



Internet Safety Policy

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The Eveleigh LINK Academy Trust

Internet safety Policy

1. Rationale

With the Internet becoming as commonplace as the telephone or television there are significant educational benefits that can result from its usage within the curriculum, including access to research material from around the world and the abilities to publish and communicate information to a wider audience

Safe Internet usage depends on all stakeholders within The Eveleigh LINK Academy Trust, staff, governors, advisers and parents taking responsibility for the use of the Internet.

- The Internet is an essential element in 21st Century life for education, business and social interaction. The Eveleigh LINK Academy Trust has a duty to provide children with quality Internet access as part of their learning experience. The purpose of Internet use in school is to raise educational standards, to promote pupil achievement and to support the professional work of staff.
- Benefits of using the Internet allows access to world-wide educational resources including museums and art galleries, and the teaching staff will apply a professional reasonable precaution to ensure that users will only access appropriate material for these needs.
- Rules for Internet access will be posted near all computers.
- Anti-virus software to protect the school's computer assets will be installed and updated regularly.

2. Principles for Acceptable Use of the Internet

Use of school computers by pupils must be in support of the aims and objectives of the National Curriculum.

Online activities which are encouraged include:

- The use of email and computer conferencing for communication: between colleagues, between pupils(s) and teacher(s), between pupil(s) and pupil(s), between schools and industry.
- Use of the Internet to investigate and research school subjects, cross-curricular themes or topics related to social and personal development.

- The development of pupils' competence in ICT skills and their general research skills.

Online activities which are not permitted include:

- Searching, viewing or retrieving materials that are not related to the aims of the curriculum or future careers.
- Using social network sites to make comments about the school, children, parents, governors and school policies.
- Copying, saving or redistributing copyright-protected material, without approval.
- Subscribing to any services or ordering and goods or services, unless specifically approved by the school.
- Playing computer games or using other interactive 'chat' sites unless specifically approved by the school.
- Using the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages).
- Publishing, sharing or distributing any personal information about a user (such as: home address; email address; phone number; etc).
- Downloading software.
- Any activity that violates a school rule.

3. Guidelines

Children will:

- have equal access to email in a safe and secure environment via school VLE.
- have equal access to a variety of approved websites through the Internet
- be taught all the skills in order to use Internet and email as an ICT tool
- use Internet and email to support, enhance and develop all aspects of curriculum
- develop Internet and email skills at the appropriate level regardless of race, gender, intellect and emotional or physical difficulties*

Guidance on the use of email

Email is still the most common use made of the Internet. This fast and cheap method of communication is available to all staff and pupils in The Eveleigh LINK Academy Trust. They can only receive repeat messages from people they wish to stay in contact with.

Unfortunately, certain pupils perceive email as a way to send secret offensive messages. Anyone receiving unwanted email should report it immediately to the school's Executive Headteacher or Head of School or ICT Subject Leader. Anyone caught sending such messages will have their access to the technology denied. An email address for the class or in certain instances for groups of pupils makes more sense for certain email-based projects. It also avoids disappointment for individual pupils who do not get replies to their messages.

Guidance for All Users

All staff at The Eveleigh LINK Academy Trust are encouraged to use ICT resources in their teaching and learning activities, to conduct research, and for contact with others in the education world. Electronic information-handling skills are now fundamental to the preparation of citizens and future employees in the Information Age. Staff are encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum. They should model appropriate and effective use, and provide guidance and instruction to pupils in the acceptable use of the Internet.

When using the Internet, all users are expected to comply with all laws and government regulations concerning copyright, libel, fraud, discrimination and obscenity and all school staff are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.

Pupils are responsible for their good behaviour on the school networks, just as they are on and off school premises. While the use of information and communication technologies is a required aspect of the national Curriculum, access to the Internet is a privilege – not a right. It will be given to pupils who act in a considerate and responsible manner, and may be withdrawn if they fail to maintain acceptable standards of use.

Staff should ensure that pupils know and understand that, in addition to the points found under **Online activities which are not permitted** on page 1 of this policy, no Internet user is permitted to:

- Retrieve, send, copy or display offensive messages or pictures.
- Use obscene or racist language.
- Harass, insult or attack others.
- Damage computers, computer systems or computer networks.
- Violate copyright laws.
- Use another user's password.

- Trespass in another user's folders, work or files.
- Use the network for commercial purposes.

Supervising and Monitoring Usage

Teachers should guide pupils toward appropriate materials on the Internet as this will avoid a great deal of time wasting as well as going some way towards monitoring the sites accessed by pupils.

It is considered a 'best practise' that Internet access for pupils in schools should be available only on computers that are in highly-used areas of the school such as classrooms, libraries, study rooms, computer laboratories and media centres. Machines, which are connected to the Internet, should be in full view of people circulating in the area. Primary aged pupils should never use Internet services without close supervision.

Parents are also encouraged to use these 'best practises' when allowing their children to access the Internet at home.

While using the Internet at The Eveleigh LINK Academy Trust, pupils will be supervised. However, when appropriate to their age and their focus of study, pupils may pursue electronic research independent of staff supervision, this will be at the discretion of the teacher in charge. In all cases pupils will be reminded of their responsibility to use these resources in line with the school policy on Acceptable Use as detailed in this policy document.

Filtering External Websites

It is an absolute requirement that access to the Internet provided to staff and pupils in any school or educational institution through any Internet Service Provider (ISP) is a blocked or filtered service.

The Eveleigh LINK Academy Trust provides a filtered and monitored access to the Internet for pupils, however, with emerging and constantly changing technologies there is no absolute guarantee that a pupil cannot access materials that would be considered unsuitable. The chance of just coming across such materials is highly unlikely, but it obviously increases in direct proportion to the amount of time and effort an individual puts into their search. If anyone accessing the Internet whilst using school equipment is unfortunate enough to come across any offensive web pages, they are obliged to make a note of the address and report it to the Head teacher or ICT Subject Leader who will then take the appropriate action to block the site.

This policy will be monitored by the ICT Subject Leader, governors and the Senior Management Team and will be reviewed in two years.