

Always building friendships with one another, whilst being thankful for what we have.



The Magdalen Church of England / Methodist Primary School



Internet and E-Safety Policy

Review Date: November 2020

while trying hard each and every day to trust other people around us through humility and service.

Remembering to forgive when we have been wronged and hoping to help others less fortunate than ourselves.

Determined to show compassion for those around us and develop a community that embraces justice and peace.

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INTERNET AND E-SAFETY POLICY

Our ICT Policy has been written by the school, building on government guidance. It has been agreed by the staff and approved by governors. It will be reviewed annually.

WHY USE THE INTERNET?

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.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Benefits to the school include:

- access to world-wide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils world-wide;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with the LA and DfE.

The school's Internet access includes the filtering of information through The Lincolnshire Grid for Learning, appropriate to the age of pupils.

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WHAT THE SCHOOL FOCUSES ON

The school aims to teach pupils to use the Internet effectively in response to an articulated need - e.g. a question arising from work in class.

Teachers will also choose a topic with care, select the search engine and then discuss with pupils sensible search words, which should be tested beforehand.

Children should be able to answer the question 'Why are we using the Internet?' In their responses they will be encouraged to evaluate their information.

Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

Teachers will help pupils to evaluate Web materials and develop healthy and critical attitudes.

The school will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

HOW WILL E-MAIL BE MANAGED?

The government encourages the use of e-mail as an essential means of communication for both staff and pupils. Directed e-mail use can bring significant educational benefits and interesting projects between schools can be created. The e-mail address will be one approved through the schools' accounts system. This will be managed by individual class teachers.

SCHOOL WEB SITE

The school web site is used to celebrate pupils' work, promote the school and provide information.

Editorial guidance will ensure that the Web site reflects the school's ethos that information is accurate and well presented and that personal security is not compromised. An editorial team ensure common values and quality control. Towards this outcome the site content is currently managed by a web site manager.

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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. Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- The Headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

EMERGING TECHNOLOGIES

Many emerging communication technologies offer the potential to develop new teaching and learning tools. Mobile communications, wide Internet access and multimedia present opportunities which need to be evaluated to assess risks, to establish benefits and to develop good practice. The safest approach is to deny access until a risk assessment has been completed and safety demonstrated.

Therefore 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.

HOW WILL INTERNET ACCESS BE AUTHORISED?

In a primary school, where pupil usage is fully supervised, government guidance is that all pupils in a class might be authorised as a group.

At Key Stage 1, access to the Internet will be by adult demonstration. Where further investigation is required there will always be supervised access to approved on-line materials.

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At Key Stage 2, where children are beginning to demonstrate independent thinking and research skills, children will be directed to appropriate web sites that have been researched by the class teacher.

Parents will be informed that pupils will be provided with supervised Internet access.

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 materials.

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. The school cannot accept liability for the material accessed, or any consequences of Internet access.

However, 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.

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.

HOW WILL THE POLICY BE INTRODUCED TO PUPILS?

Pupils will need to be reminded of the school rules at the point of Internet use. This will be done in lesson time when the need arises. Rules for Internet access will also be posted in the school's computer suite and in the staff room.

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HOW WILL STAFF BE CONSULTED?

It is important that teachers and learning support assistants are confident to use the Internet in their work. The School Internet Policy will only be effective if all staff subscribe to its values and methods. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies. It would be unreasonable, for instance, if cover staff or supply staff were asked to take charge of an Internet activity without preparation. Clarification and discussion may be required.