



St Francis Xavier Internet Policy



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To be reviewed:



Our Internet Policy has been written by the school, building on the Kent NGfL policy and government guidance. It has been agreed by the senior management and approved by governors.

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. Further, Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

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 following policy outlines the precautions to ensure that users only access appropriate material and stay safe. The school cannot accept liability for the material accessed, or any consequences of Internet access.

What are the benefits of using the Internet in school?



There are numerous advantages and benefits of using the Internet in school. These include:

- Access to world-wide educational resources including museums and art galleries.
- Educational and cultural exchanges between pupils world-wide (including our link with St Stephen's School in India).
- Access to experts in many fields for pupils and staff.
- Staff professional development through access to national developments, educational materials and good curriculum practice;

- Communication with support services, professional associations and colleagues;
- Exchange of curriculum and administration data with the LEA and DfES.
- Use of our Learning Gateway and access to information from home.

The school Internet access is designed especially for pupil use and includes filtering appropriate to the age of our pupils. Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use. If, however, staff or pupils do discover unsuitable sites or material, the URL (address) and content will be reported to the internet service provider via the ICT co-ordinator or technician.



How will e-mail be managed?

The government encourages the use of e-mail as an essential means of communication for both staff and pupils. Directed e-mail use can bring significant educational benefits and interesting projects between schools at home and abroad. However, the use of e-mail requires that the implications for the school and for the pupils have been thought out and that appropriate safety measures have been put in place. Un-regulated e-mail can provide a means of access to a pupil that bypasses the traditional school boundaries. Consequently, pupils may only use approved whole-class email accounts on the school system, and must not under any circumstances reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone. Further, pupils must tell a member of staff immediately if they receive offensive emails.

The School Website.



The school's website can be accessed by anybody on the Internet. The publication of materials on the website are therefore considered from the following security viewpoints:

- The point of contact on the website is the school address, school email and school telephone number. Staff and pupils' home information will not be published under any circumstances.

- Any photographs used on the website are and will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the school website, particularly in association with photographs. Further, written permission will be obtained from parents or carers before photographs of pupils are published on the school website.
- The ICT coordinator will take overall editorial responsibility for the website and ensure that content is both accurate and appropriate.

The copyright of all material will be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

All staff have access to a secure Learning Gateway that is accessed using a username and password. All pupils and families will also have access to the gateway using usernames and passwords.

New Internet applications (videoconferencing).



Emerging technologies, including videoconferencing, will be examined for educational benefit, and a risk assessment will be carried out before use in school is allowed. All use will be closely supervised and monitored.

How will Internet access be authorised?



Parents will be informed that pupils will be provided with supervised Internet access, and will be asked to sign and return a consent form. The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, and a list will be kept of the pupils who have not been granted access.

How will the policy be introduced to pupils?



Rules for Internet access are posted on the walls in all rooms where pupils use computers. Indeed instruction in responsible and safe use should always precede Internet access. Pupils will be informed that Internet use will be monitored and that irresponsible and inappropriate use will result in the loss of their privilege to use it.



How will staff be consulted?

All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained. Further, all staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.



How will ICT system security be maintained?

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

How will complaints regarding Internet use be handled?



The teacher, as part of normal class discipline, may deal with a minor transgression of the rules. However, other situations could potentially be serious and a range of sanctions will be required. All serious cases of misuse must be reported to a senior member of staff. Any complaints about staff misuse must be reported to Mrs Simmons.

Internet use at home.



Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet at home. The school aims to help parents plan appropriate, supervised use of the Internet at home by providing a list of appropriate educational sites on the school website. There is also a link to SAM Learning through the school website.

Think then Click!

These rules help us to stay
safe on the internet.



I will only use the Internet when an
adult is with me.



I will ask if I get lost on the Internet.



I will only email people that my
teacher has approved.



I know never to give my home address
or phone number to anyone on the
Internet.



I will not use Internet chat.



I will tell my teacher if I see anything
that I am unhappy with.

