

# **MOOR PARK PRIMARY SCHOOL – INTERNET POLICY**

## **THE IMPORTANCE OF INTERNET ACCESS**

Internet access at Moor Park is a necessary tool for staff and students. It will help to raise educational standards, to support the professional work of the staff and to enhance the school's management information and business administration systems.

## **THE BENEFITS OF HAVING ACCESS TO THE INTERNET**

The benefits to be gained through the appropriate use of the Internet are:

- Access to world-wide educational resources including museums and art galleries.
- Inclusion in government initiatives.
- Exchanges with other schools world-wide.
- Discussion with experts in many fields for pupils and staff.
- Staff professional development through access to educational materials and good curriculum practice.
- Communication with the advisory and support services, professional associations and colleagues.
- Improved access to technical support.
- Exchange of curriculum and administration data with the LA and DfEE.
- Promote our school and our learning through our website and blogs.

## **PROVIDING EFFECTIVE LEARNING THROUGH THE INTERNET**

Teachers, parents and pupils need to develop good practice in using the Internet as a tool for teaching and learning. At Moor Park, Internet access will be planned to enrich and extend learning activities. Staff will select sites, which will support the learning outcomes planned for the pupil's age and maturity, and approved sites will be book marked.

## **ASSESSING INTERNET CONTENT**

Teachers will review all material found on the Internet before sharing it with pupils. The teacher/support staff will supervise pupils and take reasonable precautions to ensuring that pupils access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Therefore the use of computer systems without the permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

## **MANAGING E-MAIL**

### **Children**

Children are taught the skills of e-mail through the software 'Sherston e-mail Detectives'.

### **Staff**

All staff have their own e-mail account with Blackpool. E-mail must only be used in school for educational purposes and should not be considered private.

Some teachers have set up class email accounts to enable children to send homework directly to the teacher and to develop links with other schools across the globe.

## **MOOR PARK'S WEB PAGES**

A Moor Park web site has been created to promote the school. It will be the responsibility of the ICT co-ordinator to ensure that the web site reflects the school's ethos and that information is accurate and well presented. As the school's web site can be accessed by anyone on the Internet the following rules must be adhered to ensuring the security of both staff and pupils:

- The point of contact on the web site will be the school name and address; individual e-mail addresses and home information will not be published.
- Photographs must not identify individual pupils, group shots taken from the back will be used in preference to individual "passport" style images;
- Full names will not be used anywhere on the web site.
- All parents have completed permission slips allowing their child to be on the website. Each teacher, the school office and SMT have a list of children **not** allowed to feature.

## **AUTHORISING ACCESS TO THE INTERNET**

Internet access is a necessary part of the statutory curriculum. The majority of the access to the Internet will be by teacher or adult demonstration. However there may be situations when children have supervised access to specific approved on-line materials. All staff with access to the Internet will be asked to sign a statement entitled 'Acceptable Internet Use in the Classroom'. This statement will be posted in the staffroom and all staff including teachers, supply staff, classroom assistants and support staff will be provided with the Internet Access Policy and signed statements will be kept by the ICT co-ordinator in the subject file.

## **INFORMING PARENTS**

A careful balance between informing and alarming parents about Internet use will be maintained. Parents will be informed that pupils will be provided with supervised Internet access. They will also be informed about the 'Internet Access Policy' in a newsletter and on the school web site.

If we are informed that children have accessed inappropriate data at school, or posted something in applications, parents are informed and records are kept by school in the ICT co-ordinators file.

## **CYBERBULLYING**

Cyberbullying can be defined as "The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone" DCSF2007 Many young people and adults find that using the internet and mobile phones is a positive and creative part of their everyday life. Unfortunately, technologies can also be used negatively. When children are the target of bullying via mobiles phones, gaming or the Internet, they can often feel very alone, particularly if the adults around them do not understand cyberbullying and its effects. A once previously safe and enjoyable environment or activity can become threatening, harmful and a source of anxiety. It is essential that young people, school staff and parents and carers understand how cyberbullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse. Promoting a culture of confident users will support innovation and safety. There are a number of statutory obligations on schools with regard to behaviour which establish clear responsibilities to respond to bullying. In particular section 89 of the Education and Inspections Act 2006: every school must have measures to encourage good behaviour and prevent all forms of bullying amongst pupils. These measures should be part of the school's behaviour policy which must be communicated to all pupils, school staff and parents gives headteachers the ability to ensure that pupils behave when they are not on school premises or under the lawful control of school staff. Where bullying outside school (such as online or via text) is reported to the school, it should be investigated and acted on. Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour or communications could be a criminal offence, for example under the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003, and the Public Order Act 1986. If school staff feels that an offence may have been committed they should seek assistance from the police.

- Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school's policy on anti-bullying and behaviour.
- There are clear procedures in place to support anyone in the school community affected by cyberbullying.
- All incidents of cyberbullying reported to the school will be recorded.
- There will be clear procedures in place to investigate incidents or allegations of Cyberbullying.

□ Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.

□ The school will take steps to identify the bully, where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.

□ Pupils, staff and parents/carers will be required to work with the school to support the approach to cyberbullying and the school's e-Safety ethos.

□ Sanctions for those involved in cyberbullying may include:

- The bully will be asked to remove any material deemed to be inappropriate or a service provider may be contacted to remove content if the bully refuses or is unable to delete content.
- Internet access may be suspended at school for the user for a period of time. Other sanctions for pupils and staff may also be used in accordance to the schools anti-bullying, behaviour policy or Acceptable Use Policy.
- Parent/carers of pupils will be informed.
- The Police will be contacted if a criminal offence is suspected.

An E-Safety file is kept by the ICT co-ordinator detailing any incidents, including cyberbullying, that have occurred in school and some issues that have been brought to our attention that may have happened out of school (eg. social networking issues).

Annual ICT safety training sessions are also made available to parents.

## **MOOR PARK PRIMARY SCHOOL**

### **ACCEPTABLE INTERNET USE IN THE CLASSROOM**

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties – the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- Access must only be made via the authorised account and password, which must not be available to any other person.
- All Internet use should be appropriate to staff professional activity or student's education.
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden.
- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.
- Users are responsible for e-mail they send and for contracts made that may result in e-mail being received.
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Copyright of materials and intellectual property rights must be respected.
- Legitimate private interests may be followed, providing school use is not compromised.

- Use for personal financial gain, gambling, political purposes or advertising is forbidden.

FULL NAME \_\_\_\_\_ SIGNED \_\_\_\_\_

DATE \_\_\_\_\_ ACCESS GRANTED \_\_\_\_\_ DATE \_\_\_\_\_