

Kerem School Internet Policy

Kerem School believes in the educational benefits of curriculum Internet use. Good planning and management that recognises the risks will help to ensure appropriate, effective and safe pupil use.

In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail in order to enable pupils to learn how to locate, retrieve and exchange information using ICT. Computer skills are vital to access life-long learning and for future employment.

Most technologies present risks as well as benefits. Internet use for home, social and leisure activities is expanding and being used by all sectors of society. This brings young people into contact with a wide variety of influences, some of which could be unsuitable. It is important that schools, as well as parents, adopt strategies for the responsible and safe use of the Internet.

Core Principles of Internet Safety

The Internet is becoming as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated Internet access brings with it the possibility placing of pupils in embarrassing, inappropriate and even dangerous situations. This policy aims to help to ensure responsible use and the safety of pupils. It is built on the following five core principles:

Guided educational use

Significant educational benefits should result from curriculum Internet use including access to information from around the world and the ability to communicate widely and to publish easily. Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

Risk assessment

21st Century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become “Internet Wise”. Pupils need to know how to cope if they come across inappropriate material.

Responsibility

Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and associated communication technologies. The balance between education for responsible use, regulation and technical solutions must be judged carefully.

Regulation

The use of a limited and expensive resource, which brings with it the possibility of misuse, must be regulated. In some cases access within school is denied, for instance unmoderated chat rooms present immediate dangers and are banned. Fair rules, clarified by discussion and prominently displayed help pupils make responsible decisions for both school and home access.

Appropriate strategies

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

1) The Importance of Internet Use

- *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.*
- *The Internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.*

2) How the Internet benefits education

Benefits of using the Internet in education include:

- *access to world-wide educational resources including museums and art galleries;*
- *educational and cultural exchanges between pupils world-wide;*
- *cultural, vocational, social and leisure use in libraries, clubs and at home;*
- *access to experts in many fields for pupils and staff;*
- *staff professional development through access to national developments, educational materials and good curriculum practice;*
- *communication with support services, professional associations and colleagues;*
- *improved access to technical support including remote management of networks;*

3) How Internet use enhances learning

- *The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.*
- *Pupils are taught what is acceptable and what is not acceptable and given clear objectives for Internet use.*
- *Internet access is planned to enrich and extend learning activities. Access levels are reviewed to reflect the curriculum requirements and age of pupils.*
- *Staff guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.*
- *Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.*

4) Pupils Evaluation of Internet content

Inappropriate material should not be visible to pupils using the Web. This is not easy to achieve and cannot be guaranteed. It is a sad fact that pupils may be confronted with inappropriate material, despite all attempts at filtering. Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example, to close the page and report the URL to the teacher or ICT manager for inclusion in the list of blocked sites.

More often, pupils will be judging reasonable material but selecting that which is relevant to their needs, for instance to answer a homework question. Pupils are taught research techniques including the use of subject catalogues and search engines. They will be encouraged to question the validity, currency and origins of information – key information handling skills. They should also use alternative sources of information for comparison purposes. Effective guided use will reduce the opportunity pupils have for exploring unsavoury areas.

Using Internet derived materials in pupils' own work requires at least an understanding that straight copying is worth little without a commentary that demonstrates the selectivity used and evaluates significance. Respect for copyright and intellectual property rights, and the correct usage of published material needs to be taught.

- *If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.*
- *The use of Internet derived materials by staff and by pupils in school must comply with copyright law.*
- *Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.*
- *Pupils are taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.*

5) Management of e-mail

- *Pupils may only use approved e-mail accounts on the school system.*
- *Pupils must immediately tell a teacher if they receive offensive e-mail.*
- *Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.*
- *Access in school to external personal e-mail accounts is not allowed except where a teacher has specifically requested it for example to retrieve a piece of work emailed from home.*

6) Management of Website content

- *The point of contact on the Web site is the school address/school e-mail and telephone number. Staff or pupils' home information will not be published.*
- *Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified.*
- *Pupils' full names will not be used anywhere on the Web site, particularly associated with photographs.*
- *Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.*
- *The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.*

7) Newsgroups and chat

- *Pupils will not be allowed access to public or unregulated chat rooms in school.*
- *Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.*
- *A risk assessment will be carried out before pupils are allowed to use a new technology in school.*

8) Management of 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.*
- *Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.*

9) Authorisation for Internet access

- *At Key Stage 1, access to the Internet will be by adult demonstration and with directly supervised access to specific, approved on-line materials.*
- *Parents will be informed that pupils will be provided with supervised Internet access.*
- *Parents will be asked to sign and return a consent form.*

10) Assessing the risks of Internet Use and Management of filtering

- *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.*
- *Methods to identify, assess and minimise risks will be reviewed regularly.*
- *The head teacher will ensure that the Internet policy is implemented and compliance with the policy monitored.*
- *The school will work in partnership with parents, the DfES and our Internet Service Provider to ensure systems to protect pupils are reviewed and improved.*

11) Introduction of the policy to pupils

- *Rules for Internet access will be posted near all computer systems.*
- *Pupils will be informed that Internet use will be monitored.*
- *Instruction in responsible and safe use should precede Internet access.*
- *Key Stage 2 children will participate in the BECTA Internet Proficiency Scheme which is designed to help Key Stage 2 pupils learn how to use the Internet and other technologies safely and responsibly.*

12) Staff consultation

- *All staff must accept the terms of the ‘Responsible Internet Use’ statement before using any Internet resource in school.*
- *All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.*
- *Staff development in the safe and responsible Internet use, and on school Internet policy will be provided as required.*

13) Maintenance of ICT system security

- *The school ICT systems will be reviewed regularly with regard to security in conjunction with our provider RM (Research Machines).*
- *Virus protection will be installed and updated regularly by RM.*
- *Use of floppy disks will be reviewed. Personal floppy disks may not be brought into school without specific permission and a virus check.*
- *Unapproved system utilities and executable files will not be allowed in pupils’ work areas or attached to e-mail.*

Our Internet Policy has been written by the ICT coordinator, building on the Kent NGfL policy and government guidance. It will be reviewed annually.

Created by:

Date:.....

To be revised:.....



Kerem School

Responsible Computer Use

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will only use the computers when I have specifically been given permission and I will return any equipment that I use (such as laptops and headphones) carefully to their correct location.
- I will ask permission before entering any Web site, unless my teacher has already approved that site.
- I will use only my own login and password unless a teacher has specifically asked me to use a different logon for that piece of work.
- I will not look at or delete other people's files.
- I will not use floppy disks, CDs or memory sticks from home on the school computers without permission.
- I will only use approved e-mail accounts in school e.g. Easymail. I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat in school.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately. I understand my report would be confidential and would help to protect other pupils as well as myself.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet and the computers.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.



Kerem School Responsible Computer Use

These rules help us to stay safe on the Internet











	<p>We only use the internet when an adult is with us.</p>
	<p>We can click on the buttons or links when we know what they do.</p>
	<p>We can search the Internet with an adult.</p>
	<p>We always ask if we get lost on the Internet.</p>
	<p>We can send and open emails together.</p>
	<p>We can write polite and friendly emails to people that we know.</p>



Kerem School

Responsible Computer Use

These rules help us to stay safe on the Internet

	We ask permission before using the internet.
	We only use websites our teacher has chosen.
	We tell an adult if we see anything we are uncomfortable with.
	We immediately close any webpage we are uncomfortable with.
	We only email people an adult has approved.
	We send e-mails that are polite and friendly.
	We never give out personal information or passwords.
	We never arrange to meet anyone we don't know.
	We do not open e-mails sent by anyone we don't know.
	We do not use Internet chat rooms.

Sample Letter to Parents

Dear Parents

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Kerem Primary School provides supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and talk about them with your child. Then sign and return the consent form so that your child may use the Internet at school.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Our Rules also concern the types of communications that pupils make using computers and other technology. We would like your support in helping to ensure that the children at Kerem are using technology in a responsible and polite manner and never in a way that could upset another person or spoil their work.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely

Sample Consent Form

Kerem School

Responsible Computer Use

Please complete, sign and return to the school

Pupil:

Class:

Pupil's Agreement

I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Parent's Consent for Web Publication of Work and Photographs

We include photos of the school and its facilities on our website. This includes children participating in activities such as assemblies, celebrations, general lessons to give an impression of the 'feel' of the school and highlight the activities that the children have had the opportunity to participate in.

Please could you fill in the section below if you do **not** wish your child(ren) to feature in any photographs. We will then take care to ensure photos including your child(ren) do not appear on the website.

I do **not** give my permission for photos of my child at school to appear on the Kerem School website.

Signed:

Date: