St Thomas' CE Primary School
Responsible Use of the Internet Policy

This policy should be read in conjunction with the following documents:
- Anti-bullying policy
- Teaching and Learning policy
- Home-School Agreement

Principles
- The school has written this policy document building on Local Authority and National guidance. It has been agreed by the Senior Leadership Team (SLT) and approved by the Governors. It will be reviewed annually.
- The school regards 'E-safety' as extremely important and is committed to ensuring that all staff and children understand their responsibilities.

Reasons for Internet Use:
- Access to worldwide educational resources, including museums and art galleries
- Inclusion in government & local initiatives, such as Radio Stockport
- Educational and cultural exchanges between pupils worldwide
- Access to experts in many fields for pupils and staff
- Staff professional development and access to professional bodies
- Exchange of curriculum and administrative date with the local authority and DCSF

Policy
Responsible and safe use of the Internet
- The school's Internet access has been designed expressly for pupils' use and includes a filtering system appropriate to the age of the pupils
- Pupils will be taught what is acceptable and what is not acceptable and are given clear objectives for Internet use.
- Where the children are required to carry out research by visiting a range of sites, they must be supervised at all times by an adult.
- Staff should have prior knowledge of potential material which may be downloaded, when asking children to research a specific topic
- Where use of the Internet is restricted to a pre-selected site, children may work without constant supervision but with a clear understanding that they do not navigate away from that site

- Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity
- Through our Home School Agreement, parents and pupils will be made aware of the school rules for the **responsible use of the internet** and are asked to sign up to and adhere to these rules at all times.
- Through our Home School Agreement, parents will be asked to sign a consent form giving permission for their child/children to use the Internet
- At the beginning of each academic year, pupils will be reminded of the school rules regarding safe Internet use
- Copies of the rules for responsible use of the Internet will be displayed in all areas where Internet access is possible
- Children who break the rules of responsible use of the Internet should understand that they may, as a result, be banned from using the Internet
- The school will keep an up to date record of all staff and pupils who are granted Internet access
- The school should ensure that the use of Internet derived materials by staff and pupils complies with copyright law
- Children will not be allowed access to public or unrestricted chat rooms
- The school will participate in 'E-safety' initiatives, including assemblies
- The school will address issues of cyber bullying through its regular anti-bullying initiatives and through its 'E-safety' initiatives
- When preparing lessons which require the use of images, teachers should ensure that these are prepared prior to the lesson itself to avoid problems with malicious links

Email
- Pupils may only use approved email accounts on the school system
- Pupils must immediately tell a teacher if they receive any offensive emails or emails that give them cause for concern
- Pupils must not reveal details of themselves or others (such as addresses and/or telephone numbers) or arrange to meet anyone in email communication
- Pupils may not access external personal email accounts from any school computers
- Any emails sent to an external organisation should be written carefully
- The forwarding of chain letters is banned

Management of the school website
- The point of contact on the school's website should be the school's address and telephone number. Staff or pupils' home information will not be published
- Website photographs that include pupils will be carefully selected and will only include those children whose parents have given signed consent.
- Pupils' full names will not be used anywhere on the website

- The Headteacher and ICT co-ordinator will have overall editorial responsibility and ensure that the content is appropriate and accurate. The website will be updated and maintained by authorised individuals who will have their own identification and password in order to be able to access the site
- The copyright of all material must be held by the school or be attributed to the owner where permission to reproduce has been obtained.

Risk assessment:

- In common with the 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 the LA can accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly
- The Headteacher and Deputy Headteacher will ensure that the Internet Policy is implemented and compliance with the policy is monitored
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the ICT co-ordinator/or member of the SLT so that the appropriate records can be made and action taken. The site should be minimised but not closed or deleted before being viewed by the ICT co-ordinator or a member of the SLT.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation and inappropriate sites to the NWGfL.

Responsibilities of staff
- All staff must accept the terms of the Responsible Use of the Internet policy before using any Internet resources in school.
- All staff including teachers, supply staff, classroom assistants, support staff and parent helpers will be provided with a copy of the school's internet policy and its importance explained.
- Staff development on the safe and responsible Internet use and on the school Internet Policy will be provided as required.

Security of the IT system
- The school's IT systems will be reviewed regularly with regard to security
- Virus protection has been installed and is updated regularly
- Personal floppy disks and or other removable media may not be brought into school without specific permission and a virus check.