

Tudhoe Moor Nursery School

Internet Policy



Policy Statement

Our Internet Policy has been written by the school, building on the Durham NGfL policy and government guidance. It has been agreed by the senior management and approved by governors.

Importance of the Internet in School:

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 access is a necessary tool for staff within school and should be used with children to research information.

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to show children the many uses of the internet as part of their learning experience.

Procedures

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 DfES ICT in Schools and the Virtual Teacher Centre (VTC) <http://vtc.ngfl.gov.uk>;
- 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.

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.

- Internet access will be planned to enrich and extend learning activities.
- Access levels will be reviewed to reflect the curriculum requirements and age of children
- Staff should guide children in on-line activities that will support the learning outcomes planned for their age and maturity.

How will pupils learn to evaluate Internet content?

- If staff 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 children complies with copyright law.

How will e-mail be managed?

The children in Tudhoe Moor Nursery School will not be using e-mail sites without adult supervision at all times.

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 or personal information will not be published.
- Web site photographs that include pupils will be selected carefully and will have the full permission of families before use.
- Pupils' full names will not be used anywhere on the Web site, particularly in association 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 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.
- The school will scan regularly (4 times per year?) their own web site to check links that have been made into their own sites and to remove links from potentially dangerous sources. (Note: Schools using the ITSS Web Site SLA will have this included as part of the SLA)

What are newsgroups and e-mail lists?

- Newsgroups will not be made available to pupils unless an educational requirement for their use has been demonstrated.

Can Chat be made safe?

- The children of Tudhoe Moor Nursery school will not use chat rooms without adult supervision.
- Staff will not use internet chat rooms in school, unless designated educational sites.

How can emerging Internet applications 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 are not allowed to be used in school except in designated areas or with [permission from the head teacher. The sending of abusive or inappropriate text messages is forbidden.

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 DCC can accept liability for the material accessed, or any consequences of Internet access.
- The headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

How will filtering be managed?

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

- **Blocking strategies** prevent access to a list of unsuitable sites or newsgroups. Maintenance of the blocking list is a major task as new sites appear every day.
- **A walled-garden or allow list** provides access only to a list of approved sites. An allow list will inevitably restrict pupils' access to a narrow range of information.
- **Dynamic filtering** examines the content of Web pages or e-mail for unsuitable words. Filtering of outgoing information such as Web searches is also required.
- **Rating systems** give each Web page a rating for sexual, profane, violent or other unacceptable content. Web browsers can be set to reject these pages.
- **Monitoring** records Internet sites visited by individual user. Access to a site forbidden by the filtering policy will result in a report. It is also possible to remove access automatically after a set number of policy violations.

Despite careful design, filtering systems cannot be completely effective due to the speed of change of Web content. Filtering may be performed by the ISP, by the LEA, at school-level or by any combination. School-level systems require considerable management to maintain effectiveness and place huge responsibility on the school if they are the only systems in place.

Careful monitoring and management of all filtering systems will be required. It is important that the school establishes the filtering criteria rather than simply accepting filtering default settings.

- 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.

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 Internet and E-mail Code of Practice and their importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in safe and responsible Internet use, and on the school Internet policy will be provided as required.
- Staff will sign the Document Log to indicate they have received, noted and understand the arrangement for Internet and e-mail use and access.

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.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Use of portable media such as floppy disks, memory sticks and CD-ROMs will be reviewed. Portable media may not be brought into school without specific permission and a virus check.

How will complaints regarding Internet use be handled?

- Responsibility for handling incidents will be dealt with by the HT.
- Any complaint about staff misuse must be referred to the headteacher.

Adopted by	Tudhoe Moor Nursery School
To be reviewed by	Curriculum Committee
Date adopted	September 2014
Date reviewed	2.12.16
Frequency of review	4 years
Next review	December 2017