



## **THRUNSCOE PRIMARY AND NURSERY ACADEMY**



### **Internet Access Policy**

This policy outlines our purpose in providing e-mail facilities and access to the internet at Thrunscoe Primary and Nursery Academy and explains how we are seeking to avoid the potential problems that unrestricted internet access could give rise to.

#### **Internet access in the Academy**

Providing access to the internet within the Academy will raise educational standards whilst enhancing the curriculum and support the professional work and development of staff.

Teachers and children will have access to web sites world-wide (including museums and art galleries) offering educational resources, news and current events. There will be opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world-wide.

In addition, staff will have the opportunity to access educational materials and good curriculum practice; to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LA, DfE and receive up-to-date information regarding the National Curriculum.

The Internet is also used to enhance the academy's management information and business administration systems.

Staff, including supply staff, will not be expected to take charge of an internet activity without training. Staff should be given opportunities to discuss the issues and develop good teaching strategies through CPD and laising/ sharing good practise. All staff (including teachers, supply staff and teaching assistants) and any other adults involved in supervising children accessing the internet, will be provided with the Academy Internet Access Policy, and will have its importance explained to them. They must also sign the Acceptable Use Policy before access to any of the Academies ICT equipment is permitted and have the opportunity to ask any questions.

Parents' attention will be drawn to the policy by letter in the first instance and, thereafter, published in our academy prospectus and on the academy website. Our Academy Internet Access Policy will be available for parents and others to read upon request.

## Ensuring internet access is appropriate and safe

The internet is a constantly changing communications medium and is freely available to any person wishing to send e-mail or publish a web site. In common with other media such as magazines, books and video, some material available on the internet is unsuitable for children. Children in the academy are unlikely to see inappropriate content in books due to selection by publisher and teacher and the academy will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our children are not exposed to unsuitable material:

- our internet access is maintained by TTS which provides a service designed for children including a filtering system intended to prevent access to material inappropriate for children;
- internet use within the academy is monitored to ensure that staff and pupils are using the internet appropriately;
- children using the internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of children;
- staff will be particularly vigilant when children are undertaking their own search/research and will check that the children are following the agreed search plan; All children should search the internet via the academy homepage 'safe search' engines.
- children will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
- Our Rules for Responsible Internet Use will be posted near computer systems.
- the computing co-ordinator will monitor the effectiveness of internet access strategies;
- the computing co-ordinator will ensure that occasional checks are made on files to monitor compliance with the academy's Internet Access Policy;
- the Head Teacher will ensure that the policy is implemented effectively;
- Methods to quantify and minimise the risk of children being exposed to inappropriate material will be reviewed in consultation with colleagues from other academies and advice from consultants, our Internet Service Provider and the DfE

It is the experience of other academies and schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen. *Thrunscoe Primary and Nursery Academy cannot accept liability for the material accessed, or any consequences thereof.*

A most important element of our Rules of Responsible Internet Use is that children will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the academy will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the Computing Co-ordinator and the Child Protection Officer (Head Teacher) and the pupil's class teacher. All the teaching staff will be made aware of the incident at the next Staff Meeting if appropriate.

- If one or more children discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the academy has taken. The academy aims to work with parents/carers and children to resolve any issue;
- If staff or children discover unsuitable sites the computing co-ordinator will be informed. The computing co-ordinator/ICT Technician will report the URL (address) and content to the Internet Service Provider and, where possible, immediately block this site through the filtering service; if it is thought that the material is illegal, after consultation with the ISP, the site will be referred to CEOP and the police.

Children are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use- which have been designed to help protect them from exposure to internet sites carrying offensive material. If children abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan, when given the privilege of undertaking their own internet search, then sanctions consistent with our Behaviour Policy will be enforced. This may involve informing the parents/carers and may also involve access to the internet being denied for a set period of time or until the class teacher feels necessary.

## **Maintaining the security of the Academy ICT network**

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The Computing co-ordinator/ICT Technician will ensure that: virus protection is regularly updated, up-to-date ICT news developments are shared, work with the consultants and Internet Service Providers ensures system security strategies protect the integrity of the network and these are reviewed regularly and improved as and when necessary.

## **Using the internet to enhance learning**

Children will use technology as a tool for learning and they will be taught to use a web browser. Older children will be taught to use suitable web search engines. Staff and children will begin to use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

As in other areas of their work, we recognise that children learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the children:

- access to the internet may be by teacher (or sometimes an other-adult) demonstration;
- children may access teacher-prepared materials, rather than the open internet;
- children may be given a suitable web page or a single web site to access;
- children may be provided with lists of relevant and suitable web sites which they may access; these may be accessed through QR codes on handheld devices or in a written format.

Older, more experienced, children may be allowed to undertake their own internet search having agreed a search plan with their teacher; children will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access. The safe search engines on the academy homepage must be used in these instances.

Children accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

## **Using information from the internet**

We believe that, in order to use information from the internet effectively, it is important for children to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the academy library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of it is copyright.

- Children will be taught to expect a wider range of content, both in level and in audience, than is found in the academy library or on TV;
- Teachers will ensure that children are aware of the need to validate information whenever possible before accepting it as true, and understand that

this is even more important when considering information from the internet (as a non-moderated medium);

- When copying materials from the Web, children will be taught to observe copyright;
- Children will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

## **Using e-mail**

Children will learn how to use an e-mail application and be taught e-mail conventions. Staff and children use e-mail to communicate, to request information and to share information with others.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the Academy is maintained. Therefore:

- email accounts may be restricted to internal use depending on the age of the pupil and used through the Purple Mash scheme of work.
- Children will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.
- Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail;
- Children may send e-mail as part of planned lessons. Individual accounts that can be monitored have been set up for KS2.
- In-coming e-mail to children will not be regarded as private;
- children will have the e-mail messages they compose checked by a member of staff before sending them;
- The forwarding of chain letters will not be permitted.
- Children will not be permitted to use e-mail at the academy to arrange to meet someone and will be explicitly taught the dangers of this through the academy's e-safety lessons- that will be taught at the start of each academic year and through planned E-Safety days.

## **Thrunscoc Primary website**

Our academy web site is intended to:

- provide accurate, up-to-date information about our academy;
- enable children to publish and share work to a high standard, for a very wide audience including children, parents, staff, governors, members of the local community and others;
- celebrate good work;
- celebrate the variety of experience our children experience
- provide children with the opportunity to publish their work on the internet;
- Promote the academy.

It may be also used to publish resources for projects or homework.

All classes may provide work for publication on the academy website. Class teachers will be responsible for ensuring that the content of the children's work is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status. The class teacher is responsible for up-loading information and media to class pages and the ICT technician, senior leaders and office staff for the general academy pages on the academy web site; both parties are to ensure that the links work and are up-to-date, and that the site meets the requirements of the site host. The staff meeting timetable will incorporate time for class teachers to update their website.

The point of contact on the web site will be the academy address, telephone number and e-mail address. We never publish children's full name or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published, unless for a specific purpose. Staff will be identified by their title and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

## **Internet Access and Home/Academy links**

Parents will be informed in our academy prospectus that children are provided with supervised internet access as part of their lessons. We will keep parents in touch with future ICT developments by letter, newsletter, text and web updates.

Internet use in children's homes is rapidly increasing and some parents may be grateful for any advice/guidance that academy can offer – especially with regard to safe access for children. The Computing co-ordinator is willing to offer advice and suggest alternative sources of advice with regards to e-safety via prior appointment arranged through the office. The children are taught e-safety throughout the year (please refer to the E-safety Policy for more details).

Academy guidelines on e-safety issues, including the E-safety Policy, will be made available to parents together with printed information and internet sites providing information for parents about safe access for children.

As noted above, it is not possible to be certain of the originator of an e-mail message, and for this reason the academy is unable to accept an e-mail as parental authorisation of a pupil absence.

Please see also:     Internet access letter;  
                              E-safety Policy.

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Policy reviewed: February 2022 by Mrs A Clark

Approved by the Governing Body on: 24<sup>th</sup> March 2022

Next review date: February 2024



## **Thrunscoe Primary and Nursery Academy**



### **Rules for Responsible Internet Use**

The academy has installed computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others.

#### **Using the computers:**

- I will only access the computer system with the login and password I have been given;
- I will not access other people's files;
- I will not bring in memory sticks from outside the academy and try to use them on the academy computers, without express permission from a member of staff.

#### **Using the internet:**

- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material to my teacher immediately because this will help protect other children and myself;
- I understand that the academy may check my computer files and may monitor the internet sites I visit;
- I will not complete and send forms without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms.

#### **Using e-mail:**

- I will ask permission from a teacher before accessing an e-mail;
- I will immediately report any unpleasant messages sent to me because this would help protect other children and myself;
- I understand that e-mail messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only e-mail people I know, or my teacher has approved;
- I will only send an e-mail when it has been checked by a teacher;
- I will not give my full name, my home address or telephone number;
- I will not use e-mail to arrange to meet someone.