



## 1. INTRODUCTION

This policy document is written after consultation with the teaching staff and the Governor with responsibility for ICT and is presented to the Local Education Authority and the Governing Body in the Spring term 2003.

It is a working document, which reflects the ethos and practice within the school in relation to the safe use of the Internet. It has been written with due regard to the requirements of the QCA schemes of work, the National Curriculum and the NGFL “ Superhighway Safety – Safe use of the internet in schools”, it will be monitored and evaluated according to changes within these documents as and when they arise

The ICT coordinator: Andrew Dolman

The role of the co-ordinator: *See ICT Policy Appendix I*

*Job Description*

## 2. FUNDAMENTAL PRINCIPLES

The whole ethos of Molescroft Primary School is to provide every child with a happy, caring, learning environment in which he or she can develop their full potential - whatever their needs and irrespective of ability race or gender.

Molescroft Primary school believes that :

- All children should be able to use the Internet and email to further their learning
- All children have the right to be safe, and protected from inappropriate materials
- The purpose of Internet use in 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
- The Internet is an essential element in 21<sup>st</sup> Century life for education, business and social interaction
- The school has a duty to provide pupils with quality Internet access as part of their learning experience



### 3. ROLES AND RESPONSIBILITIES

**The governing body** should, in cooperation with the head teacher, determine the school's general policy and approach to

**The ICT coordinator** should ensure that this policy is implemented.

### 4. HOW DOES THE INTERNET BENEFIT EDUCATION

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in government initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC);
- educational and cultural exchanges between pupils world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;
- **exchange of curriculum and administration data with the LEA and DfES.**

### 5. HOW WILL INTERNET USE ENHANCE LEARNING

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.



## 7. HOW WILL PUPILS LEARN TO EVALUATE INTERNET CONTENT

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.
- Training should be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes.

## 8. HOW WILL E-MAIL BE MANAGED?

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- Whole-class or group e-mail addresses should be used at Key Stage 2 and below.
- Access in school to external personal e-mail accounts may be blocked.
- Excessive social e-mail use can interfere with learning and may be restricted.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is banned.

## 9. HOW SHOULD WEB SITE CONTENT BE MANAGED?

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified.
- Pupils' full names will not be used anywhere on the Web site, particularly associated with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- The headteacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications.

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- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

## 10. CONFERENCING

- Pupils will not be allowed access to public or unregulated chat rooms.
- Children should use only regulated educational chat environments. This use will always be supervised and the importance of chat room safety emphasised.
- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

## 11. HOW CAN EMERGING INTERNET USES BE MANAGED?

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

## 12. HOW WILL THE RISKS BE ASSESSED?

- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff leaving or the withdrawal of a pupil's access.
- At Key Stage 1 and Years 3 and 4, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be informed that pupils will be provided with supervised Internet access (See Appendix 3).
- Year 5 and 6 pupils must apply for Internet access individually by agreeing to abide by the Responsible Internet Use statement.
- Parents will be asked to sign and return a consent form. (See Appendix 4 ).



## 13. HOW WILL THE RISKS BE ASSESSED?

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users 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 East Riding 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.

## 14. HOW WILL FILTERING BE MANAGED?

- The school will work in partnership with parents, the LEA, DfES and the Internet Service Provider 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 Internet Service Provider via the ICT co-ordinator.
- Senior 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 Internet Watch Foundation (See Appendix 5).
- Filtering is carried out by our chosen ISP, Progrid.

## 15. HOW WILL THE POLICY BE INTRODUCED TO THE PUPILS?

- Rules for Internet access will be posted near all computer systems. (See Appendix 2)
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible Internet use will be included in the PSHE programme covering both school and home use.



## 16. HOW WILL STAFF BE CONSULTED?

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.
- Staff development in the safe and responsible Internet use, and on school Internet policy will be provided as required.
- Internet use is widespread and all staff including administration, caretaker, governors and helpers should be included in appropriate awareness raising and training. Internet use should be included in the induction of new staff, for instance in the selection of appropriate modes of expression in e-mail communication to prevent confusion. In commerce, e-mail is used extensively and is often considered to be a legal document.

## 17. HOW WILL ICT SYSTEM SECURITY BE MAINTAINED?

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the LEA, particularly where a wide area network connection is being planned.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Use of floppy disks will be reviewed. Personal floppy disks may not be brought into school without specific permission and a virus check.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.
- The IT co-ordinator will ensure that the system has the capacity to take increased traffic caused by Internet use.

## 18. HOW WILL COMPLAINTS REGARDING INTERNET USE BE HANDLED?

- Any misuse of the Internet by a pupil will be delegated to a member of the Senior Management Team and dealt with in accordance to the school's Behaviour policy.
- Any complaint about staff misuse must be referred to the headteacher.
- Any complaints of a child protection nature must be dealt with in accordance with the school's Child Protection policy.

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## 19. HOW WILL PARENTS' SUPPORT BE ENLISTED?

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.
- A stock of relevant leaflets from organisations such as BECTa, PIN, and NCH Action for Children will be maintained.

## 20. HOW IS THE INTERNET USED ACROSS THE COMMUNITY?

- Adult users will need to sign the acceptable use policy.
- Parents/carers of children under 18 years of age will generally be required to sign an acceptable use policy on behalf of the child.



## 21. APPENDICES

1. RESPONSIBLE INTERNET USE – RULES FOR ADULTS
2. RESPONSIBLE INTERNET USE – RULES FOR PUPILS
3. RESPONSIBLE INTERNET USE – LETTER TO PARENTS
4. RESPONSIBLE INTERNET USE – CONSENT FORM
5. REFERENCES
6. LEGAL FRAMEWORK



## *Responsible Internet Use*

### *Rules for Staff and Other Adults*

The school computer system provides Internet access to students and staff. This Responsible Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Irresponsible use may result in the loss of Internet access.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.



## Responsible Internet Use

**We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.**

- **I will ask permission before entering any Web site, unless my teacher has already approved that site.**
- **On a network, I will use only my own login and password, which I will keep secret.**
- **I will not look at or delete other people's files.**
- **I will not bring floppy disks into school without permission.**
- **I will only e-mail people I know, or my teacher has approved.**
- **The messages I send will be polite and sensible.**
- **When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.**
- **I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.**
- **I will not use Internet chat.**
- **I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**
- **I know that the school may check my computer files and may monitor the Internet sites I visit.**
- **I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.**

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Molescroft Primary School  
**INTERNET POLICY**



**Molescroft  
Primary School**

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Headteacher: Mr. M. A. Loncaster BEd Hons  
Deputy Headteacher: Mr. A. D. Dolman BEd Hons  
Administrative Officers: Mrs. J. Bowes, Mrs. C. Heap

Monday, 12 July 2004

Dear Parents

**Responsible Internet Use**

As part of your child's curriculum and the development of ICT skills, Molescroft Primary School is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use, and sign and return the consent form so that your child may use the Internet at school.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issues further.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use (or to see a lesson in operation) please telephone me to arrange an appointment.

Yours sincerely

Mr M A Loncaster  
Headteacher

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## Molescroft Primary School Responsible Internet Use

Please complete, sign and return to the school secretary

**Pupil:**

**Form:**

### Pupil's Agreement

I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

**Signed:**

**Date:**

### Parent's Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

**Signed:**

**Date:**

**Please print name:**

### Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

**Signed:**

**Date:**



## References

### Particularly for Parents

#### **National Action for Children (NCH)**

Parents Guide on Internet usage  
Current activities to promote safe use

[www.nchafc.org.uk/itok/itokhome.html](http://www.nchafc.org.uk/itok/itokhome.html)  
[www.nchafc.org.uk/internet](http://www.nchafc.org.uk/internet)

#### **Internet Watch Foundation** - report inappropriate Web sites

[www.iwf.org.uk](http://www.iwf.org.uk)

Safe Surfing Guide for parents and carers:

[www.internetwatch.org.uk/safe/index.htm](http://www.internetwatch.org.uk/safe/index.htm)

Which article on Internet filtering for home use [www.internetwatch.org.uk/safe/which/total.htm](http://www.internetwatch.org.uk/safe/which/total.htm)

#### **Parents Information Network (PIN)**

Comprehensive guidelines on Internet safety

[www.pin.org.uk](http://www.pin.org.uk)

#### **Recreational Software Advisory Council (RSACi)**

Promotes rating systems for Web sites, and is a third party rating bureau

[www.rsac.org/](http://www.rsac.org/)

### Particularly for Schools

#### **Associations of Co-ordinators of IT (ACITT)**

Acceptable use policy for the Internet in UK Schools

<http://atschool.eduweb.co.uk/acitt/aup.html>

#### **BECTa**

Advice and guidance on appropriate computer use

[www.becta.org.uk/technology/infosheets/html/accuse.html](http://www.becta.org.uk/technology/infosheets/html/accuse.html)

#### **British Computer Society**

A guide for schools prepared by the BCS Schools Committee  
and the National Association of Advisers for Computer Education (NAACE)

[www.bcs.org.uk/iap.html](http://www.bcs.org.uk/iap.html)

#### **DfES Superhighway Safety**

Essential reading. For free pack telephone: 0845 6022260

<http://safety.ngfl.gov.uk>

#### **Internet Watch Foundation -**

Invites users to report illegal Web sites

[www.iwf.org.uk](http://www.iwf.org.uk)

#### **Kent NGfL Initiative**

Curriculum material for schools including this Internet Policy

[www.kented.org.uk/ngfl/](http://www.kented.org.uk/ngfl/)

#### **Kent Web Skills Project**

A Web site which discusses the research process and how the Web is best used in projects.

[www.kented.org.uk/ngfl/webskills/](http://www.kented.org.uk/ngfl/webskills/)

#### **Scottish Education Department**

Comprehensive safety advice

[www.scotland.gov.uk/clickthinking](http://www.scotland.gov.uk/clickthinking)

#### **SEGfL ICT Security Policy**

An overview of the security of networks with Internet access.

[www.segfl.org.uk/](http://www.segfl.org.uk/)

#### **Copyright**

Covers the main aspects of copyright of digital materials, US-based but relevant.

[www.templetons.com/brad/copymyths.html](http://www.templetons.com/brad/copymyths.html)

#### **Internet Users Guide**

A guide to network resource tools, a book (ISBN 0-201-61905-9) or free on the Web.

[www.terena.nl/libr/gnrt/](http://www.terena.nl/libr/gnrt/)



## *Notes on the legal framework*

**The Computer Misuse Act 1990** makes it a criminal offence to gain access to a computer without permission. The motivation could be the technical challenge, data theft or to damage the system or data. The Rules for Responsible Internet Use remind users of the ownership of the school computer system.

**Monitoring** of data on a school network could contravene Article 8 of the European Convention of Human Rights and Fundamental Freedoms, e.g. the right to respect for private and family life, which is protected by the Human Rights Act 1998. The Telecommunications (Lawful Practice) (Interception of Communications) Regulations 2000 also limit monitoring. The 2000 Regulations apply to all forms of electronic monitoring and interception irrespective of whether the material monitored is generated by private use or in the course of the school's day to day activities.

A school may only monitor authorised private use of a computer system if it can justify monitoring on the basis that it is lawful, necessary and in the interests of amongst other things, the protection of health or morals or for the protection of the rights and freedoms of others. Schools should ensure that the monitoring is not out of proportion to the harm that could be done if the monitoring did not take place.

Schools could start by banning private use of a school's computer system, but then allow private use following application to the head teacher. The Rules for Responsible Internet Use, which every user must agree to, contain a paragraph that should ensure users are aware that the school is monitoring Internet use.

In order to defend claims that it has breached either the 2000 Regulations or the Human Rights Act 1998, a school should devise procedures for monitoring, ensure monitoring is supervised by a senior manager and maintain a log of that monitoring.

The following legislation is also relevant:

**Data Protection Act 1984/98** concerns data on individual people held on computer files and its use and protection.

**Copyright, Design and Patents Act 1988** makes it an offence to use unlicensed software

**The Telecommunications Act 1984** Section 43 makes it an offence to send offensive or indecent materials over the public telecommunications system.

## *Protection of Children Act 1978*

**Obscene Publications Act 1959 and 1964** defines "obscene" and related offences.

### **References:**

Brief introduction to dangers and legal aspects of the Internet.

[www.bbc.co.uk/webwise/basics/user\\_01.shtml](http://www.bbc.co.uk/webwise/basics/user_01.shtml)

List of useful law resources; see copyright and Internet sections.

<http://link.bubl.ac.uk/law>

HMSO: Full text of all UK legislation and purchase of paper copies.

[www.legislation.hmso.gov.uk](http://www.legislation.hmso.gov.uk)