

# Knowsley Central School Internet Access Policy

*The Internet Access Policy has been written in conjunction with Acceptable Use Policy by Knowsley Central School and will be reviewed on a yearly basis. It has been agreed by staff, the senior leadership team and approved by governors.*

## **The purpose of this policy**

- To establish the rules we have in school for using the Internet.
- To demonstrate the methods used to protect the children in our care from sites containing unsuitable material.

## **Why is Internet access important ?**

- The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Access to the Internet is a necessary tool for staff and children. It is an entitlement but be used responsibly.

## **What are the benefits to the school?**

A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education. These benefits include:

- *Access to world-wide educational resources including museums, art galleries, educational organisations , specialist support etc*
- *Inclusion in government initiatives*
- *Information and cultural exchanges between people world-wide*
- *Cultural, vocational, social and leisure use in libraries, clubs and at home*
- *Improved access to technical support including remote management of networks*
- *Exchange of curriculum and administration data with LA's and DfE*
- *E Mail is utilised as an efficient form of communication*

## **How will Internet use provide effective learning ?**

- Internet access provides a service designed for children. This will include filtering appropriate to the age of children
  - Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement
  - Children will be given clear objectives for Internet use
  - Staff will select sites which will support the learning outcomes planned for children's age and development
  - Approved sites may be bookmarked, listed or copied to the school intranet;
  - Children will be taught to take responsibility for Internet access
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- Internet use will be encouraged in all subjects to ensure that ICT is embedded across the entire curriculum.

### **How will Children be taught to assess Internet content?**

- For some sites, children will be taught to use authorised log in user names and passwords
- Children will be taught ways to check information before accepting that it is necessarily accurate
- Children will be taught to acknowledge the source of information, when using Internet material for their own use

***Children will be encouraged to tell a member of staff immediately if they encounter any material that makes them feel uncomfortable.***

### **What Internet applications are available?**

- Children will not be allowed to access public chat rooms or social networking sites.
- The use of email is the personal responsibility of the sender. Where material is sensitive it is not recommended as an appropriate form of communication
- Newsgroups are only available to staff
- New facilities will be thoroughly tested before children are given access

### **How will Internet access be authorised?**

- Internet access is a necessary part of the statutory curriculum. It is an entitlement for children based upon responsible use
- At Key Stage 1, 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
- At Key Stages 1, 2 and 3, Internet access may be granted as part of the scheme of work, after specific instruction in responsible Internet use
- Parents will be informed that children will be provided with supervised Internet access. Parents will be asked to sign and return a permission form.
- Emails will be taught as part of the National Curriculum, according to the ability and maturity of the child. It will always be undertaken under close adult supervision, and only for educational purposes.

### **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 children. The school will supervise children and take all reasonable precautions to ensure that users 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. Neither the school nor the LA can accept liability for the material accessed, or any consequences thereof
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- The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990
- Methods to identify, assess and minimise risks will be regularly reviewed;
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken
- The Headteacher and Network Administrator will ensure that the policy is implemented effectively

### **How will the school ensure Internet access is safe?**

- Children will be informed that Internet use will be supervised and monitored
- The school will work in partnership with parents, the LA, and the Internet Service Provider to ensure systems to protect children are reviewed and improved
- The school website ([www.knowsleycentral.co.uk](http://www.knowsleycentral.co.uk)) will be used to promote school activities, celebrate children's work and to provide information for parents and the community. Photographs will not identify individual pupils and full names will not be used.
- The Network System Administrator will ensure that regular checks are made to ensure that the filtering methods selected are effective in practice

### **How will the security of school ICT systems be maintained?**

- Security strategies will be regularly discussed and reviewed with the LA. The LA has the right in accordance with the Regulation of Investigatory Powers Act (2000) to monitor and audit Internet use.
- The Support for Schools Team (SFS) will ensure that the system has the capacity to take increased traffic caused by Internet use
- The security of the whole system will be regularly reviewed with regard to threats to security from Internet access
- Virus protection has been installed and will be updated regularly.
- Sensitive data must be password protected or encrypted.
- Information such as personal details and passwords on Social Networking sites will not be disclosed to children or parents.

### **How will parents be consulted?**

- A careful balance between informing and alarming parents will be maintained
  - Parents' attention will be drawn to the Policy in newsletters, the school brochure
  - Parental consent will be sought for Internet Access, Publication of Work and Photographs.
  - Rules for Internet access will be posted near computer systems. The Acceptable Use Statement or Rules for Responsible Internet Use will be printed as posters
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- All staff including teachers, teaching assistants and support staff, will be provided with the Internet Access Policy, and its importance explained
- Children will be taught rules of acceptable Internet use

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

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- **Permission must be given from a member of staff before using the Internet**
- **Children’s use of the Internet must always be supervised**
- **Personal login and passwords must be used**
- **Downloading files should only be done with adult permission.**

<b>Head teacher:</b>	Daryl McConnell	<b>Date:</b>	September 2017
<b>Chair of Governing Body:</b>	Karen Little	<b>Date:</b>	September 2017