



Internet and Responsible Use Policy

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At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

- Integrity** We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour.
- Responsibility** We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements.
- Inclusion** We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style.
- Enjoyment** Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved.
- Inspiration** Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full.
- Learning** Children and adults will flourish in their learning and through learning discover a future that is worth pursuing.
- Leadership** REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual.

1. Introduction

This policy reflects the Government guidance in areas such as e-mail, chat and websites.

The framework provided by this document will help to create an environment where Internet technologies can be exploited for their educational benefit whilst at the same time safeguarding members of the school's community from undesirable elements.

A degree of self-regulation will be necessary and users will be clearly informed of the ramifications for them of misuse of the Internet, the school network and our learning platform.

The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum teachers are required to make use of web based resources and e-mail in all subjects.

ICT has become a life skill and computer skills are vital to access lifelong learning and employment. We believe that it is advisable for parents to consider the school's policy and strategies when allowing their children access to the Internet at home.

These features of the Internet make it an invaluable resource used by millions of people every day:

- the Internet is an open communications channel available to all;
- applications such as the World Wide Web (the 'Web'), e-mail and chat all transmit information over the Internet to many locations in the world at low cost;
- anyone can send messages, discuss ideas and publish material with little restriction.

However, we need to be aware that:

- some of the material is published for an adult audience and is unsuitable for pupils;
- some people use the Web to publish information about weapons, crime and racism that would be more restricted elsewhere;
- e-mail and chat communication could also provide opportunities for adults to make contact with children for inappropriate reasons.

The Internet is an essential element in 21st Century life for education, business and social interaction.

There is a requirement on the school to provide pupils with as safe an Internet environment as possible and a need for the school to teach pupils to be aware of and respond responsibly to the risks.

2. Acceptable Use: Internet

The 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;
- Exchange of curriculum and administration data with the Local Education Authority and outside Agencies.

Martlesham Primary Academy will:

- Introduce good practice in the use of the Internet to enhance teaching and learning by providing opportunities with clear objectives;
- Teach pupils what is acceptable and what is not acceptable use;
- Plan access levels to reflect the curriculum requirements and the pupils' age and maturity;
- Teach pupils the benefits of effective use of the Internet in research, including the skills of knowledge location and retrieval. (It will be necessary to develop pupils' information handling skills to allow them to interpret effectively the information they receive and transmit via the Web or e-mail.);

- Pupils will be taught research techniques including the use of search engines.

More often, pupils will not be judging reasonable material but selecting that which is relevant to their needs, for instance to answer a homework question.

They will be encouraged to question the validity, accuracy and origins of information; key information handling skills.

They will also use alternative sources of information for comparison purposes.

Respect for copyright and the correct usage of published material needs to be taught. 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.

Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening.

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 efforts at the strongest filtering. Effective guided use will reduce the opportunity pupils have for exploring unsavoury areas. Children will be taught SMART techniques.

Users of the Internet will be encouraged to adopt the following strategies:

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the REAch2 ICT who will take the necessary steps. The school will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law. They will learn to acknowledge the source of information when using Internet material in their own work;
- Pupils (to a point appropriate to the age) will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

3. Acceptable Use – E-mail

Directed use of e-mail has the potential for educational benefits and the nurturing of interesting projects between schools in this country and abroad.

To minimise the risks of pupils communicating with undesirable persons the following strategies will be in place:

- E-mail will not be considered private and the school reserves the right to monitor e-mails;
- Incoming and outgoing e-mail will be restricted to approved addresses;
- 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;
- E-mail addresses will be given to the teacher for professional use or the classroom for pupils' use;
- 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.

4. Acceptable Use – Learning Platform

The school's learning platform has been constructed with the following principles taken into consideration to avoid compromising the safety of staff and pupils:

- The point of contact on the website will be the school address, school e-mail and telephone number, staff or pupils' home information will not be published;
- Website photographs which include pupils will be selected carefully, in accordance with guidance;
- Pupils names will not be used anywhere on the website when associated with photographs;
- The school will abide by specific requests for certain children not to be included on the school website;
- The Head Teacher will take overall editorial responsibility and ensure content is accurate and appropriate;
- Children will be learning how to access our learning platform, as well as its responsible use following the rules and advice given, and the consequences of misuse.

5. Access to the Internet

Access is controlled at the discretion of the class teacher.

Passwords are only known to staff at the school, except where the content is relevant.

The teacher permits or makes the connection to the Internet.

An exclusive set of children may use approved websites offline that have been previously downloaded by the class teacher.

An approved adult will supervise all subsequent use.

The appearance of any unsuitable, harmful or otherwise undesirable material will be dealt with according to the strategies mentioned elsewhere in this policy. The risk of this occurring is reduced by the filtering system through which the School's Internet connection is made.

6. Pupils' Use of ICT

Many pupils are very familiar with Internet use and culture and it is desirable to:

- Discuss the Internet and Responsible Use Policy with pupils;
- The rules will need explanation and discussion as pupils' individual perceptions of the risks involved may vary;
- Pupils will need to be reminded of the school rules at the point of Internet use. To facilitate this "Rules for Internet" access will be posted near all computer systems;
- Pupils will be informed that Internet use will be monitored;
- Clear instruction by the teacher in responsible and safe use will precede Internet access. A module on responsible Internet use will be included in the PSHE/ICT programme covering both school and home use.

7. Staff Use of ICT

The policy will only be effective if all staff subscribe to its values and methods.

All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the relevant policies and its importance explained.

Mobile phones will only be used or available outside class teaching time and for emergencies.

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

Staff development in safe and responsible Internet use, will be provided as required. It is important that teachers and support staff are confident to use the Internet in their work.

8. Responsible Internet Use: Rules for Adults

The school computer system provides Internet access for the use of governors, staff, pupils and parents. These rules will help to protect everyone using our systems by clearly stating what is acceptable and what is not.

- Access must only be made via the user's password, which must not be given to any unauthorised person (authorised persons are staff only).
- School computer and Internet use must be appropriate to the pupils' educational needs or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made and these should be appropriate to meet curriculum or staff professional needs.
- E-mail should be written carefully and politely, as messages may be forwarded, e-mail is best regarded as 'public property' (Freedom of Information Act and Data Protection Act apply).
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by any other organisation or individuals.
- Irresponsible use may result in the loss of Internet access for the school or the individual.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the interception of e-mails 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.

9. Responsible Internet Use: Rules for Pupil's

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 ask permission before entering any Web Site, unless my teacher has already approved that site.
- I will not look at or delete other people's files unless I have been given permission to do so.
- I will not bring CD's or memory sticks or any other IT equipment into school without prior permission.
- I will only e-mail people I know, or that my teacher has approved.
- The messages I will send will be polite and sensible.
- I will remember to use **SMART** rules when online.
 - ❖ **Safe:** Keep safe by being careful not to give out personal information when you're chatting or posting online.
 - ❖ **Meeting:** Meeting someone you have only been in touch with online can be dangerous. Remember online friends are still strangers even if you have been talking to them for a long time.
 - ❖ **Accepting:** Accepting emails, messages, or opening files, pictures or texts from people you don't know or trust can lead to problems; they may contain viruses or nasty messages.
 - ❖ **Reliable:** Someone online might lie about who they are and information on the Internet may not be true. Always check information with other websites, books or someone who knows. If you like chatting online it's best to only chat to your real world friends and family.

- ❖ **Tell:** Tell your parent, carer or trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher or other adult immediately.
- 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 or computers in our school.

When children use the Internet in school the system is 'filtered' to minimise the risk of them inadvertently accessing unsuitable material. This is provided by our Internet service provider through REAch2 Academy Trust.

When children use the Internet or e-mail system at home the same rules should apply with the parent taking the role of 'teacher'.