



## **North Farnborough Infant School Internet Policy**

This Internet Policy has been written by the school's ICT team and is in line with government guidance.

### **Why is Internet use important?**

At North Farnborough Infant School we believe that Internet use is important for the following reasons:

- To support and challenge the curriculum.
- To extend the children's ICT capabilities equipping them for life in an increasingly technological age.
- To allow the children to become independent learners.
- To develop the children's research and communication skills.
- To allow the children to widen their horizons and access information from all over the world.
- To support staff professional development through access to national developments, educational materials and good curriculum practice

### **Use of the World Wide Web**

- In order to allow the children to access information on the World Wide Web safely the Internet service provider operates a filtering service that complies with County policy

In addition the school will:

- Supervise the children whenever they are using the Internet.
- Carry out controlled searches as a class or group under adult supervision.
- Use favourites to direct the children to suitable sites.
- Monitor and review the contents of the sites being used by the children regularly.
- Ensure there is no use of chatrooms by children.
- Ensure the rules for Internet use are clearly displayed by all computers.

At North Farnborough Infant School access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

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. Neither the school nor Hampshire County Council 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.

### **Use of e-mail**

To ensure that children can use e-mail safely:

- E-mail communication will be through a class e-mail account at all times.
- Staff will preview all e-mails before the children read them.
- A member of staff will check all outgoing e-mails before they are sent.
- Only first names will be used in e-mails.

## **Use of digital cameras and scanners**

- No photographs of any children will be sent via the Internet without prior permission from the parents or guardians of the children.
- The scanner will only be used with adult supervision.

## **Emergent Internet uses**

Emerging technologies will be examined by the staff for educational benefit and a risk assessment carried out before school use is allowed.

## **Staff use of the Internet**

The Internet will be for work use only any personal e-mail accounts will not be accessed from school.

If staff discover inappropriate sites of material, they will record the URL (address) and report it immediately to the ICT co-ordinator or Head teacher, who will inform our Internet Service Provider.

All staff will sign an acceptable use agreement (see **Appendix 1**) and any breach of this will be dealt with by the Head teacher.

## **ICT system security**

The school ICT systems will be reviewed regularly with regard to security. Virus protection will be installed and updated regularly.

Children will ask permission from a member of staff before accessing e-mails or downloading materials.

## **School Website**

The point of contact on the website should be the school address, school e-mail and telephone number. Pupils' information will not be published. Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified. Pupils full names will not be used anywhere on the web site, particularly associated with photographs.

The headteacher will take overall editorial responsibility and ensure content is accurate and appropriate. The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

## **Parental Permission**

This policy is available to all parents. Permission will be sought before any pictures of the children are put onto the school website or any other website connected to the school.

This policy will be reviewed annually.