

St. John Bosco RC Primary School



Internet Policy

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RATIONALE

At St John Bosco R.C. Primary School we recognise the value of the Internet as a teaching and learning resource. The opportunities it can provide for children are many. The Internet can raise educational standards by offering pupils and teachers opportunities to search for information from a wide range of sources and to enhance the child's knowledge of the outside world.

As well as providing many benefits and new opportunities, the use of ICT, and the Internet in particular, may offer chances for misuse and abuse. At St John Bosco School we accept that this must be managed if the child is to be protected. It must also be remembered that children have access to computers and the Internet, both inside and outside school. It is therefore necessary for us to ensure and maintain appropriate use whilst they are within school, but also to encourage a responsible and mature attitude to Internet use outside school.

1. AIMS

At St. John Bosco School we believe that we must:

- Educate pupils to help them to develop a responsible and mature attitude towards Internet use, inside and outside the school environment.
- Regulate Internet access to endeavour to ensure that inappropriate sites and materials are not accessed.
- Monitor children's access to the Internet.
- Establish agreements, involving parents and pupils about acceptable use of the Internet.

We believe that a variety of strategies should be employed to promote and ensure acceptable use of the Internet.

- Establish a code of conduct on Internet use acceptable to parents, pupils, teachers and governors.
- Develop awareness of copyright laws and issues.
- Provide guidance for pupils in responding to inappropriate material or messages.
- Work in partnership with parents.
- Raise awareness of the policy with staff, pupils and parents.
- Identify acceptable levels of pupil access.
- Devise and implement supervision strategies.
- Provide guidance on the use of e-mail and websites – to ensure appropriate communication by pupils.
- Review policies and procedures regularly.
- Monitor files regularly to check sites visited.

2. GUIDANCE

- Children will only be allowed access to the Internet under the supervision and direction of a teacher/adult.
- The school's guidance for the safe use of the Internet will be displayed around and in the classrooms.
- Pupils who misuse the school's Internet access must be banned from future use and their parents notified.
- Access to Internet sites will be randomly checked.
- If a pupil reports the receiving or accessing of an inappropriate site or message they shall report it at once to the Headteacher and ICT Subject Leader. The matter shall then be discussed with the child's parents and any other appropriate action shall be taken to ensure future access is denied.
- Parents will be informed of the school's Internet access policy and procedures. This may also help to regulate the child's access outside the school environment.
- Devices brought from home are stored securely in the school office during the school day.

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet access policy has been drawn up to protect all parties: the pupils, staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system or monitor any Internet sites visited.

- All Internet activity should be appropriate to staff's professional activity or the pupil's education.
- Access should only be made via the authorised account and password, which should not be made available to any other person.

- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all e-mails sent and for contacts made that may result in e-mail being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- As e-mails can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Use of the network to access inappropriate materials such as pornographic, racist or other offensive material is forbidden.

3. INAPPROPRIATE MATERIAL

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.

The school cannot 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.

Signed: _____

Designation: _____

Date: _____

Review Date: _____

PARENTAL ADVICE ON FACEBOOK

Here are some suggested guidelines on how to support your children using Facebook safely:

- The terms and conditions for Facebook state that users need to be 13 years of age.
- Anyone under that age who has an account is violating the terms and conditions
- Don't be afraid to set boundaries for your younger children and explain that, as with other forms of media, there are age restrictions on using certain websites.
- Create a Facebook account yourself and be 'friends' with your teenage children. This will enable you to monitor what they post on their wall and who they add as 'friends'.
- Facebook explicitly states that no person should abuse, harass or bully other people through posts or comments. If you come across any information that breaches this specific rule you can report it to Facebook. Guidelines on how to do this can be found at <http://on.fb.me/ePpM93>.
- In order to ensure that your teenage children are aware of some of the potential risks on Facebook, make sure that they download the ClickCEOP application, so that they can install the 'Report Abuse' application on their Facebook profile. Users can access this at <http://apps.facebook.com/clickceop/>
- Ensure that you educate your children about their digital footprints.
- More colleges, universities and employers are researching candidates for jobs by searching social networking sites. A negative post or unsuitable photograph could come back and haunt your teenage children in later years and prevent them from gaining certain employment.
- Finally, teach your children to send positive posts. Schools and the police are taking seriously negative and libellous comments about educational professionals and it could lead to exclusion or legal action against them.

TEACHER TIPS FOR USING FACEBOOK

- Here are some suggested guidelines for using Facebook safely:
- Ensure that all your privacy settings are set to 'Friends Only'.
- Go to your Account Settings and make sure that the Custom Settings are highlighted and that these show that status, photos and posts are set to 'Friends Only'.
- Consider what information you have on your info page and your profile picture.
- Including brief information and an unidentifiable picture, e.g. sunset, will assist in making your profile indistinctive.
- If you have professional and social 'friends' on Facebook, using the group list feature will ensure that you can distinguish what type of information you send to particular groups.
- Make sure that you do not accept pupils (even those that have recently left the school), parent or carers as 'friends'.
- Ensure that you do not bring your professional status and educational institute into disrepute.
- Make sure that you consider what you post about colleagues, pupils or parents.
- Taking charge of your digital reputation is important, as unprofessional posts or images will lead to disciplinary action and possible failure to gain employment in the future.
- Be careful what photographs you include on your profile. Once these are uploaded, they are very difficult to remove and, using image editing software, they can be altered and merged with other more distasteful images.
- Be aware of any spam or potential virus risks sent via rogue posts. It is advisable to check with anti-virus firms if you get any suspicious requests or posts.
- If you are alerted to any negative or unscrupulous information about yourself, colleagues or your school on Facebook, inform your Headteacher.
- Further advice to help with cyber bullying incidents etc., can be gained from a professional association such as your Trade Union.



- **S**taying safe means keeping your personal details private, such as full name, phone number, home address, photos or school.
- **M**eeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you
- **I**nformation online can be untrue, biased or just inaccurate. Someone online may not be telling the truth about who they are - they may not be a 'friend'
- **L**et a parent, carer, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online
- **E**mails, downloads, messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply