Use of the Internet policy

(to be read alongside the ICT policy)

This document was written in January 2007 and will be reviewed every 2 years.

This version was updated January 2015

Introduction

Usually the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these to sites unfamiliar to the teacher.

The problems and issues that have been highlighted by the media concern all schools. Whilst some of the media interest is hype, there is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:-

- Establish the ground rules we have in School for using the Internet
- Describe how these fit into the wider context of our discipline and PSHE policies.
- Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence. We believe that the benefits to pupils from access to the resources of the Internet, far exceed the disadvantages. Ultimately, the responsibility, for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents.

At Moor End we feel that the best recipe for success lies in a combination of site filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

Parents will be kept informed of our Internet Access Agreement; this will form part of our Home School Agreement. We will endeavour to update them on both our use and safe Internet use at home.

Using the Internet for Education

The benefits include:-
- Access to a wide variety of educational resources including libraries, art galleries and museums.
- Rapid and cost effective world-wide communication
- Gaining an understanding of people and cultures around the globe.
- Staff professional development through access to new curriculum materials, experts' knowledge and practise.
- Exchange of curriculum and administration data with LEA
- Social and leisure use
- Greatly increased skills in Literacy, particularly in being able to read and appraise critically and then communicate what is important to others.

We will teach pupils about the vast information resources available on the Internet, using it as a planned part of as many lessons as is appropriate. All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught and the ICT Coordinator will assist in the dissemination of this information.

Initially the pupils will be restricted to sites which have been reviewed or are within the restricted area of 'Knowledge Box' or the 'Intranet'. They may be given tasks to perform using a specific group of web sites accessed from a common point. Pupils will be taught how to use e mail in a secure environment, how to use the address book, how to attach files and how to follow the conventions of politeness.

As pupils gain experience, they will be taught how to use the searching techniques to locate any specific information for themselves. Comparisons will be made between researching from different sources of information, (CD Rom, books, WWW). We hope that pupils will learn to decide when it is appropriate to use the Internet, as opposed to other sources of

information, in terms of: time taken, the amount of information found, the usefulness and reliability of information located.

At times, information, such as text, photos etc may be downloaded from the 'Intranet' for use in pupils presentations. Tasks will be set to encourage pupils to view web sites and information with a critical eye.

We are beginning the process of pupils being involved in developing of our school web site.

Pupils' Access to the Internet

Moor End will use the Lancashire County Council's filtered Intranet service, which will minimise the chances of pupils encountering undesirable material. Moor End will normally only allow children to use the Intranet when there is a responsible adult present to supervise. However it is unrealistic to suppose the teachers' attention will always be directed towards the computer screen.

Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectations we have of pupils. Teachers will have access to pupils' emails and other Intranet related files and will check them on a regular basis to ensure expectations of behaviour are being met.

Expectations of Pupils using the Internet

- All pupils from Year 2 are expected to read, agree to and sign the Internet agreement.
- At Moor End we expect all pupils to be responsible for their own behaviour on the Internet. This includes materials they choose to access and language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a

teacher, so that the Service Provider can block further access to the site.

- Pupils are expected not to use any rude language in their email communications and contact only people they know or the teacher has approved. They are taught the rules of email etiquette in Year 3 and are expected to use them.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
- Pupils should not access other people's files.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No programs on disc or CD Rom should be brought from home for use in school. This is for both legal and security reasons.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Pupils consistently choosing not to comply to these expectations will be warned, and subsequently, may be denied access to Internet resources.

Moor End Website

Our Web site will celebrate good work, promote the school, publish resources/ information for Parents and link to other good sites of interest. No names that will identify individual children will appear on it.
Home information and e-mail identities will not be included only the point of contact to the school. This will be the Heads name, school address and Heads e-mail address.