Lyme Community Primary School
Internet and E-Safety Policy

Introduction

Today the Internet is as commonplace as the telephone or TV. Significant educational benefits should result from curriculum Internet use, including access to information from around the world and the ability to communicate widely.

Our school has a duty to provide children with quality Internet access as part of their learning experience. The purpose of Internet use in school is to raise educational standards, to promote pupil achievement and to support the professional work of staff. The Benefits of using the Internet are that it allows access to world-wide educational resources including for example, museums and art galleries.

Our Staff ensure reasonable precautions to ensure that users access only appropriate material. Rules for Internet access will be posted near all computers. Virus protection will be installed and updated regularly.

Principles for Acceptable Use of the Internet

Use of school computers, laptops and iPads by pupils must be in support of the aims and objectives of the National Curriculum.
Children will not be allowed to use computers to access the internet during wet playtimes.

Online activities which are encouraged include:

The use of email and computer conferencing for communication: between colleagues, between pupils and teachers, between schools and industry.
The use of the school website and the LIFE Learning Community to access and share information such as videos, blogs and books.
The use of online learning platforms such as ESPRESSO.
Use of the Internet to investigate and research school subjects, cross-curricular themes or topics related to social and personal development.
The development of pupils' competence in ICT skills and their general research skills.

Online activities which are not permitted include:

Searching, viewing or retrieving materials that are not related to the aims of the curriculum.
Copying, saving or redistributing copyright-protected material, without approval.
Subscribing to any services or ordering and goods or services, unless specifically approved by the school.
Playing computer games or using other interactive 'chat' sites unless specifically approved by the school.
Using the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages).
Publishing, sharing or distributing any personal information about a use (such as: home address; email address; phone number; etc).
Downloading software.
Any activity that violates a school rule.

Children will:

Have equal access to email in a safe & secure environment.
Have equal access to a variety of approved websites through the Intranet.
Children will be taught all the skills in order to use Internet & email as an ICT tool.
Children will use Internet & email to support, enhance & develop all aspects of curriculum.
Children will develop Internet & email skills at the appropriate level regardless of race, gender, intellect and emotional or physical difficulties.

Guidance for All Users

Staff are encouraged to use ICT resources in their teaching and learning activities, to conduct research, and for contact with others in the education world. Electronic information-handling skills are now fundamental to the preparation of citizens and future employees in the Information Age. Staff are encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum. They should model appropriate and effective use, and provide guidance and instruction to pupils in the acceptable use of the Intranet/Internet.

When using the Internet, all users are expected to comply with all laws and government regulations concerning copyright, libel, fraud, discrimination and obscenity and all school staff are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.

Pupils are responsible for their good behaviour on the school networks, just as they are on and off school premises. While the use of information and communication technologies is a required aspect of the national Curriculum, access to the Intranet/Internet is a privilege – not a right. It will be given to pupils who act in a considerate and responsible manner, and may be withdrawn if they fail to maintain acceptable standards of use.

Staff should ensure that pupils know and understand that, in addition to the points found under Online activities which are not permitted on page 1 of this document, no Intranet or Internet user is permitted to:

Retrieve, send, copy or display offensive messages or pictures.
Use obscene or racist language.
Harass, insult or attack others.
Damage computers, computer systems or computer networks.
Violate copyright laws.
Use another user's password.
Trespass in another user's folders, work or files.
Use the network for commercial purposes.

Supervising and Monitoring Usage

Teachers should guide pupils toward appropriate materials on the Intranet/Internet. This will avoid a great deal of time wasting as well as going some way towards monitoring the sites accessed by pupils.

Internet access for pupils in schools should be available only on computers that are in highly-used areas of the school such as classrooms, libraries and computer rooms. Machines, which are connected to the Intranet/internet, should be in full view of people circulating in the area. Primary aged pupils should never use Intranet/Internet services without close supervision.

While using the Internet at school, pupils should be supervised. However, when appropriate to their age and their focus of study, pupils may pursue electronic research independent of staff supervision, this should be at the discretion of the teacher in charge. No pupil should use school access to the intranet/internet unsupervised unless they have written permission from a parent or guardian. In all cases pupils should be reminded of their responsibility to use these resources in line with the school policy on Acceptable Use. When using portable hardware, such as iPads and laptops, to access the internet pupils will be supervised at all times and follow the rules for all other internet usage.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on St Helens LA Intranet or school servers to be absolutely private. An email is as private as a postcard, it is quite likely that no one other than the sender and receiver will ever read it, but others could if they were inclined.

Filtering External Websites

It is an absolute requirement that access to the Internet provided to staff and pupils in any school or educational institution through any Internet Service Provider (ISP) is a blocked or filtered service. All users should be aware that the LA can and does track and record the sites visited and the searches made on the Intranet/internet by individual users.

Schools should advise parents that they provide filtered and monitored access to the Internet for pupils. However, they should also be aware that with these emerging and constantly changing technologies there is no absolute guarantee that a pupil cannot access materials that would be considered unsuitable. The chance of just coming across such materials is highly unlikely, but it obviously increases in direct proportion to the amount of time and effort an individual puts into their search. If you are unfortunate enough to come across any offensive web pages, whilst using school equipment, you are obliged to make a note of the address and report it to the Children and Young People's (CYP) IT Helpdesk immediately on 0808 1786996 (Agilisys) The IT staff will then take the appropriate action to block the site.

This policy was updated in March 2013.
It will be reviewed in two years or earlier if necessary.