



St. Joseph's Catholic Primary School Internet Policy

February 2009



This policy document should be viewed in light of our Mission Statement as follows:

At St. Joseph's, we live
love and learn
by the example of Jesus.

Rationale

St. Joseph's school's Internet Access Policy is an integral part of the school's ICT Policy and ICT Development Plan and relates closely to other policies including those for behaviour and for Personal, Social and Health education (PSHE), including citizenship. The Internet Access Policy has been drawn up in collaboration with all staff and has subsequently been approved by the Governing Body

Staff at St. Joseph's Catholic Primary School recognise and encourage the benefits of using the Internet and e-mail. The worldwide web is seen as having a wealth of rich information resources that can promote educational skills in all areas of the curriculum. Furthermore, it can support the professional work of staff and 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 pupils who show a responsible and mature approach. At St. Joseph's, we believe that electronic information research skills are now fundamental to the preparation of our learners who will constitute the workforce of the 21st century.

However, the school recognises that, under certain circumstances the Internet can give children access to undesirable information and images. Pupils are taught what is acceptable and what is unacceptable. The school, in collaboration with Hertfordshire County Council, has done all that is possible to ensure children are protected from such information through the use of security software and high level filtering systems. The children cannot actually access the Internet from school, rather, they use the Intranet – a Hertfordshire Schools browser which enables them to surf the net safely and without the danger of encountering and unsuitable material.

The following *Acceptable Use Policy* outlines the rules and procedures taken to protect our children when working on the Internet at St. Joseph's.

Why do our Children Need to Use the Internet?

The importance of enabling our children to access the plethora of resources on the Internet are numerous:

Access to e-mail and the Internet will enable staff and pupils to:

- ✓ Promote and explore the uses of educational resources on the Internet such as; libraries, databases, museums and other repositories of information.
- ✓ Exchange communication with other Internet users around the world
- ✓ Develop a greater awareness, appreciation and understanding of different cultures.
- ✓ Provide our learners and staff with a world wide audience
- ✓ Provide opportunities for publishing and displaying work on our school website.
- ✓ Develop ways of supporting and extending knowledge from other curriculum areas.
- ✓ Improved access to technical support.
- ✓ Exchange of curriculum and administration data with the Local Authority and other educational agencies.

Aims of the *Acceptable Use Policy*

1. To allow all users to safe access and use of the Internet for educational purposes.
 - ✓ To include e-mail and World Wide Web facilities.
 - ✓ The school activities may include; individual or group research, preparation of projects, communicating with other teachers and students.
2. Provide a mechanism by which staff and learners are protected from sites, information and individuals that would undermine the principles and aims of St. Joseph's.
3. Provide rules which are consistent with the acceptable procedures commonly used on the Internet (*Netiquette*)

Ensuring Effective Use of the Internet

Internet access will be planned to enrich and extend learning activities as an integral aspect of the curriculum.

At St. Joseph's teachers will:

- ✓ Carefully plan and provide suitable links for all lessons.
- ✓ Bookmark approved sites by copying them into the appropriate section in the 'shared document folder' on the school server.
- ✓ Supervise and monitor pupils' Internet access.
- ✓ Ensure that all pupils have followed the Internet procedures.

Teachers and Pupils should:

- ✓ Never reveal personal information (either their own or others') when sending e-mail.

At St. Joseph's, our learners will:

- ✓ Be given clear objectives for appropriate and safe Internet use.
- ✓ Be educated in responsible and effective Internet use.
- ✓ Use their first names only when communicating with others via e-mail.
- ✓ Be supervised appropriately.
- ✓ Learn to copy, save and use material found on the Internet with supervision and without infringing copyright laws.
- ✓ Freely use provided links supplied by a member of staff and use search engines with parental consent and under the supervision of staff.

Pupils Should:

- ✓ Never reveal personal information, either their own or others, to other users on the Internet without adult permission.
- ✓ Notify a member of staff whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
- ✓ Never engage in conversation or dialogue with other users without permission or supervision from their teacher.
- ✓ Only access e-mail information from known addresses and with adult supervision.

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.

- ✓ Pupils need to use e-mail as part of the National Curriculum 2000 Orders.
- ✓ E-mail must only be used in school for educational purposes.
- ✓ Pupils will not be allowed to access personal e-mail from the school system.
- ✓ Pupils may send e-mail as part of planned lessons. This will be supervised and monitored by an appropriate adult.
- ✓ In-coming e-mail will be regarded as public.
- ✓ Received e-mail may be examined.

The forwarding of chain letters will be banned, as will the use of chat lines.

Review

This policy will be reviewed on an annual basis.

Review Date: October 2008