Date: September 2023

Review: September 2024

Primrose Hill School Internet Access Policy

INTERNET ACCESS POLICY

Euxton Primrose Hill's Internet Policy has been written by the Computing coordinator and Headteacher, building on NGfL policy and government guidance. It has been agreed by all staff and approved by governors. It will be reviewed in accordance with the policy review calendar.

WHY THE INTERNET IS IMPORTANT

The purpose of Internet use in our school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.

Internet use is part of the statutory curriculum and a necessary tool for staff and pupils.

Internet access is an entitlement for children who show a responsible and mature approach to its use.

The Internet is an essential element in modern life for education, business and social interaction. Our school has a duty to provide pupils with quality Internet access as part of their learning experience.

HOW THE INTERNET BENEFITS EDUCATION

We consider the Internet to be vital for educational development. Benefits of using the Internet in education include:

- Access to world-wide educational resources including museums, art galleries and other school sites across the world.
- Access to online learning platforms such as Showbie as a means to view, complete and upload work.
- Inclusion in government initiatives.
- Educational and cultural exchanges between pupils world-wide.
- Access to experts in many fields for pupils and staff.
- Staff professional development through access to national developments, educational materials and best curriculum practice.

HOW THE INTERNET WILL ENHANCE TEACHING AND LEARNING

Our school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of our pupils. Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use. Adults will guide pupils in online activities that will support the learning outcomes planned for the class. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

EVALUATING INTERNET CONTENT

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the school technician, DSL or Internet Service Provider within the LEA depending on the severity of the content. Euxton Primrose Hill staff and pupils use Internet derived materials within copyright law. Pupils at Euxton Primrose Hill will be taught to be critically aware of the materials they read, acknowledge the source of the information and to respect copyright law when using Internet material in their work.

MANAGING WEBSITE CONTENT

The point of contact on the Web is the school address, school email and telephone number. Staff and pupils' home information will not be published. The school is responsible for all changes to the school website with support from the website provider if needed. Content is changed and amended by members of staff only, with username and password access.

Web site photographs that include pupils will be selected carefully and will **not** identify individual pupils by name. **Children will only be referred to by first names anywhere on the website but never in conjunction with their photograph, particularly in association with published work**. Written permission will be obtained from parents on the school admission form before photographs and work of pupils are published on the school website. The Headteacher will take overall editorial responsibility and ensure content is accurate and appropriate.

The school website is provided by primarysite.net and is used to update news, events and publish photos and class work. Children will not access the blogging platform directly. All photos and children's work added by classes will be uploaded by members of staff only.

The school's computing subject leader, in conjunction with the school's IT manager, will have responsibility for monitoring web filters on a regular basis and will report to the Headteacher on a regular basis. Should any safeguarding concerns arise, the DSL should be informed immediately using the standard safeguarding concerns systems.

NEWSGROUPS AND CHAT ROOMS

Pupils at Euxton Primrose Hill will not be allowed access to public or unregulated chat rooms. Pupils will be supervised when using educational chat rooms chosen by staff in school, should these be deemed appropriate for an aspect of learning. Children will be taught about chat room safety and its importance.

COMMUNICATION WITH PUPILS – PAST & PRESENT

All staff recognise the risks and dangers of forming on-line "friendships" or entering into communication with parents/carers and pupils. This could lead to professional relationships being compromised and allow themselves to be placed in vulnerable situations possibly leading to serious allegations. Online friendships and communication with present pupils is strictly not allowed and communications with past pupils under the age of 18 is not permitted. (See Guidance on the use of social networking sites and other forms of social media which supports this policy).

INTERNET ACCESS WITHIN LESSONS

Access to the internet is an integral part of lessons at Primrose Hill. Lessons across all subjects often make use of apps, websites and online learning platforms to enhance teaching and learning.

At Key Stage 1 and EYFS, access to the Internet will be by adult demonstration followed by directly supervised access to specific, approved on-line materials.

Key Stage 2 children all have their own iPads with internet access. Within lessons pupils are allowed to use provided links and websites independently, online learning platforms such as Showbie and search engines in the presence of an adult. All iPads can be monitored through the use of Apple Classroom.

At Euxton Primrose Hill we teach the children to use a variety of search engines such as "Google", "Duck Duck Go", "Kiddle", "Swiggle" and "Ecosia". Ecosia links to our Eco School status as the search engine uses profits to plant trees. The LEA filter is enabled at all times even when using a search engine. This is monitored weekly by the SLT/DSL and reported to governors on a regular basis. Staff are also taught about the need for vigilance at all times and the importance if immediate reporting of any searches that may cause concern.

ASSESSING RISKS

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

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Methods to identify, assess and minimise risks will be reviewed regularly. The Headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored. The Headteacher will handle any Internet related complaints in accordance with school policy.

INTERNET FILTERING

The school will work in partnership with parents, the LEA and the DFE guidelines to ensure systems to protect pupils are reviewed and improved. If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Computing coordinator, Head teacher or IT manager and in serious cases, the Internet Service Provider via the Head teacher.

All Internet access at Euxton Primrose Hill will be filtered through the LEA proxy server. This facility can only be disabled by the IT manager or Headteacher in consultation with the LEA. All staff will ensure that regular checks are made to ensure that the filtering methods selected

are appropriate, effective and reasonable. Any material that the school believes is illegal must be referred to the LEA.

INTRODUCING THE INTERNET POLICY

Rules for Internet access will be posted near or on all computer systems or in the classroom. Pupils will be regularly reminded of the rules and made aware that use of the Internet is reliant upon following these rules. These will also be covered during Online Safety lessons within the Computing Curriculum.

STAFF CONSULTATION

Staff have received training in the use of the school's internet systems, including monitoring and filtering in line with KCSIE 2023. All staff must accept the terms of the 'Internet Access Policy' and sign the Acceptable Use Policy Agreement before using any Internet resource in school. All staff including teachers, supply staff, classroom assistants and support staff, will be provided with a copy of the policy and are expected to follow its content.

MAINTAINING ICT SYSTEM SECURITY

The school ICT systems will be reviewed regularly with regard to security. Virus protection will be installed and updated regularly in accordance with LEA instructions.

PARENTAL INVOLVEMENT

Parent's attention will be drawn to the school's Internet Access Policy when children join Euxton Primrose Hill. Internet issues will be handled sensitively to inform parents without undue alarm. Euxton Primrose Hill will always work in partnership with parents.