

Linby cum Papplewick C.E. Primary School  
**Internet Access Policy**



## **Introduction**

Linby cum Papplewick Primary School has internet access from all computers and laptops. The internet provides a wealth of activities and learning opportunities which enhance the learning and understanding in all areas of the curriculum.

However, the internet is enormous and has material, some of which is unsuitable for viewing by children. In school we have measures and procedures that will allow your child to access this expanse of rich material whilst also keeping them safe. We will make every effort to ensure that unsuitable material will not be viewed by your child and we will monitor the children when they are on the internet. Every child at Linby needs to be aware of the Acceptable Use Policy. This is designed to set out the rules which the children must follow in order for us to be able to protect them and the resources we have in school.

Usually, the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information that has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher.

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 the internet, it is not possible to guarantee that unsuitable material will never appear on a school computer.

### **The purpose of this policy is to:**

- Heighten awareness of the ways used in school to protect the children from sites containing pornography, racist or politically extreme views and violence.

- Protect children from unauthorized contact with others on the web.
- Establish the ground rules we have in school for using the Internet and seek an agreement from parents.

The school believes that the benefits to pupils from access to the resources of the Internet far exceed the risks and disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians.

At Linby-cum-Papplewick we feel that the best recipe for success lies in a combination of site filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

### **Using the Internet for Education**

The benefits include:

- ✓ Access to a wide variety of educational resources including libraries, art galleries and museums
- ✓ Greatly increased skills in Literacy, particularly in being able to read and appraise critically and then communicate what is important to others
- ✓ Empowering children by giving them the knowledge and skills to use the internet confidently & responsibly
- ✓ Rapid and cost effective world-wide communication
- ✓ Gaining an understanding of people and cultures around the globe

The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons.

All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught.

Initially the pupils in Key Stage One will be restricted to sites which have been selected for content by the teacher and will only have access through whole class teaching sessions using the interactive white boards and any individual tasks leading directly from this. Older children will have access through the interactive white boards

but in addition will be set tasks using a specific group of web sites accessed from a common 'Favourites' menu on the school 'Intranet'. They will be asked to review teacher directed sites and will be encouraged to find and explore sites that could be of interest to the class.

Information, such as text, and photos, may be “downloaded” from the Internet for use in pupils’ presentations. Tasks will be set to encourage pupils to view web sites and information with a critical eye.

As pupils gain experience, they will be taught how to use searching techniques to locate specific information for themselves. Comparisons will be made between researching from different sources of information, (e.g. books, W.W.W). We hope that pupils will learn to decide when and how it is appropriate to use the Internet, as opposed to other sources of information, in terms of the time taken; the amount of information found; the usefulness and reliability of information located.

The children have access to Purple Mash via a login and password (this can be accessed out of school). On this, they may be set homework and can access times tables work and educational games, as instructed by their teacher. Older children may also e-mail each other. They will be taught how to use the address book, how to attach files to an e-mail and how to follow conventions of politeness. All e-mails will be approved by the administrator before being sent to the recipient. Any e-mails that are not appropriate or kind will be rejected and the child will be spoken to. Pupils must not share any of their login and password details with other people. They have been told that passwords are like toothbrushes – they shouldn’t be shared!

We would like to encourage parents to help their children to access the wealth of learning games and resources that are available online. It is very powerful when learning is a collaboration between parents and children.

## **Pupils’ Access to the Internet**

Linby-cum-Papplewick School will use a “filtered” Internet Service, which will greatly minimise the chances of pupils encountering undesirable material.

Linby-cum-Papplewick School will only allow children to use Internet Searches when there is a responsible adult supervising. However it is unrealistic to suppose that the teacher’s attention will always be directed toward the computer screen.

Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of them. Only e-mail accounts provided by school may be accessed at school.

### **Expectations of Pupils using the Internet**

- ❑ At Linby-cum-Papplewick we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- ❑ Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
- ❑ Pupils should not access other people's files unless permission has been given.
- ❑ Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- ❑ No program files may be downloaded to the computer from the Internet. This to prevent corruption of data and avoid viruses.
- ❑ No programs on disc/CD Rom/USB sticks should be brought in from home for use in school. This is for both legal and security reasons.
- ❑ Pupils are expected not to use any rude language in their e-mail communications and contact only people the teacher has

approved. They have been taught the rules of etiquette in e-mail and are expected to follow them.

- ❑ No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is for the class as part of an approved school project.
- ❑ Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher so that the Service Provider can block further access to the site.
- ❑ Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school.

### **School website guidelines**

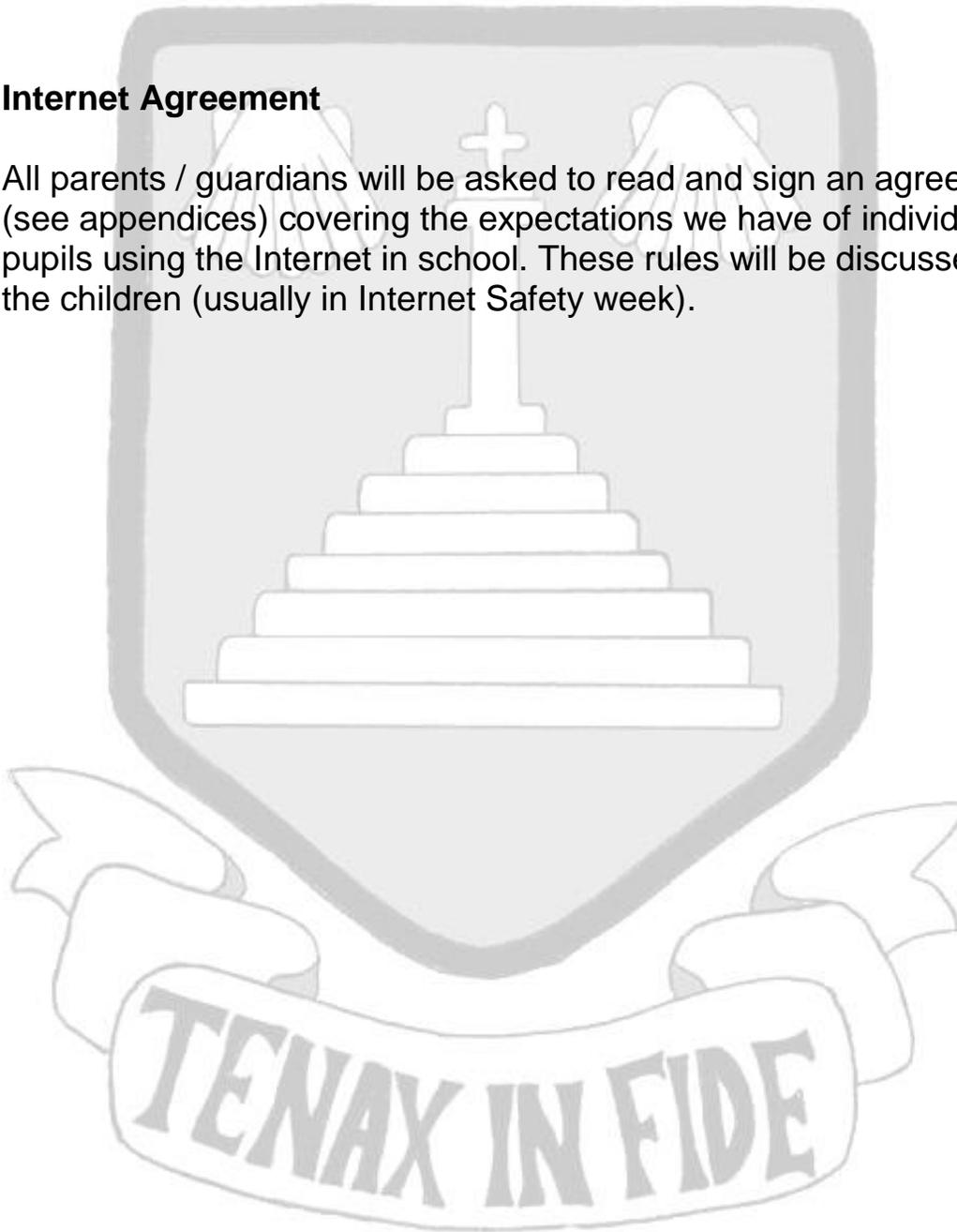
The School website will promote the school, publish information for parents, resources for projects and homework, and provide links to other sites of interest. (It will not be possible for staff to have checked all recommended sites thoroughly, or have kept abreast of changes made to these sites and we would hope parents and children would raise any concerns they may have with us to enable us to remove these sites if necessary)

- ❑ Work will be submitted by pupils and will reflect their age, ability and objectives of the task, therefore not every piece of work will be free of mistakes.
- ❑ All members of staff will be involved in submitting work, which will be checked before publishing.
- ❑ Pupil's initials and the name of their class only, will be published on the web site.
- ❑ Group photos will be of inferior quality where necessary so individuals cannot be easily identified.
- ❑ Photographs of children working individually will avoid portraits and be of inferior quality where necessary so individuals cannot be easily identified

- ❑ Home information and e-mail identities will not be included, the only point of contact will be to the school i.e. phone number, school address and e-mail to Head/ Office/Class
- ❑ Links to other sites will only be set up from recommended sources.

### **Internet Agreement**

All parents / guardians will be asked to read and sign an agreement (see appendices) covering the expectations we have of individual pupils using the Internet in school. These rules will be discussed all the children (usually in Internet Safety week).



Linby cum Papplewick Primary School  
Quarry Lane  
Linby  
Nottingham  
NG15 8GA

Dear Parents

### **Responsible Use of the Internet**

We have recently marked Safety Internet day in school by doing various activities with the children regarding safe use of the internet. The children have contributed to and been involved in formulating an agreement on using the internet.

Please look through these rules, discuss them with your child and then return the signed form to us at school which will mean that from year 3 and above individual supervised access to the internet will be permitted.

Our Internet access has a built in filtering system that restricts access to sites containing inappropriate content. All our screens are in public view and an adult will be present to supervise.

No system is perfect, and you should be aware that it is not possible to remove entirely the risk of finding unsuitable material. We would like to inform you of the rules which the children are expected to follow to help with our precautions.

The 'Internet Access Policy' is available on the information page of our school website.

We would also ask that no photos taken at school other than of your own child are posted on any social media site/the internet without the express permission of the child's parent.

Thank you for your support.

Yours sincerely

Domenico Conidi  
Head Teacher

## How We Stay Safe Online

Learning is fun, and at Linby, we want to be able to use all the technology available to us to enhance our learning. But we must keep ourselves safe and follow rules in order to keep safe.

We must make sure that...

- ✓ We only use ICT in school for school purposes.
- ✓ We have permission to use the computers and we ask an adult before we go on them.
- ✓ We only use activities or websites that we are allowed to use.
- ✓ We take care of the computers, laptops and other digital equipment.
- ✓ We ask for help straight away if something goes wrong.
- ✓ We ask for help straight away if we see something that is upsetting or makes us nervous.
- ✓ We are kind online.
- ✓ We do not spoil other people's work.

Signed.....(parent)

*Foundation Stage and KS1 Acceptable Use Policy*

**TENAX IN FIDE**

**Supervised individual access for your child will only be allowed after this form has been returned**

## How We Stay Safe Online

Learning is fun, and at Linby, we want to be able to use all the technology available to us to enhance our learning. But we must keep ourselves safe and follow rules in order to keep safe. We must make sure that...

- ✓ We only use ICT in school for school purposes.
- ✓ We have permission to use the computers and we ask an adult before we go on them. (We only search online with adult supervision & only use the Google Kids Safe Search engine)
- ✓ We only use activities or websites that we are allowed to use.
- ✓ We take care of the computers, laptops and other digital equipment.
- ✓ We ask for help straight away if something goes wrong.
- ✓ We ask for help straight away if we see something that is upsetting or makes us nervous.
- ✓ We are kind online.
- ✓ We do not spoil other people's work.
- ✓ We keep personal information safe, we do not share it with others – including our real names, addresses and passwords.
- ✓ We do not look for, send or save anything online that is unpleasant, nasty or inappropriate.
- ✓ We only open messages and attachments from people that we know and trust.
- ✓ We send emails that are kind.
- ✓ We check our information to make sure it is reliable.
- ✓ We speak to an adult if someone from online asks us to meet.
- ✓ We know that people online are strangers and may not be who they say they are.
- ✓ We know that information online (including images) are copyright.
- ✓ We know that the rules are there to keep us safe, so we will behave responsibly.
- ✓ We know that if we break the rules, we may not be able to use technology in school.

Signed ..... (child)

Signed .....(parent)

*KS2 Acceptable Usage Policy*

**Supervised individual access for your child will only be allowed after this form has been returned**

## Follow the SMART rules: 5 Top Tips to stay safe online!

### Safe:

Keep safe by being careful not to give out personal information when you're chatting or posting online. Personal information includes your email address, phone number and password.

### Meet:

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.

### Accepting:

Accepting emails, IM messages, or opening files, images or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

### Reliable:

Someone online might lie about who they are and information on the internet may not be true. Always check information by looking at other websites, in books, or with someone who knows. If you like chatting online it's best to only chat to your real world friends and family.

### Tell:

Tell a parent, carer or a trusted adult if someone, or something, makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

*SMART Rules to be used in school*