



Longwell Green Primary School.



Policy for the Safe and Appropriate Use of the Internet

<u>Date of policy:</u>	<u>March 2009</u>
<u>Responsibility:</u>	<u>ICT Subject Leader</u>
<u>Date of review:</u>	<u>March 2012</u>

Rationale

At Longwell Green we encourage the use by pupils of the rich information and resources available on the internet, together with the appropriate skills to analyse and evaluate such resources.

Staff and pupils are encouraged to use this resource safely and effectively. The school believes that the educational benefits of internet access far outweigh the possible risks and that good planning and management will ensure appropriate use.

Within the school the internet is managed by an Internet Service Provider who at all times try to ensure that pupils do not access any inappropriate or unwanted information using a filtering system.

Purpose of the Policy.

- To ensure all pupils have as safe an access to the internet as possible.
- To equip pupils with the skills to use the internet safely.
- To set up agreed guidelines for staff and pupils when teaching using the internet.
- To ensure all children know what do to should they encounter any inappropriate materials through using the internet.

Why is Internet Access Important?

The purpose of internet access in schools is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems. Increasingly responsible use of the internet is a valuable and necessary life skill.

What are the Benefits to the School?

- Access to up to date world - wide educational resources including museums and galleries.
- Inclusion of Government initiatives.
- Cultural and international exchanges between pupils.
- News and current affairs.
- Staff Professional Development.
- Access of high quality teaching and learning resources.
- Communication and transfer of data.

Rules for Safe Use of the Internet.

1. A list of agreed safety rules will be displayed in appropriate locations around the school and a copy given to each member of staff.
2. These rules will be shared with pupils to ensure they understand the importance of these rules.
3. Should any pupil not keep to these rules, their access to and use of the Internet will be restricted.
4. Staff will teach the children how to use these rules through units of work and other supporting software.
5. Pupils and staff will report any material they consider offensive to the ICT co-ordinator or head teacher. The safety filter (operated by South Gloucestershire Council) will then be adjusted accordingly.
6. Pupils in Key Stage One will be given access to specific websites only.
7. Pupils in Key Stage Two will conduct focussed searches using safe search engines.
8. All children will be supervised by an adult when using the internet.
9. Any email correspondence that the children are engaged in will be prearranged by the class teacher. The school will use a secure email system.
10. Pupils may not access personal email addresses from the school system.
11. The ICT co-ordinator and technician will ensure that adequate virus protection is in place throughout the school site.

12. Parents and children will complete a 'Responsible Internet Use' form on an annual basis, agreeing to the school internet safety rules outlined on the form.

The School Website.

- The purpose of our school website is to inform, share, communicate and celebrate being part of the Longwell Green community.
- The Headteacher together with the ICT co-ordinator will ensure that content is accurate and the quality of presentation is maintained.
- Full names of the children will not be used anywhere on the school website (only first names).
- Photographs on the website will be discrete, taken from a distance or at an artistic angle. Children will not be easily identifiable from individual full face photographs.
- Photographs will not be able to be enlarged as they are set to become pixelated if resized. Photographs will therefore feature as a thumbnail picture.
- The right-hand mouse click option to copy pictures has also been disabled.
- Parental consent for their child featuring on the website through either the use of photographs or examples of their work is agreed, according to the rules on the 'Responsible Internet Use' form. Parents are given the option to opt-out of this web publication, which will take the form of a letter written to the head expressing this request.