St. Peter's C.E. Primary School
Internet Access Policy

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.

The school believes 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 and guardians.

At St. Peter's, 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 sent an explanatory letter and the e-Safety rules which form our Internet Access Agreement (attached to the end of this document). This is an extension to the Home School Agreement.

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 practice
_ exchange of curriculum and administration data with LA/DFE
_ 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.

The school intends to teach pupils about the vast information resources available on the internet, using it as a planned part of many lessons. 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 Curriculum Leader and the Deputy Headteacher will assist in the

dissemination of this information. Initially the pupils may be restricted to sites which have been reviewed and selected for content before being allowed to openly search on the internet.

Pupils will have the opportunity to exchange information via e-mail. They will be taught how to use the address book, how to attach files to an email and how to follow conventions of politeness. As pupils gain experience, they will be taught how to use searching techniques to locate specific information for themselves. Comparisons will be made between researching from different sources of information, (CD Rom, books, WWW). Pupils will learn to decide when it is appropriate to use the internet, as opposed to other sources of information, in terms of the 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 internet for use in pupils' presentations. Tasks will be set to encourage pupils to view web sites and information with a critical eye.

Pupils' Access to the Internet
St. Peter's school uses a "filtered" internet service provided by the LA, which minimises the chances of pupils encountering undesirable material. We will only allow children to use the internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils the expectation we have of them.

Expectations of Pupils using the Internet
o All pupils are expected to read and agree the Internet Access Agreement.
o At St. Peter's, we expect all pupils to be responsible for their own behaviour on the internet, just as they are anywhere else in school. This includes materials they choose to access and language they use.
o 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 switch off their screen and report it immediately to a member of staff, so that the Service Provider can block further access to the site.
o Pupils are expected not to use any rude language in their e-mail communications and contact only people they know or those the teacher has approved. They have been taught the rules of etiquette in e-mail and are expected to follow them.
o Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
o Pupils should not access other people's files unless permission has been given.
o Computers should only be used for schoolwork and research unless permission has been granted otherwise.
o No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
o No programs on disk or CD Rom should be brought in from home for use in school. This is for both legal and security reasons.
o 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.
o Pupils consistently choosing not to comply with these expectations will be warned,

and subsequently, may be denied access to Internet resources.

Website Guidelines

School office staff and members of the SLT are the only people who are permitted to access Facebook in school and only for means of communicating school information on there.

The school website can be used to celebrate good work, promote the school, publish resources for projects and research, and link to other good sites of interest.
o Home information and e-mail identities will not be included, only the point of contact to the school i.e. phone number, school address and e-mail
o Work displayed will be of the highest quality and reflect the status of the school
o With parental consent, photographs of children participating in school activities and named work will be presented
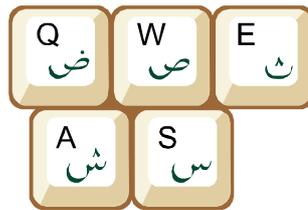
Social Media use by staff

With the exception of the above mentioned SLT and the School Business Manager having access to such sites, no other use of social media websites is permitted in school. If staff have their own personal accounts with such sites they need to be access it outside of work hours and use it appropriately, ensuring that the reputation of the school and/or its staff is not compromised.

Internet Agreement

All pupils and their parents / guardians along with staff will be asked to read and sign an Internet Access and Publication of Children's Work agreement covering the expectations we have of using the internet in school.

Policy updated October 2016 by Mrs. B. Flitcroft, Headteacher

Key Stage 1

Think then Click

These rules help us to stay safe on the Internet

- We only use the internet when an adult is with us.

- We can click on the buttons or links when we know what they do.

- We can search the internet with an adult.

- We always ask if we get lost on the internet.

- We can send and open emails together.

- We can write polite and friendly emails to people that we know.

Think then Click

e-Safety Rules for Key Stage 2

At St. Peter's Primary School, we expect all pupils to be responsible for their own behaviour on the internet, just as they are anywhere else in school. This includes materials they choose to access and language they choose to use.

We ask permission before using the internet.
We only use websites approved by an adult.
We tell an adult if we see anything we are uncomfortable with.
We immediately turn off the screen if we not sure about a website.
We send e-mails that are polite and friendly.
We never give out personal information or passwords.
We never arrange to meet anyone we don't know.
We do not open e-mails sent by anyone we don't know.
We do not use internet chat rooms.
We do not download anything.
We ask before printing anything out.

St. Peter's C. E. Primary School
Internet Access and Publication of Children's Work Agreement

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil: *Class:*

Pupil's Agreement

I have read and I understand the school e-Safety Rules.

I will use the computer, network, Internet access and other new technologies in a responsible way at all times.

I know that network and Internet access may be monitored.

Signed: *Date:*

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

Signed: **Date:**

Please print name:

Please complete, sign and return.