Roe Valley Integrated Primary Internet Access Policy for Pupils

1.1 Introduction

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan for and make use of communications technology, for example, web-based resources and e-mail. Access to life-long learning and employment increasingly requires computer and communications use and pupils need to develop life skills in their use.

Home and social Internet use is expanding and it is becoming an important part of learning and communication during leisure time. This brings pupils into contact with a wider range of information, the scope and nature of which may or may not be appropriate for the pupil. This policy is the result of discussions with Parents, Teachers, and Governors strategies for the responsible use of the Internet in the school, home and community.

1.2 Rationale

The Internet is managed by a worldwide, non-statutory collaboration of independent agencies that serve mainly an adult audience. Without appropriate measures, access to unsuitable materials would be possible and security compromised. This Policy will help to ensure that Internet use supports schools' educational aims, that responsibilities to pupils are met and that Council requirements are satisfied.

1.3 Contents
♦ **Internet Access Policy statements**
♦ **Rules for Responsible Internet Use for children in our Primary School**
♦ **Sample letter to parents with permission form**
♦ **References and further reading for schools and for parents**

Internet Access Policy Statements

2.1 Internet access for pupils is important

The purpose of Internet access for Pupils at Roe Valley Integrated Primary School is to:

♦ Raise educational standards

♦ Support the professional work of staff

♦ Enhance the school's management information systems

♦ Provide access to the Internet as a necessary tool for students learning

2.2 Internet access is a tool for effective learning

Teachers, parents and pupils have the opportunity to develop good practice in using the Internet as a tool for teaching and learning.

There is a fine balance between encouraging autonomous learning and maintaining adequate supervision of pupils. Both parents and teachers aim to achieve this balanced approach through the encouragement and support pupils are given.

Whilst ensuring Internet use is as safe as possible and also enabling increased use of the Internet, the quality of that use becomes a critical factor. Both parents and teachers aim to maintain a high quality of Internet use through the encouragement and supervision pupils are given.

At Roe Valley Integrated Primary School Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement;

• Pupils will be given clear objectives for Internet use;

• Staff will have the facilities to bring sites into C2K Firewall;

• Pupils will be educated in taking responsibility for Internet access.

2.3 Pupils will be taught to assess Internet content

Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher. The C2K Firewall operated by our WELB schools offers a high level of control in that web sites have to be brought into the C2K Firewall by teaching staff. However, ICT teaching should be widened to incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media. The tendency to use the Web when better information may be obtained from books may need to be challenged.

• Pupils will be taught ways to validate information before accepting that it is necessarily accurate;

• Pupils will be taught to acknowledge the source of information, when using Internet material for their own use;

2.4 The Management of Web Publishing

The School Web site inspires pupils to publish work to a high standard, for a very wide audience. The Web site celebrates pupils' work, promotes the school and publishes resources for projects or homework. It is important the Web site reflects the school's ethos and that information is accurate and well presented.

As the school's Web site can be accessed by anyone on the Internet, the security of staff and pupils is paramount. The publishing of pupils' names beside photographs that identify individuals is considered inappropriate on Web pages.

- Home information or individual e-mail identities will not be published;
- Pupils full names will not be used anywhere on the Web site, particularly alongside photographs;
- Written permission from parents will be sought before photographs of pupils are published on the school Web site.

2.5 The Authorisation of Internet Access

Access to the Internet is allocated on the basis of educational need and it should be clear who has Internet access, and who has not.

At Roe Valley Integrated Primary School, all pupils have access only to educational sites only within the C2k Firewall and only when supervised. Access to educational sites outside C2k are at the discretion of the teacher who will use the appropriate passwords to obtain access.

- Internet access is a necessary part of the statutory curriculum. It is an entitlement for pupils based on responsible use;
- At Key Stage 1, the majority of the access to the Internet will be by teacher or adult demonstration. However there are situations especially in Year 2 when children have supervised access to specific approved on-line materials;
- At Key Stage 2, Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible Internet use;
- Parents are informed that pupils will be provided with supervised Internet access through the display of Long term Plans.

2.6 Assessing the appropriateness of Internet Web Sites

At Roe Valley Integrated Primary School we aim to minimise the risk that pupils might access unsuitable materials via the school system by implementing the following procedures.

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal.
- The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990;
- Methods to identify, assess and minimise risks will be reviewed annually through policy review and each time unsuitable material is accessed.
- The ICT Coordinator will ensure that the policy is implemented effectively.
- The passwords are only recorded in written form in the ICT Coordinators file.

2.7 How Roe Valley Integrated Primary School ensures Internet access is safe

Access to appropriate information should be encouraged and Internet access must be safe for all members of the school community from youngest pupil to teacher and administrative officer. Pupils will generally need protected access to the Internet.

- Pupils and teachers will be informed that Internet use will be supervised and monitored;
- The school will work in partnership with parents, the WELB, DENI and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the ICT co-ordinator;
- Any material that the school suspects is illegal will be referred to the Internet Watch Foundation.
- Pupils will be made aware that the writer of an e-mail or the author of a Web page might not be the person claimed;
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

2.9 How complaints regarding Internet use must be handled

Prompt action is required if a complaint is made. The facts of the case will need to be established, for instance whether the issue has arisen through Internet use inside or outside school.   Transgressions of the rules could include minor as well as the potentially serious and the range of sanctions is linked to the school's behaviour policy.

- Responsibility for handling incidents will be given to senior members of staff;
- Pupils and parents will be informed of the complaints procedures;
- 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 will be made to establish the legal position and discuss strategies;
- Sanctions available include interview/counselling by senior Staff and, if appropriate, informing parents or carers;
- A pupil may have e-mail, Internet or computer access denied for a period of time depending on the nature of the incident.

<u>Rules for Responsible Internet Use</u>

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- **I will ask permission from a member of staff before using the Internet;**

- **I will use only my own login and password.**

- **I will not access other people's files.**

- **I will use the computers only for school work and homework.**

- **I will not bring CD Roms/USB pens into school unless I have permission.**

- **I will only e-mail people I know, or my teacher has approved.**

- **The messages I send will be polite and sensible.**

- **I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.**

- **To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like.**

- **I understand that the school may check my computer files and may monitor the Internet sites I visit.**

- **I will only access Educational Web sites.**

Signed :   **Chairperson, Paul Canning**

Date:

Signed :   **Principal, Anne Quinn**

Date:

Updated January 2011

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26th January 2011

Dear Parent / Guardian

Responsible Use of the Internet

As part of pupils' curriculum enhancement and the development of ICT skills, Roe Valley Integrated Primary School is providing supervised access to the Internet including e-mail.

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 access provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we enclose references to information on safe Internet access that may be of use.

Every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials.

I enclose a copy of the Rules for Responsible Internet Use that we operate at Roe Valley Integrated Primary School.

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

Yours sincerely

Anne Quinn
Principal

Permission for Internet Access

Parent/Guardian's permission	**Pupil's agreement**
I give permission for access to the Internet on the terms set out in the above letter.	I agree to follow the Rules for Responsible Internet Use.
Signed: … … … …… ………… … …… …	Signed: … …… …… …… ……… …… …
Print name: … …… …… ……… …… … …	Print name: … …… ……… …… …… … …
Date: … …… …… ………… … …	Class: … … …… ……… … …… … …

References

Particularly for Parents

America Links Up
Useful US government site for parents   www.netparents.org/

Government site for Parents (UK)
Information about education for parents   www.dfee.gov.uk/parents/

NCH Action for Children
A Parents' Guide to the Internet, leaflet   www.nchafc.org.uk/internet/

Parents and IT
BECTa information sheet   www.becta.org.uk/info-sheets/parents.html

Parents' Information Network (PIN)
Guidelines on using the Internet safely   www.pin-parents.com

Particularly for Schools

Association for Co-ordinators and Teachers of IT (ACITT)
Acceptable Use Policy for UK Schools   www.acitt.org.uk/aup.html

Connecting Schools, Networking People 2000
BECTa, October 1999 (free order line)   Tel: 024 7641 6669

Internet Watch Foundation   www.iwf.org.uk
Reporting illegal Internet material   Tel: 0845 600 8844

Irish National Centre for Technology in Education
Comprehensive advice on Internet use   www.ncte.ie/support.htm

NGFLPromoting the Responsible Use of the Internet in Schools
British Computer Society / NAACE leaflet   www.bcs.org.uk/iap.htm

Superhighway Safety Pack   http://vtc.ngfl.gov.uk/vtc/library/safety.html
Free pack from DfEE on safe Internet use   Tel: 0845 6022260

BECTa
Advice and guidance on computer misuse   www.becta.org.uk.

The Internet and the World Wide Web
Information sheet published April '99   www.becta.org.uk/info-sheets/internet.html