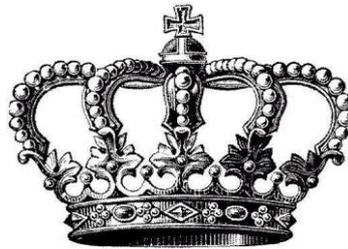


# QUEEN'S DRIVE INFANT SCHOOL



## INTERNET ACCESS POLICY

September 2012

### **Policy Review**

Internet technology and school use of resources will develop and change with time. It is our intention to revise and up-date our Internet Safety Policy as appropriate and where necessary

## **Steps we take to protect children in school**

### **Use of Filtered Service**

Access to the Internet is provided through a filtered service. All access is provided through the Peterborough LEA service which is designed to filter out unsuitable material.

### **Supervision**

No filtering service is 100% effective; therefore all children's use of the Internet is supervised by an adult.

### **Planned Activities**

Use of the Internet is a planned activity. Aimless surfing is not allowed. Children are taught to use the Internet in response to a need. e.g. A question which has arisen from work in class.

Websites are previewed by teachers and revisited to ensure that they are suitable for children's curriculum needs and ability levels.

Search engines are used selectively. Teachers will choose the search engine and topic and discuss sensible search words which have been tried out beforehand.

### **Restrictions on E-mail**

At the moment children are not given their own e-mail address. Staff and parents use their own e-mail. The school has an address given through the LEA which can be used by staff and parents to contact the school.

### **The Learning Platform**

During 2011 the launch of the New Learning Platform in our school will mean parents and children will be given e-mail addresses. Training on use and safety will be provided before an e-mail address is given out.

### **Internet Safety Rules**

Children are taught to be Internet Wise. Children are made aware of Internet Safety Rules and are encouraged to discuss how to cope if they come across inappropriate material. The ICT Co-ordinator has had Internet Safety training through Child Exploitation and online protection centre (CEOPS).

The children use the website 'Hectors World' as Internet Safety Training.

[www.hectorsworld.co.uk](http://www.hectorsworld.co.uk)

Internet safety is an ongoing theme delivered to the children day by day over the 3 years they attend Queen's Drive Infant School. It is the responsibility of each class teacher to ensure that children are continuously made aware of e-safety before accessing the internet.

Once a year, a child in Year 2 undergo e-safety training through 'Childnet' an outside provided.

## School Website

On our School Website:

- Children are only referred to by their first names
- Any images of children will not be labelled with their name
- No close-up pictures of children will be made available on line
- Children and teachers will not reveal their personal details, home addresses or telephone numbers on the website
- Children do not have individual e-mail addresses
- Website links selected by teachers may be put on the website for pupils to access outside of school – sites will be previewed and checked regularly

***NB: Pupils' photographs may be published subject to the strict safeguards listed above. If you have any concerns/objections please contact the school.***

## Points for Parents to Consider

**It is important to promote Internet Safety in the home and to monitor Internet use**

- Keep the computer in a communal area of the home
- Ask children how the computer works
- Monitor on-line time and be aware of excessive hours spent on the Internet
- Take an interest in what children are doing. Discuss with the children what they are seeing and using on the Internet
- Advise children to take care to use the Internet in a sensible and responsible manner. Know the SMART tips.
- Discuss the fact that there are websites which are unsuitable
- Discuss how children should respond to unsuitable materials or requests
- Remind children never to give out personal information on the Internet
- Remind children that people on line may not be who they say they are
- Be vigilant. Ensure that children do not arrange to meet someone they meet on line
- Be aware that children may be using the Internet in places other than in their own home or at school
- Mobile Phones. Be aware of the safety issues regarding mobile phones. Increasingly these may have Internet access. Encourage children to talk about how they use mobile phones. Remind children not to give mobile numbers to strangers and people they do not know very well. Talk about responsible use of text messaging.
- Be aware that the age restriction for children accessing Facebook is 14

## Filtering for the Home Computer

Parents may wish to invest in security software for the children's computers. Some of this software works by monitoring all Internet activity for trigger words.

There are many types of software available. Examples include:

- Net Nanny, [www.netnanny.com](http://www.netnanny.com)
- Cyber Patrol – [www.cyberpatrol.com](http://www.cyberpatrol.com)
- Surfwatch, [www.safesurf.com](http://www.safesurf.com)
- Or parents may wish to make use of the AOL children's section at [www.aol.com](http://www.aol.com)

All reasonable and appropriate steps have been taken to protect pupils within school. However, the school recognises that despite employing safety procedures, children throughout their lives may gain access to undesirable information or images.

Children are regularly reminded that should they encounter inappropriate material on line they must immediately:

- **Leave that website**
- **Click on the dolphin which hides inappropriate material on the screen then inform an adult.**

Staff are required to report immediately to the Headteacher any concerns over internet materials

**Queen's Drive Infant School**

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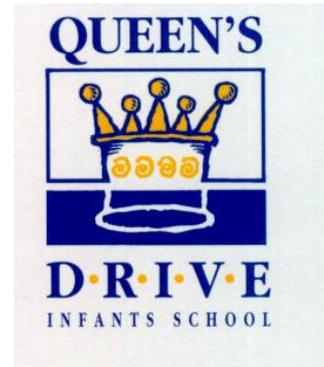
**e-mail :-** aab039@peterborough.gov.uk

**Headteacher:**

Sarah Skinner

**Deputy Headteacher:**

Julie Kane



## **RESPONSIBLE INTERNET USE**

Dear Parents,

As part of your child's curriculum and the development of ICT skills, Queen's Drive Infant School is providing supervised access to the Internet. We believe that the use of the Internet is worthwhile and is an essential skill for children as they grow up in the modern world. Please read the attached Rules for Responsible Internet Use, and discuss them with your child.

Although there have been concerns about pupils having access to the undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet Provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issue further.

At Queen's Drive we take the following steps to ensure an acceptable use of the Internet:

- Use of filtered Internet Service Provider
- Children's use of the Internet is a supervised activity
- Websites by the children will be viewed by staff prior to use and also regular checks will be made on the computer's Internet browser, bookmarks, cache or history
- Children will be informed about and understand the attached Rules for Responsible Internet Use.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet. The school will not be liable for any damages arising from your child's use of the Internet facilities.

If you have any concerns regarding your child's use of the Internet in school then you are most welcome to contact the school for further information.

Yours sincerely,

*Mrs. Sarah Skinner*  
Headteacher

## Acceptable Internet Use Statement For Staff, Students and Volunteer Helpers

The computer system is owned by the school and is made available to students to further their education and 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, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff, students and parents requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the Headteacher for approval.

- All Internet activity should be appropriate to staff professional activity or the student'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 schools ICT systems, or activity that attaches or corrupts other systems, is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may results in e-mail being received;
- Use for personal financial gain, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As e-mail 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 network to access inappropriate materials such as pornographic, racist or offensive materials is forbidden;
- If using social network sites off the school premises, you **must not** engage in discussions about pupils and their families or staff members, or discussions that would damage the reputation of the school.
- For safe guarding purposes **NO** mobile phone photography to be used within the school setting or trips.

Full Name

Position

Signed

Date

Access granted

Date

# ***Queen's Drive Infant School***

## **Rules for Responsible Internet Use**

The school has installed computers and Internet access to help or learning

These rules will keep everyone safe and help us to be fair to others.

- I will only use the Internet with permission from a grown up;
- I will use e-mail only when I am with an adult;
- The messages I send will be polite and sensible;
- I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- If I see anything I am unhappy with, I will tell a teacher;
- I understand that the school will check any Internet sites I visit.