Samuel Cody Specialist Sports College

SCHOOL INTERNET POLICY

Our Internet Policy has been written by the school.

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 approach to its use.

The Internet is an essential tool 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.

Benefits of using the Internet in education include:

- supervised access to world-wide educational resources including museums and art galleries
- inclusion in government initiatives
- supervised 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
- exchange of curriculum and administration data with the LEA and DfES
- mentoring of pupils and provide peer support for them and teachers

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- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

- Staff should guide pupils in on-line 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 in research, including the skills of knowledge location, retrieval and evaluation.

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the HCC IT Services Helpdesk via the ICT technician.

- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

- Training should be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes.

- Only supervised pupils may only use approved e-mail accounts on the school system.

- Pupils must immediately tell a teacher if they receive offensive e-mail or approached by individuals/organisations who are seeking to involve them through radicalising activities.

- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.

- Pupils must not access any social media sites whilst in school.

- Access in school to external personal e-mail accounts may be blocked.

- Excessive social e-mail use can interfere with learning and may be restricted.

- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

- The forwarding of chain letters is not permitted.

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.

- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.

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- Web site photographs that include pupils will be selected carefully and written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.

- The headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

- The Web site should comply with the school's guidelines for publications.

- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

- Newsgroups will not be made available to pupils unless an educational requirement for their use has been demonstrated.

- Pupils will not be allowed access to public or unregulated chat rooms.

- Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.

- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

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

- Mobile phones must be handed into reception on arrival to school and collected at the end of the school day.

- Students & parents must complete and return the 'Pupil Code of Conduct for ICT'

- 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. The school can not accept liability for the material accessed, or any consequences of Internet access.

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

- Methods to identify, assess and minimise risks will be reviewed regularly.

- The headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

- The school will work in partnership with parents, the LEA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

- Filtering strategies will be selected by the school, in discussion with the filtering provider where appropriate. The filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

- Pupils will be informed that Internet use will be monitored.

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- Instruction in responsible and safe use should precede Internet access.

- *A module on responsible Internet use will be included in the ICT programme covering both school and home use.*

- All staff must sign 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 Induction Booklet.

- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.

- Staff development in safe and responsible Internet use, and on the school Internet policy will be provided as required.

- The school ICT systems will be reviewed regularly with regard to security.

- Virus protection will be installed and updated regularly.

- Use of personally owned portable media such as memory sticks and CD-ROMs may not be brought into school without specific permission beforehand

- Files held on the school's network will be regularly checked.

- Responsibility for handling incidents will be delegated to SMT.

- Any complaint about staff misuse must be referred to the headteacher.

- Pupils and parents will be informed of the complaints procedure.

- Parents and pupils will need to work in partnership with staff to resolve issues.

- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

- Sanctions available include:
  - interview/counselling by designated person;
  - informing parents or carers;
  - removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system, including examination coursework.

- Internet issues will be handled sensitively to inform parents without undue alarm.

- A partnership approach with parents will be encouraged.

- Parents/carers and children will be required to sign a Pupil Code of Conduct for ICT form

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