



## Waltham St Lawrence Primary School

### Policy for Use of the Internet

#### Introduction

**The purpose of internet access in Waltham St Lawrence School is to first and foremost to raise educational standards, to open up the technological world to our children, to support the professional work of staff and to enhance the school's management information and business administration systems.**

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, pupils 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 pupils have in school for using the Internet;
- Describe how these fit into the wider context of our Behaviour and PSHE policies; and
- Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence.
- To protect children from cyber bullying and offensive communication

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 carers.

At Waltham St Lawrence Primary School, pupils 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 rules which form our Pupil Internet Charter (attached to the end of this document). This can be seen as 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
- social and leisure use
- greatly increased skills in English, 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 pupils' sites appropriate to the age range and ability of the pupils being taught and the Computing Subject Leader will assist in the dissemination of this information.

Initially the pupils may be restricted to sites which have been reviewed and selected for content. Pupils may be given tasks to perform using a specific group of web sites accessed from a common 'Favourites' menu on the school 'Intranet'.

From Year 3 Pupils have the opportunity to exchange information via email. Pupils 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, pupils will be taught how to use searching techniques to locate and specific information for themselves. Comparisons will be made between researching from different sources of information (CD Rom, books, WWW). We hope 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, 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 will be involved as much as possible with the design, construction and maintenance of the School Website.

### **Pupils’ Access to the Internet**

We will normally 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. Teachers will have access to pupils’ emails and other Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

### **Expectations of Pupils using the Internet**

All pupils are expected to read and agree the Internet Agreement. At WSL School, we expect all children to be responsible for their own behaviour on the Internet, just as we are anywhere else in school. This includes materials we choose to access, and language we use.

- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupil encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the Service Provider can block further access to the site.
- Pupils are expected not to use any rude language in their email communications and contact only people we know or those the teacher has approved. Pupils have been taught the rules of etiquette in email and are expected to follow them.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet to prevent the corruption of data and to 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.
- 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.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. We will also come under the general discipline procedures of the school.

### **Intranet and Conference Site**

We have a well used intranet where the children can work online but within the safety of a supervised school portal. We are able to access this from both home and school, send emails, conference with staff and each other and chat.

### **Website Guidelines**

- A website can celebrate good work, promote the school, publish resources for projects and homework and link to other good sites of interest.
- Names and photographs are used only with parental consent.
- 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 to Head/ Co-ordinator.
- Group photos will not contain a names list.
- Work displayed will be of the highest quality and reflect the status of the school.

### **Internet safety**

Each year we take part in the Safer Internet Day learning about internet safety, this is a standalone session that every Key Stage child accesses and at their age appropriate level. We also refer to and remind children about E safety every time we use the internet.

**Virus Protection**

All internet traffic comes through various security filters, i.e. firewalls, Sophos Anti-Virus. All school laptops and servers are also scanned locally using Sophos.

**Website Access**

Any website accessed is logged by Web Screen, and the nominated contact for the school can login to the Support site, and run reports of websites allowed and blocked etc.

Inappropriate website is automatically blocked. Our IT Provider will check regularly.

**Cyber bullying**

Cyberbullying can be defined as the use of Information and Communications Technology (ICT), particularly mobile phones and the Internet, deliberately to upset someone else. We at Waltham St Lawrence are aware of the existence of cyberbullying and have a reporting procedure in place.

**Internet Agreement**

All pupils and their parents/carers will be asked to read and sign a charter (a copy is attached to this policy) covering the expectations we have of pupils using the Internet in school.

**Policy Updated:** April 2022

**Date of Review:** April 2023



**Waltham St Lawrence Primary School**

# Pupil Internet Charter

We, the pupils of Waltham St Lawrence and our parents/guardians have agreed this charter covering the expectations we have of using computers and the Internet in school.

- At Waltham St Lawrence Primary School we expect to be responsible for our own behaviour on the Internet, just as we are anywhere else in school. This includes materials we choose to access, and language we use.
- We are encouraged to communicate through our Virtual Learning Environment: Office 365 where we each have our own email account and class domain.
- We use the World Wide Web and are expected not to deliberately seek out offensive materials. Should we encounter any such material accidentally, we are expected to report it immediately to a teacher.
- We are not to use any rude language in our email communications and contact only people we know or those the teacher has approved. It is forbidden to be involved in sending chain letters.
- We must never use ICT to upset or offend others, if we feel offended we must report it to a teacher.
- We must ask permission before accessing the Internet.
- We should not access other people's files unless their permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet.
- No programs on disk, memory stick or CD Rom should be brought in from home for use in school unless given to teacher.
- Personal printing is not allowed on our network for cost reasons (e.g. pictures of pop groups/cartoon characters).
- 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.
- If we choose not to comply with these expectations we will be warned and subsequently may be denied access to computing resources.