St Joseph's Catholic Primary School

'Following Jesus in all we do'

Internet Access Policy

2018-2019

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<u>Internet Access Policy</u>

THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL

Introduction

St Joseph's Catholic Primary School will allow pupils, teachers, other employees and the community, access to its computers, network services and the Internet.

All pupil activity, when using the network and Internet in school, must be in support of education and/or research and must be appropriate to the education objectives of the school. Pupils who access the internet from school site are responsible for everything that takes place on their computers and all Internet activity is logged.

Benefits

Access to e-mail and the Internet will enable staff and pupils to:

- Explore thousands of libraries, databases, museums and other repositories of information,
- Exchange personal communication with other Internet users around the world;
- Be included in Government initiatives and global education projects;
- keep abreast of news and current events;
- Publish and display work by creating personal web pages.
- Global Identifications for all pupils and staff

Effective Use

Internet access will be planned to enrich and extend learning activities as an integral aspect of the curriculum. Pupils will:

- Be given clear objectives of Internet use;
- Be educated in responsible and effective Internet use;
- Be supervised appropriately;
- Learn to search for and discriminate between valid and inappropriate material;
- Learn to copy, save and use material found on the Internet without infringing copyright.

Safety

Internet access at St Joseph's Catholic Primary School is filtered by our broadband provider but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. This filtering allows children to only view pages:

- That have not been identified as inappropriate i.e. not on the 'Blacklist'.

- Which have been selected for viewing i.e. on the 'White list'

- Pupils will be taught the dangers of using the Internet and how to safeguard against risks.

- Pupils can report any concerns that may arise to the school's designated e-safety officer.

- Monitoring Software (Policy Central) has been installed since 2009 to prevent any inappropriate use of the internet and to help ensure no cyber bullying takes place using the schools facilities.

   All web activity is logged so that pupils activity can be monitored. Our aims for provision are clearly defined in our E-safety policy.

Personal Security Guidelines

Pupils should

- Never reveal personal information, either their own or others, such as home addresses, telephone numbers and personal e-mail addresses;

- Not use photographs of themselves on web pages unless the parent or guardian has given permission to do so;

- Never publish any pictures of themselves on the Internet whilst wearing St Joseph's Catholic Primary School uniform;

- Never meet people in person that they have contacted on the Internet without parent/guardian permission;

- Notify their teacher and safety officer whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable;

- Be aware that the author of an email or web page may not be the person they claim to be.

Managing Email

The pupils are taught the dangers of opening unknown emails and to check the subject line. They are made aware that these emails could potentially carry viruses and unsuitable material. Pupils are told to notify their teacher and safety officer if they receive any unwanted email.

School and Personal Web pages

Pupils will be encouraged to take an active role in writing web pages. This often inspires pupils to publish work to a high standard for a wide and varied audience. Web pages can be used to:

- Document curricular research;
- Be part of an online project;
- Promote the school and community;
- Publish resources for projects and homework;
- Create personal pages detailing interests and display of work;
- Develop awareness of the potential dangers of publishing pictures and information on web pages.

Access Permission

Pupils are responsible for appropriate behaviour on the school's computer network just as they are in the classroom or on the school playground. Communications on the network are often public in nature. General school rules and our Behaviour Policy apply and it is expected that users will comply with the guidelines of this policy. Pupils are personally responsible for their actions when using school equipment to access computer resources outside the school network.

Parental Support

Pupils could potentially have unfiltered, unsupervised Internet access at home. All parents and guardians should be aware of the dangers and benefits of Internet use. Parents/guardians are therefore encouraged to come into school to work alongside the teacher to experience the Internet first hand and to help in the supervision of the children. The school will also offer training sessions to parents to cover the basics of Internet use and Internet safety.

Usage Rules and Guidelines

- **Privacy:** Teachers and staff may review documents and log files to ensure that pupils are using the system responsibly;

- **Software:** Pupils should never download, load or install any software, shareware, freeware or load any such software from any type of device unless they have permission from their teacher. Pupils may not copy other pupils', work or intrude into other pupils' files without permission.

- **Inappropriate materials or language:** Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of the school behaviour policy. A good rule to follow is never view, send or access materials that you would not want your teachers or parents/guardians to see. Should pupils encounter such materials pupils should immediately report it to their teacher and safety officer. The school encourages the children to make informed choices when using websites like 'UTube'. This helps them understand the dangers that these types of websites hold for children.

- **The Law:** Pupils should never use the computers to engage in activities that may be in violation of the law.

By sending their children to St Joseph's all parents/guardians recognise the fact that although the school uses a filtered broadband service, the school staff may have difficulty restricting access to all the controversial materials on the Internet. They will not hold them responsible for materials that their child may find as a result of using the Internet through school facilities. They take full responsibility for how their child uses the Internet outside school.