

Use of Internet Policy

[Next update – September 2018]

This Policy should be read in conjunction with the School's Policies on Anti- Bullying, Child Protection and Safeguarding, Health and Safety, Data Protection, and Parental Complaints. The School complies fully with the requirements of the Education Act 2002, and the Education (Independent Schools) (England) regulations 2010.

1. 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 purpose of this policy is to:

- Establish the ground rules for using the internet in the School
- Describe how these fit into the wider context of the School's discipline policies
- Demonstrate the methods used to protect pupils 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. The responsibility for setting and conveying the standards that pupils are expected to follow, when using media and information resources, is one which the School shares with parents and guardians through a combination of site-filtering, of supervision and by fostering a responsible attitude in pupils. Parents will be sent an explanatory letter and the rules which form the School's Internet Access Agreement.

2. 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 the local education authority and the Department for Education and Employment
- social and leisure use
- greatly increased skills in literacy, particularly in being able to read and appraise critically and 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 teaching 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 Co-ordinator will assist in the dissemination of this information.

Pupils will have the opportunity to exchange information via email. They will be taught how to follow conventions of politeness and use communication methods in a sensible way.

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, for example CD ROM, books, the world-wide web. It is intended that 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 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.

3. Pupils' access to the internet

The School will use a filtered internet service, which will minimise the chances of pupils' encountering undesirable material.

Pupils will be allowed to access the internet only when there is an appropriate member of the teaching staff 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 where their responsibilities lie.

Teachers will have access to pupils' internet-related files and will check these on a regular basis to ensure that expectations of behaviour are being met.

4. Expectations of pupils using the Internet

- All pupils are expected to read and accept the Internet Agreement.
- At any time, all pupils are expected 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.
- Pupils using the world wide web are expected not to seek out any inappropriate materials. The definition of what is inappropriate is at the discretion of the School. Should any pupils encounter any inappropriate material accidentally, they are required to report it immediately to a teacher, so that the ICT technician can block further access to the site.
- **Pupils are expected to be aware that use of the internet in School is for the purposes of study only. Any other use is forbidden.**
- Pupils must ask permission from their teacher before accessing the internet.
- Any attempt to circumvent the security measures in place will be regarded as a serious breach of School discipline.

- Pupils must not access other people's files.
- Pupils must not share or encourage anyone else to share their network password.
- Computers should be used only for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the internet. This is to prevent corruption of data and avoid viruses.
- No programs on disc or CD-ROM should be brought in from home for use in school. This is for both legal and security reasons.
- Personal printing is not allowed on the School's network. This includes any homework. Any homework sent in for printing at School will be returned.
- Any portable device brought into School that requires connection to the School's systems will need to have full internet security already loaded. The device must be surrendered to the Computer Science teacher, with full administrative rights so that it can be inspected. It can take up to 7 days to complete the checks and add the computer to the School's network.
- Pupils are still bound to the internet agreement as laid out in the Use of Internet Policy when using their own equipment.
- No personal information, such as phone numbers and addresses, should be given out and no arrangements to meet a third party who is not a member of the School are to be made unless these are part of an approved School project.
- Any use of the internet to target or identify any person to their detriment – such as cyber-bullying or posting pictures - is a serious disciplinary offence and may merit immediate expulsion.
- Photos/videos of pupils may be used on the School website/Facebook page, for advertising purposes or for general display. This signed agreement will be used as permission; if parents / guardians prefer this not to happen, a signed letter must be handed to the Principal.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to internet resources. They will also come under the general discipline procedures of the School, which comprise an escalating set of measures, including a letter to parents and withdrawal of privileges.

5. Website guidelines

The School's website can celebrate good work, promote the school, publish resources for projects and homework, and link to other good sites of interest.

- 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 address.
- Group photographs will not include names unless printed in the local paper.
- Work displayed will be of the highest quality and reflect the status of the school.

6. Internet Agreement

All pupils and their parents / guardians will be asked to read and sign an agreement covering the expected conduct of pupils using the Internet in the School.

**Authorised by Mr E J Matyjaszek, Principal
October 2017**