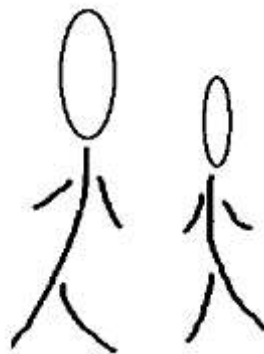


Harewood Primary School

Internet Access Protocol



Status	Date
Prepared By	C Heywood
Date Adopted by Governing Body	September 2023
Review Date	September 2025
Signed by Headteacher	
Signed by Chair of Governors	

HAREWOOD PRIMARY SCHOOL

Internet Access Protocol

Our school's Internet Access Policy is part of the school's Computing Policy and Computing Development Plan and will relate to other policies including those for behaviour. The Internet Access Policy has been devised by a team consisting of the Headteacher and ICT Lead and will be reviewed on a yearly basis. It has been agreed by the senior management and approved by governors.

The Importance of the Internet in Learning in Schools

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 pupils. It is an entitlement for children/pupils/pupils who show a responsible and mature approach.

How the use of the Internet Benefits 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 and art galleries.
- Inclusion in government initiatives
- Information and cultural exchanges between pupils world-wide.
- Cultural, social and leisure use in libraries, youth clubs and at home.
- Discussion with experts in many fields for pupils and staff.
- Staff professional development - access to educational materials and good curriculum practice.
- Communication with the advisory and support services, professional associations and colleagues.
- Improved access to technical support.
- Exchange of curriculum and administration data with the LA and DfE.

Using the Internet to provide effective learning

Teachers, parents and pupils need to develop good practice in using the Internet as tool for teaching and learning. There is a fine balance between encouraging autonomous learning and maintaining adequate supervision. Systems that ensure Internet use is as safe as possible will enable increased use and the quality of that use is a critical factor. Internet access is currently provided by Aspire. A filtering system that is appropriate to the age of pupils, i.e. Securly is in place.

- Internet access will be planned to enrich and extend learning activities.
- Access levels will be reviewed to reflect the curriculum requirement.
- Pupils will be given clear objectives for Internet use.
- Staff will select sites that will support the learning outcomes planned for pupils' age and maturity.
- Approved sites will be bookmarked.
- Pupils will be educated in taking responsibility for Internet access.

How pupils will be taught to assess Internet content

Pupils in school are unlikely to see inappropriate content in books due to selection by publishers and teachers. This level of control is not so straightforward with Internet-based materials. Therefore, teaching should be widened to incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media. The tendency to use the Web when better information may be obtained from books will need to be challenged.

- Pupils will be taught ways to validate information before accepting that it is necessarily true.
- Pupils will be taught to acknowledge the source of information and observe copyright when using Internet material for their own use.
- Pupils will be made aware that the writer of an e-mail or the author of a Web page might not be the person claimed.
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

The management of e-mail

E-mail is an essential means of communication within education. The government is encouraging the ownership of personal e-mail accounts for both teachers and pupils, but care needs to be taken that the implications for the school and for the pupil are

appreciated. Once e-mail is available it is difficult to control its content, nevertheless e-mail content should not be considered private.

- E-mail must only be used in school for educational purposes.
- Pupils may send internal messages as part of planned lessons.
- The forwarding of chain letters will be banned, as will the use of chat lines.
- Excessive social chat wastes pupils' time and computer resources and will be discouraged.

The management of the school's website

Stockton's primary schools are have developed a website that inspire pupils to publish work to a high standard, for a very wide audience. A Website can celebrate pupils' work, promote the school and publish resources for projects or homework. Ground rules are important to ensure that the Website reflects the school's ethos and that information is accurate and well presented. As the school's Website can be accessed by anyone on the Internet, the security of staff and pupils must be considered carefully. Although common in newspaper reports, the publishing of pupils' names beside photographs that identify individuals may be considered inappropriate on Web pages. While any risks might be small, the parents' perception of risk has been taken into account in the devising of this policy.

- The Headteacher will delegate editorial responsibility to a member of staff to ensure that content is accurate and quality of presentation is maintained.
- Pupils will be made aware that the quality of their work published on the Web needs to reflect the diversity of the audience.
- All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name.
- The point of contact on the web site should be the school address and telephone number. Home information or individual e-mail identities will not be published.
- Photographs must not identify individual pupils. Group shots or pictures taken over the shoulder will be used in preference to individual "passport" style images.
- Full names will not be used anywhere on the Web site, images of children will not be identified by name at all on the school Web site.
- Following GDPR guidelines introduced on 25th May 2018, parental consent for the use of pupil images in school, including on the school Web Site, has again been sought.

The availability of other Internet applications

The Internet is the underlying technology, but new applications are constantly being developed to use this ability to communicate, such as Chat, Newsgroups, Social Networks, live streaming and webcams. Many of these facilities have great potential for education, for instance pupils exchanging live text, speech or video with a similar class in another location around the country or world, at low cost. However, most new applications start without the needs of young users being considered, particularly the area of security.

- Pupils will not be allowed to access public chat rooms.
- Newsgroups are only available to staff.
- New facilities will be thoroughly tested before pupils are given access.

The authorisation of Internet access

In school, all staff and all pupils will be granted access to the Internet as a blanket requirement, with a single written record made by the Headteacher to this effect. Parental permission will be required before children can access the Internet.

- Internet access is a necessary part of statutory curriculum. It is an entitlement for pupils that is 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 Stage 2, Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in the responsible use of the Internet.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return a permission form.
- Pupils have regular e-safety lessons as part of their computing and PSHRE curriculum. They are taught how to keep themselves safe whilst online, what information must be kept private and what to do if they are worried about anything they see or hear online.
- Pupils are taught that the Internet can be used as a way to influence and persuade people. They learn that they need to be aware of the risk of online radicalisation and that organisations seek to radicalise young people through the use of social media and the internet. They are taught how to build their resilience to radicalisation and who to report to if they are concerned by anything they have seen or heard on the internet.

The assessment of risk when using the Internet in school

The school will address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials via the school system. In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material, including the use of filtering software, Securely. 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 Stockton Borough Council can accept liability for the material accessed, or any consequences thereof.

- 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 reviewed.
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken.
- The Headteacher will ensure that the policy is implemented effectively.
- The DSL is responsible for the filtering and monitoring systems and processes, and being aware of how to report any incidents of those systems or processes failing by reporting these to the DSL or DDSL

Ensuring safe Internet access

The Internet is a communications medium that is freely available to any person wishing to send e-mail or publish a Web site on almost any topic. Access to appropriate information should be encouraged but Internet access must be safe for all members of the school community from youngest pupil to teacher and administrative staff. Pupils will generally need protected access to the Internet.

The technical strategies being developed to restrict access to inappropriate material fall into several overlapping types (sometimes all referred to as filtering):

Blocking strategies remove access to a list of unsuitable sites or newsgroups.

Maintenance of the blocking list is a major task as new sites appear every day.

Filtering examines the content of web pages or e-mail messages for unsuitable words.

Blocking and/or filtering, as previously stated, is performed by Securely. The DSL will monitor sites used through Securely at regular intervals. DSL is informed via Securely if inappropriate sites have tried to be accessed.

- Pupils will be informed that Internet use will be supervised and monitored.
- The school will work in partnership with parents, the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- Senior staff will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice.
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to One IT by the Computing Curriculum leader or DSL.
- Any material that the school suspects is illegal will be referred to the Internet Watch Foundation.
- Where minority languages are involved, appropriate measures will be taken to ensure the processes to protect pupils are adequate.

The maintenance of security of the ICT systems

The Internet is a connection to the outside world that could compromise system performance or threaten security.

- Security strategies will be discussed with the LA and ONEIT.
- The authority is regularly reviewing the schools' networks to ensure that the system has the capacity to take increased traffic caused by Internet use.
- The security of the whole system will be reviewed with regard to threats to security from Internet access.
- All Harewood Primary pupil data is stored securely on the school computer system. No sensitive pupil information is allowed off site. Any school documents e.g. planning can be taken off site if stored on an encrypted memory stick. Any sensitive data sent by e-mail must be password protected. Staff may also save work to the Office 365 One Drive secure area for access offsite.
- Personal data should not be sent over the Internet from school.
- Virus protection will be installed and updated regularly.
- Use of e-mail to send attachments will be monitored closely.

The complaints procedure regarding Internet use

Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the issue has arisen through Internet use inside or outside school. Transgressions of the rules could include minor as well as the potentially serious consequences and a range of sanctions will be devised, linked to the school's behaviour policy.

- Responsibility for handling incidents will be given to a senior member of staff.
- Pupils and parents will be informed of the complaints procedures.

- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies.
- Sanctions available include interview/counselling by head teacher and, if appropriate, informing parents or carers.
- A pupil may have Internet or computer access denied for a period of time depending on the nature of the incident.
- Denial of access could include all school work held on the system, including any examination work.

Staff and pupil consultation about the Internet

It is very important that staff feel prepared for Internet use and consider that the school Internet Access Policy is appropriate. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies. It would be unreasonable if staff, particularly supply staff, were asked to take charge of an Internet activity without training. Reassurance and discussion may be required.

- 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.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance explained.
- Parents' attention will be drawn to the Policy in newsletters, the school brochure and on the school Web site;
- A module on responsible Internet use will be included in the Computing scheme of work, covering both school and home use.

Enlisting parental support for the use of the Internet

Internet use in pupils' homes is increasing rapidly. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school may be able to help parents plan appropriate, supervised use of the Internet at home.

- A careful balance between informing and alarming parents will be maintained.
- Demonstrations and practical IT sessions for parents may be organised to encourage a partnership approach.
- Joint home/school guidelines on issues such as safe Internet use will be established;
- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents.
- A stock of relevant leaflets from organisations such as CEOP will be maintained.

- A range of links to support parents, covering, gaming, internet safety and the use of mobile phones will be available on the school website.

Internet use in the community

Internet use in the local community is common. In addition to the home, access may be available at the local library, youth club, adult education centre, or through mobile devices. The school may wish to contact their community colleagues in order to advise pupils regarding membership, booking procedures, availability, and possible costs. Each organisation is developing its own approach and pupils may find variations in the rules and even unrestricted access to the Internet. Although policies may differ in detail, community partners adhere to the same laws as schools with respect to content, copyright and misuse.

- In libraries, parents/carers of children under 18 years of age will generally be required to sign an acceptable use policy on behalf of the child;
- In libraries, adult users will also need to sign the acceptable use policy;
- In libraries, children under 8 years of age must be accompanied by an adult when accessing the Internet, due to the Children's Act;
- Rules for Internet access will be posted near computer systems, or will be available on request. Rules are there to protect legitimate use;
- Visits, demonstrations and practical IT sessions for schools may be organised to encourage a partnership approach;
- Suitable educational, vocational and leisure use is encouraged in community facilities.

Rules for Responsible Internet Use

- **The search engines used by the children at school are all from an official filtered list of links.**
- **Children have no access in school to Personal Online Spaces or Chatrooms.**
- **Children only have access to online communication via the school's Learning Platform.**
- **Children and staff will never reveal their personal details, home address and telephone numbers on the web or in dialogue with other Internet users.**
- **Children will be supervised at all times when using search engines.**
- **On Harewood Primary School website, children are only referred to by their first names**
- **Any images of children will not be labelled with their names.**
- **Any child finding themselves uncomfortable or upset by anything they discover on the Internet will report it to an adult immediately.**
- **Harewood Primary School will check the children's computer files and will monitor sites visited.**
- **Downloading of files is restricted to staff and children under supervision.**
- **Children will tell a teacher (or sensible adult) immediately if they find any material which might upset, distress or harm them or others**
- **Children will always log off or shut down a computer when they have finished working on it**

Appendix 2: Acceptable use of the internet: agreement for parents and carers

Acceptable use of the internet: agreement for parents and carers	
Name of parent/carer:	
Name of child:	
Online channels are an important way for parents/carers to communicate with, or about, our school. The school uses the following channels: <ul style="list-style-type: none">• Schoolcomms• Class dojo	
When communicating with the school via official communication channels, or using private/independent channels to talk about the school, I will: <ul style="list-style-type: none">• Be respectful towards members of staff, and the school, at all times• Be respectful of other parents/carers and children• Direct any complaints or concerns through the school's official channels, so they can be dealt with in line with the school's complaints procedure I will not: <ul style="list-style-type: none">• Use private groups, or personal social media to complain about or criticise members of staff. This is not constructive and the school can't improve or address issues unless they are raised in an appropriate way• Use private groups, or personal social media to complain about, or try to resolve, a behaviour issue involving other pupils. I will contact the school and speak to the appropriate member of staff if I'm aware of a specific behaviour issue or incident• Upload or share photos or videos on social media of any child other than my own, unless I have the permission of the other children's parents/carers	
Signed:	Date:

Appendix 3: Acceptable use agreement for pupils

Acceptable use of the school's ICT facilities and internet: agreement for pupils and parents/carers	
Name of pupil:	
<p>When I use the school's ICT facilities (like computers and equipment) and go on the internet in school, I will not:</p> <ul style="list-style-type: none"> • Use them without asking a teacher first, or without a teacher in the room with me • Use them to break school rules • Go on any inappropriate websites • Go on Facebook or other social networking sites (unless my teacher said I could as part of a lesson) • Use chat rooms • Open any attachments in emails, or click any links in emails, without checking with a teacher first • Use mean or rude language when talking to other people online or in emails • Send any photos, videos or livestreams of people (including me) who aren't wearing all of their clothes • Share my password with others or log in using someone else's name or password • Bully other people <p>I understand that the school will check the websites I visit and how I use the school's computers and equipment. This is so that they can help keep me safe and make sure I'm following the rules.</p> <p>I will tell a teacher or a member of staff I know immediately if I find anything on a school computer or online that upsets me, or that I know is mean or wrong.</p> <p>I will always be responsible when I use the school's ICT systems and internet.</p> <p>I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.</p>	
Signed (pupil):	Date:
<p>Parent/carer agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.</p>	
Signed (parent/carer):	Date:

Appendix 4: Acceptable use agreement for staff, governors, volunteers and visitors

Acceptable use of the school's ICT facilities and the internet: agreement for staff, governors, volunteers and visitors	
Name of staff member/governor/volunteer/visitor:	
When using the school's ICT facilities and accessing the internet in school, or outside school on a work device, I will not: <ul style="list-style-type: none">• Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature (or create, share, link to or send such material)• Use them in any way which could harm the school's reputation• Access social networking sites or chat rooms• Use any improper language when communicating online, including in emails or other messaging services• Install any unauthorised software, or connect unauthorised hardware or devices to the school's network• Share my password with others or log in to the school's network using someone else's details• Share confidential information about the school, its pupils or staff, or other members of the community• Access, modify or share data I'm not authorised to access, modify or share• Promote any private business, unless that business is directly related to the school	
I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems. I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy. I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material. I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.	
Signed (staff member/governor/volunteer/visitor):	Date: