

# Buxton Primary School

Aylsham Road, Buxton, Norwich, NR10 5EZ

Telephone: 01603 279357 Fax: 01603 279296

Email: [head@buxton.norfolk.sch.uk](mailto:head@buxton.norfolk.sch.uk)

Headteacher: Miss Deborah Leahy



## Internet Policy 2009/10

### Why is Internet use important?

The Internet is an essential element in 21<sup>st</sup> Century life for education, business and social interaction. It is an open communications channel allowing information to be transmitted to many locations in the world. Messages may be sent, ideas discussed and material published, with very little restriction. These features of the Internet make it an invaluable resource used by millions of people every day.

The purpose of Internet use in school is to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems. Benefits of using the Internet in education include:

- Access to world-wide educational resources
- Inclusion in government initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC)
- 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
- Improved access to technical support including remote management of networks
- Exchange of curriculum and administration data with the LEA and DfES.

The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. Consequently, in delivering the curriculum teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail to enrich and extend learning activities. Effective Internet use is an essential life-skill for all pupils to master.



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## Core Principles of Internet Safety

In common with most technologies, Internet use presents risks as well as benefits. Pupils could be placed in inappropriate and even dangerous situations without mediated Internet access. To ensure responsible use and the safety of pupils the school's policy is built on the following five core principles:

### Guided educational use

Internet use will be planned, task orientated and educational within a regulated and managed environment.

### Risk assessment

Both staff and pupils will be aware of the risks associated with Internet use. Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in school is allowed. Staff and pupils will know what to do if they come across inappropriate material when using the Internet.

### Responsibility

Internet safety depends on staff, governors, advisors, parents, and, where appropriate, pupils themselves taking responsibility for use of the Internet and associated technologies. The school will seek to balance education for responsible use, regulation and technical solutions to ensure pupils' safety.

### Regulation

The use of the Internet, which brings with it the possibility of misuse will be regulated. Fair rules, written for pupils to read and understand, will be prominently displayed as a constant reminder of the expectations regarding Internet use.

### Appropriate Strategies

Effective, monitored strategies will be in place to ensure responsible and safe Internet use. The school will work in partnership with the LEA, DfES, parents and the Internet Service Provider to ensure systems to protect pupils are regularly reviewed and improved.

## INTERNET ACCESS

Parents will be informed that pupils will be provided with supervised internet access and will be required to sign and return a form **acknowledging their understanding of the school's policy**



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**on Internet use.** The school will keep a record of all staff and pupils who are granted Internet access. The record will be monitored by the ICT Co-ordinator.

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils.. The school, with the support and guidance of the LEA, will take all precautions to ensure that users only access appropriate material. However, due to the international and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never occur on a school computer. Neither the school nor Norfolk LEA can accept liability for the material accessed, or any consequences of Internet access.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported immediately to the Internet Service Provider via the ICT Co-ordinator or head teacher.

Staff and pupils will be made aware that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

## STAFF ACCESS

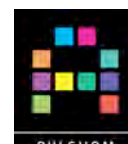
**Staff will be encouraged to use this resource to support and enrich their own teaching and professional development. Staff will observe all restrictions and policies with regards to appropriate use of the internet. Any complaint about staff misuse must be referred to the Head Teacher. This facility is not for personal use.**

## E-MAIL

Each pupil and member of staff will have/has their own e-mail address on the school's networked system. Only these approved e-mail accounts may be used on the school system. Pupils must not reveal details of themselves or others, such as the address or telephone number, or arrange to meet anyone in e-mail communication. Pupils must immediately tell a teacher if they receive offensive e-mail.

## SCHOOL WEB SITE

The school's web site is to celebrate children's achievements, promote the school, provide information to parents and publish resources for projects or homework. The point of contact on the web site is the school address, school e-mail and telephone number. Staff or pupils' home information will not be published. Written permission from parents or guardians will be obtained



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before photographs of pupils are published on the school web site. All web site photographs will be selected carefully to ensure that individual pupils can not be identified.

Buxton Primary School are re- developing the school website this year.

## SCHOOL RULES

The school has developed a set of guidelines for Internet use by pupils. These rules will be made available to pupils and kept under constant review. All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses and their responsibilities towards pupils.

The following rules apply to all pupils:

- I will ask permission before entering before entering any web site, unless my teacher has already approved that site.
- I will only use my own login and password, which I will keep secret.
- I will not look at or delete other people's files
- I will not bring disks/memory sticks/mobile phones into school without permission
- I will only e-mail people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- When sending an e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher 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.



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## SANCTIONS

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may have to be involved.

## Policy Review

*This policy will be reviewed annually.*



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## Pupil's Acceptance of the School's Policy regarding Acceptable Use of the Internet

Please complete and return this form to your child's class teacher.

### Pupil's agreement:

I have read and understood the school rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

I understand that if I break these rules then I may not be allowed to use the Internet.

Pupil's signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

### Parent's/Guardian's acknowledgement:

I have read and understood the school rules for responsible Internet use 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. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I understand that the school is not liable for any damages arising from the use of Internet facilities.

Parent's/Guardian's signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Name of Pupil \_\_\_\_\_

Class \_\_\_\_\_

### **Parent's Consent for Web Publication of Work and Photographs**

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also understand that photographs that include my son/daughter will be published on the internet **only** if they comply with the school rules that photographs will not clearly identify individuals and that full names will not be used.

Parent's/Guardian's signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

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SCHOOL

The school acknowledges the above signatures and therefore grants Internet access.

Signed \_\_\_\_\_ (Head Teacher)

