).

### **13. *Managing emerging Internet applications***

Many emerging communications technologies offer the potential to develop new teaching and learning tools. Mobile communications, wide Internet access and multimedia present opportunities which need to be evaluated to assess risks, to establish benefits and to develop good practice. The safest approach is to deny access until a risk assessment has been completed and safety demonstrated.

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

*(EXTRACT FROM SCHOOL HANDBOOK)*

### **Internet Security**

As part of our Internet Access policy on responsible use of the Internet, children are taught the rules for safe Internet use. The school assumes parent/guardian consent for their child's access to the Internet unless we are informed otherwise in writing.

## Pentrepoeth Primary School Rules for Responsible Internet Use

*The school has installed computers and Internet access to help our learning. These rules keep the use of the Internet safe and help us to be fair to others.*

- I will ask permission from a member of staff before using the Internet;
- I will use only my own login and password, which I will keep secret;
- I will only access the system in the way that I have been shown;
- I will not access other people's files and I will ask my teacher's permission before bringing in files from home;
- I will only use Internet access for school work and homework;
- I will only e~mail people that my teacher has approved;
- I will only send e~mail in my name and will not send anonymous e~mail;
- The messages that I send will be polite and sensible;
- I will always show my teacher my blog before posting it on the class blog or website;
- I will not give my home address or telephone number, or arrange to meet someone through a contact made over the Internet;
- If I see anything that I am unhappy with or I receive messages I do not like, I will turn off the computer monitor and tell a teacher immediately.
- I understand that the school may check my computer files, e~mail I receive or send and any Internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

## *Pentrepoeth Primary School*

# Acceptable Internet Use Statement *Staff*

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The computer system is owned by the school. It may be used 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 the Internet sites visited. The school reserves the right to withhold the privilege of Internet access to any person using the system inappropriately, either temporarily or permanently.

Staff requesting Internet access should read a copy of this statement.

- All Internet activity should be appropriate to staff professional activity or pupil education;
- Access should only be made via the authorised school account and password;
- Individual passwords are confidential;
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is strictly forbidden;
- Users are responsible for the content of all e~mail sent by them and for contacts made that may result in e~mail being received.
- Copyright material must be respected;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Use of school facilities to access inappropriate materials such as offensive material is strictly forbidden.

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All files on the school's computer system will be regarded as public property. Checks may take place to monitor the contents of e~mail and web sites visited.

## References

### Particularly for Parents or Children Under Supervision

**Think U Know?** <https://www.thinkuknow.co.uk/Parentsold/>  
Home Office site for pupils and parents explaining Internet dangers and how to stay in control.

**BBC Webwise (Archived)** <http://www.bbc.co.uk/webwise/0/22728225>

**Bullying Online** [www.bullying.co.uk](http://www.bullying.co.uk)  
Advice for children, parents and schools

**FKBKO - For Kids By Kids Online** [www.fkbko.co.uk](http://www.fkbko.co.uk)  
Excellent Internet savvy for children; KS1 to KS3

**Kidsmart** [www.kidsmart.org.uk](http://www.kidsmart.org.uk)  
An Internet safety site from Childnet, with low-cost leaflets for parents.

**Family Guide Book (DfES recommended)** [www.familyguidebook.com](http://www.familyguidebook.com)  
Information for parents, teachers and pupils

**Safekids** [www.safekids.com](http://www.safekids.com)  
Family guide to making Internet safe, fun and productive

**Childnet International** <http://www.childnet.com/>

**N.S.P.C.C.** [http://www.nspcc.org.uk/help-and-advice/for-parents/online-safety/online-safety\\_wdh99554.htm](http://www.nspcc.org.uk/help-and-advice/for-parents/online-safety/online-safety_wdh99554.htm)

### Particularly for Schools

**Associations of Co-ordinators of IT (ACITT)**  
**NAACE / BCS** [www.naace.org](http://www.naace.org) (publications section)  
A guide for schools prepared by the BCS Schools Committee  
and the National Association of Advisers for Computer Education (NAACE)

**Archived BECTA (British Educational Communications and Technology Agency) publication**  
[http://www.learn-ict.org.uk/intsafty/ks2\\_manage/safeguarding\\_children\\_online.pdf](http://www.learn-ict.org.uk/intsafty/ks2_manage/safeguarding_children_online.pdf)

**Cybercafe** [http://www.gridclub.com/subscribers/games/citizenship/cybercafe/start\\_2009.html](http://www.gridclub.com/subscribers/games/citizenship/cybercafe/start_2009.html)  
Internet proficiency through online games for KS2.

**Family Online Safety** <http://www.fosi.org/internet-safety-resources-for-parents.html>

**DotSafe - European Internet Safety Project** <http://dotsafe.eun.org/>  
A comprehensive site with a wide range of ideas and resources, some based on Kent work.

**Think U Know?** <https://www.thinkuknow.co.uk/Teachers/>  
Home Office site for pupils and parents explaining Internet dangers and how to stay in control.

**Data Protection**

[www.informationcommissioner.gov.uk/](http://www.informationcommissioner.gov.uk/)

Web site from the Information Commissioner

**Copyright**

[www.templetons.com/brad/copymyths.html](http://www.templetons.com/brad/copymyths.html)

Irreverent but useful coverage of the main aspects of copyright of digital materials, US-based.

## Notes on the legal framework

This page must not be taken as advice on legal issues, but to be an alert to some of the legislation that may be relevant.

**The Computer Misuse Act 1990** makes it a criminal offence to gain access to a computer without permission. The motivation could be the technical challenge, data theft or to damage the system or data. The *Rules for Responsible Internet Use* reminds users of the ownership of the school computer system.

**Monitoring** of data on a school network could contravene Article 8 of the European Convention of Human Rights and Fundamental Freedoms, e.g. the right to respect for private and family life, which is protected by the Human Rights Act 1998. The Telecommunications (Lawful Practice) (Interception of Communications) Regulations 2000 also limit monitoring. The 2000 Regulations apply to all forms of electronic monitoring and interception irrespective of whether the material monitored is generated by private use or in the course of the school's day to day activities.

A school may only monitor authorised private use of a computer system if it can justify monitoring on the basis that it is lawful, necessary and in the interests of amongst other things, the protection of health or morals or for the protection of the rights and freedoms of others. Schools should ensure that the monitoring is not out of proportion to the harm that could be done if the monitoring did not take place.

The *Rules for Responsible Internet Use*, which every user must agree to, contain a paragraph that should ensure users are aware that the school is monitoring Internet use.

In order to defend claims that it has breached either the 2000 Regulations or the Human Rights Act 1998, a school should devise procedures for monitoring, ensure monitoring is supervised by a senior manager and maintain a log of that monitoring.

The following legislation is also relevant:

**Data Protection Act 1984/98** concerns data on individual people held on computer files and its use and protection.

**Copyright, Design and Patents Act 1988** makes it an offence to use unlicensed software

**The Telecommunications Act 1984** Section 43 makes it an offence to send offensive or indecent materials over the public telecommunications system.

**Protection of Children Act 1978**

**Obscene Publications Act 1959 and 1964** defines "obscene" and related offences.

### Legal Framework References:

Brief introduction to dangers and legal aspects of the Internet.

[www.bbc.co.uk/webwise/basics/user\\_01.shtml](http://www.bbc.co.uk/webwise/basics/user_01.shtml)

HMSO: Full text of all UK legislation and purchase of paper copies.

<http://www.legislation.gov.uk/>