

LION HOUSE SCHOOL

INTERNET POLICY / E-SAFETY

The Internet is a wonderful place for children to learn and have fun, but there are also dangers, and it is important that children are safe while on-line.

When children use the school's Internet connection there are several safeguards in place to ensure that inappropriate material is not allowed through, so that the children can enjoy using the Internet *safely*.

AIMS

At Lion House we aim to provide a learning environment with the highest standards of opportunity for children to achieve their full potential. As part of this aim we see access to the Internet as a powerful tool.

We believe that access to the Internet will:

- Enrich the quality of curriculum provision and extend learning activities
- Help us raise children's attainment
- Support teachers' planning and resourcing of lessons
- Enhance the school's management and administration systems
- Enhance staff development through access to educational materials, as well as the sharing of information and good curriculum practice between schools, support centres and the LEA and DfEE.

Inappropriate Material

Unfortunately, along with a wealth of useful educational sites on the Internet, there are also sites which contain inappropriate material which it would be unacceptable for children to gain access to.

We therefore follow the agreed guidelines below to ensure that children can access the Internet safely.

Guidance for staff

Teachers should:

- Ensure that they have received adequate training with Internet use before they supervise children's use of the Internet
- Supervise children's use of the Internet
- Supervise children *at all times* when accessing the Internet, with all monitors clearly visible by the teacher
- Train children in how to use the Internet
- Ensure children are aware of and agree with the "Rules for Responsible Internet Use" before they grant children access to it
- Give children clear objectives for Internet use (*e.g. structure children's access by specifying a site within which they are allowed to browse or by providing lists of suitable web sites from which the children should not stray*)
- Encourage children to complete a 'Search Plan' before searching the Internet across a range of web sites
- Preview any web sites they intend to allow children access to, to ensure the sites do not contain inappropriate material and are suitable for the age and maturity of their pupils
- Ensure that children are aware of the need to respect copyright of materials on the Internet and acknowledge the source of materials taken for use in their own work
- Take prompt action if they or their pupils encounter inappropriate material on the Internet
- Ensure children are shielded from unpleasant material (e.g. switch off the monitor and move children away)
- Record the Uniform Resource Locator (URL) or web site address, the content of the site and any other relevant information
- Inform the ICT co-ordinator of the site details as soon as possible
- The ICT co-ordinator will then:
- Check files on the system if they believe a child may have been attempting to access unsuitable material
- The ICT co-ordinator will make occasional checks on files to monitor compliance with the school's Internet Access policy

- Discipline children if they make inappropriate use of the Internet
- This may include suspending a child's access to the Internet and informing parents of serious incidents. The Head Teacher should be informed of all incidents where a child has needed sanctioning for irresponsible use of the Internet
- Ensure that the use of memory sticks and CD Roms is kept to a minimum with the school network system. No memory sticks or CD Roms brought in from home should be used on the school network as this may introduce a virus to the system

Monitor the use of e-mail closely:

- Incoming e-mail to children should be checked by a teacher wherever possible, before being read by children.
- Outgoing e-mail sent by children should be checked by a teacher before it is sent
- The forwarding of chain letters is not allowed
- Children should not send personal information (e.g. address and phone number) or arrange to meet someone, over the Internet

The school will:

- Inform all parents that their children will be provided with supervised Internet access as part of the school's curriculum
- Inform all parents of the school's "Rules for Responsible Internet Use" which their children will be expected to abide by in order to ensure a safe environment
- Answer parents' queries and concerns about their child's use of the Internet and our safeguards to protect them from unpleasant material

LION HOUSE SCHOOL'S "RULES FOR RESPONSIBLE INTERNET USE"

- ✓ We always treat the computer equipment with care and respect
- ✓ We only use the Internet when a teacher has given us permission and they are supervising us
- ✓ We write a Search Plan if we need to look at a lot of web sites
- ✓ We always write on our work where we have got any Internet information from
- ✓ We tell a teacher straight away if we find something unpleasant
- ✓ We never try to find unpleasant material on purpose
- ✓ Our files will be checked by our teachers to make sure we are keeping to the rules
- ✓ We never bring in ICT files from home
- ✓ We only send polite e-mail messages to the people we know at the addresses our teacher gives us
- ✓ We ask a teacher to check our e-mail messages before we send them
- ✓ We do not give our address or phone number, or arrange to meet anyone, over the Internet

If we don't keep to the rules:

- We might have to stop using the Internet
- Our parents might have to be told

This Statement will be reviewed annually

Reviewed Autumn Term 2015	G Marshall	Changes made
Reviewed Spring Term 2016	G Marshall	No changes
Reviewed Spring Term 2017	G Marshall	No changes
Next review Spring term 2018		