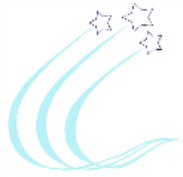


Kingsway Primary School Internet Access Policy



Kingsway Primary School believes that the educational benefits of Internet access far outweigh the possible risks and that good planning and management will ensure appropriate and effective pupil use. The particular mix of children, teachers and other adults at Kingsway Primary School is unique, as is the provision for computing. The policy for internet access has been drawn together to ensure the best use of the facilities at Kingsway Primary School.

How is the Internet Accessed?

Teachers have access to the internet via their staff laptops which are also used with interactive whiteboards in the classroom. EYFS and Year 1 staff also use iPads for accessing Tapestry which is used to document children's progress. Children have access to the internet via class computers, computers in the library/computer suite, laptops from the laptop trolley and through class tablets.

The Online Safety Panel

The online safety panel is a group of staff, parents, governors and pupils who meet together to ensure that we are doing our utmost to ensure the children within our school are kept safe on the internet both in and out of school. The panel meets at least once every full term.

Why Is Internet Access Important?

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and administration systems. Access to the Internet is a necessary tool for staff and an entitlement for children who show a responsible and mature approach. The use of the school computer system shall only be permitted for purposes agreed by the school. The school will not hesitate to impose sanctions on any person(s) found using any computer, or other related equipment, for any purposes not agreed by the school.

What Are The Benefits To The School?

A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education. These benefits include

- Accessing a wide range of educational resources including interactive games to support all areas of the curriculum;
- Accessing news and current events;
- Discussion with experts in many fields for pupils and staff;
- Staff professional development - access to educational materials, resources and good curriculum practice;
- Communication with the advisory and support services, professional associations and colleagues;

- Exchange of curriculum and administration data with the LA (Local Authority) and DCSF (Department for Children, Schools and Families Services).

How Will The Risks Be Assessed?

- 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 reasonable 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 workstation. The school cannot accept liability for the material accessed, or any consequences thereof;**
- Methods to quantify and minimise the risk have been taken: including blocking unsuitable sites by using a filter system operated by the SWGfL;
- Staff, parents, governors and advisers will continue to work to establish that every reasonable measure is being taken;

How Will Internet Access Be Authorised?

Internet access is a necessary part of planned lessons. It is an entitlement for pupils based on responsible use

- For Foundation and Key Stage 1, access to the Internet will be by teacher or adult demonstration or suitable skills will be taught / activities provided;
- For Years 3 and 4, access to the Internet will be by teacher or adult demonstration. Pupils will access teacher-prepared materials or specific sites deemed safe by staff, rather than the open Internet;
- For Years 5 and 6, Internet access will be granted to a whole class as part of the scheme of work, after a suitable introduction to the rules for responsible Internet use. In the normal event, access will be guided by using sites listed in the school Intranet pages and safe search techniques will be taught.

How Will The School Ensure Internet Use Provides Effective Learning?

- Internet access will be planned to enrich and extend learning activities as an integrated aspect of the curriculum;
- Pupils will be given a clear purpose for Internet use;
- Pupils will be provided with lists of relevant and suitable Web sites;
- Pupils will be educated and guided in taking responsibility for Internet access;
- Pupils will be informed that checks will be made on files held on the system;-
- Pupils using the internet will be supervised appropriately;
- Internet access will be purchased from a supplier that provides a service designed for pupils;
- Searches will be conducted through search engines designed for school children.

How Will Pupils Be Taught To Assess Internet Content?

As a result of the changes to the National Curriculum in 2014, the teaching of internet safety is a compulsory part of the computing curriculum.

As a school, we have our own Internet Safety scheme of work which is mapped out across the school. This scheme of work introduces different concepts related to internet safety in an age appropriate way for each year group and makes good use of a range of recommended online materials.

In addition to this, teachers will

- Quickly address any specific issues related to online safety that arise within their year groups;
- Address online safety in circle times and PSHE lessons;
- Send home internet safety discussion points as part of their weekly homework.

We also give internet safety a particular focus during 'Safer Internet Day' every February.

How Will E-Mail Be Managed?

Pupils may be asked to use e-mail as part of their cross curricular work:

- E-mailing will only take place during supervised lessons;
- E-mail will not be sent to an address outside the school without the prior permission of a member of staff;
- E-mail may be sent to addresses within the school, but any person found sending unkind or abusive e-mails will have e-mail privileges removed;
- Any person receiving an e-mail which they don't like, or which they feel they should not have received, should tell their teacher immediately;
- Communications with persons and organisations will be managed to ensure appropriate educational use and that the good name of the school is maintained;
- The forwarding of chain letters will be banned.

How Will Publishing On The Web Be Managed?

The school website is managed by Kim Stevens.

- She will have editorial responsibility to ensure that content is accurate and quality of presentation is maintained this will be monitored by the governors and Head Teacher;
- Home information or individual identities of children will not be published;
- Photographs of identifiable individual pupils may be published on the Web site, but names will not be given without Parental Consent;
- Staff within each year group have an area of the website which they manage themselves;
- Staff must ensure that the identities of children are protected and that all content published is of the same standard as the rest of the website;
- The governors and leadership team will oversee the content of the website.

How Will The School Ensure Internet Access Is Appropriate And Safe?

- All staff that have access to a computer will be required to acknowledge and undertake the rules within 'The Acceptable Use Statement' (see appendix 1);
- Pupils and parents will acknowledge their understanding of the 'Rules for Responsible Internet Use' by signing the form (see appendix 2);
- Staff will check that the sites selected for pupil use are appropriate and will record any to be found inappropriate;
- Access levels will be reviewed as pupils' Internet use expands and their ability to retrieve information develops;
- Only members of staff will have access to the passwords for adding apps onto the tablets.
- Children will not be allowed to add apps without permission from a member of staff.

How Will Complaints Be Handled?

- Responsibility for handling incidents will be given to the Head Teacher. Any sanctions imposed will be in line with the guidelines found in the School Behaviour Policy;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to a teacher or other supervisory adult in charge resulting in the site being blocked;
- Other sanctions include informing parents or carers. A pupil may have Internet or computer access denied.

How Will Staff, Pupils And Parents Be Kept Informed?

- Rules for Internet access will be posted near computer systems.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance explained;
- Parents' attention will be drawn to the Policy in newsletters, the school brochure, home /school agreement and the school website.

How Will Parents' Support Be Enlisted?

- A careful balance between informing and alarming parents will be maintained;
- Joint home/school guidelines on issues such as safe Internet use will be established;
- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents;
- A stock of relevant leaflets from organisations such as BECTa, PIN, and NCH (National Children's Homes) Action for Children will be maintained.

Appendix 1

Pupil Acceptable Use Policy Agreement Foundation / KS1

This is how we stay safe when we use computers:

I will ask a teacher or suitable adult if I want to use the computers.

I will only use activities that a teacher or suitable adult has told or allowed me to use.

I will take care of the computer and other equipment.

I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher or suitable adult if I see something that upsets me on the screen.

I know that if I break the rules I might not be allowed to use a computer.

Pupil Acceptable Use Agreement

Key Stage Two

School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my usernames and passwords safe and secure – I will not share them, nor will I try to use any other person's usernames and passwords. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.).
- I will not arrange to meet people off-line that I have communicated with on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones / USB devices etc.) in school if I have permission I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action.

Acceptable Use Sign Up

	<i>Surname</i>	<i>Forename</i>	<i>Pupil signature</i>	<i>Parent/carer signature</i>
1				
2				
3				
4				
5				
6				
7				
8				