

Internet Access Policy

Person responsible: Robina Skerratt

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Next review: March 2010

This policy outlines our purpose in providing e-mail, learning platform and access to the Internet at Castledyke Primary School and explains how the school is seeking to avoid the potential problems that unrestricted access could rise to.

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan for and make use of communication technology, for example web based resources and e-mail. Access to life-long learning and employment increasingly requires computer and communications use and pupils need to develop ICT life skill in their use. Access to Internet is a necessary tool for staff and pupils. It is an entitlement for pupils who show a mature and responsible approach.

The purpose of Internet access in school is to raise educational standards, inform parents of work undertaken, support the professional work of staff and to enhance the schools' management information and business administration systems.

Aims of the use of the Internet at Castledyke Primary School

To give children and staff the opportunities to:

- Access world-wide educational resources
- Participate in government initiatives such as NGFL and the Virtual Teacher Centre;
- Gather information and have cultural exchanges between student world-wide;
- Participate in staff discussions with experts in many fields;
- To enable the professional development of staff by providing access to educational materials and good curriculum practice;
- For staff to communicate with the advisory and support services, professional associations and colleagues;
- To allow for the exchange of curriculum and administration data with LA and DfES.
- Share work with other schools and with parents

How the use of the Internet at Castledyke Primary School will be managed

- Parents will be taught to use the Internet responsibly in order to reduce the risk to themselves and others
- Our Rules for Responsible Internet use will be posted near computer systems
- Use of floppy discs, mp3 disc drives and other storage facilities will be constantly reviewed and permission to use sought from the class teacher;

- The ICT subject manager and ICT technician will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy
- Responsibility for handling incidents will be given to the leadership team;
- All staff including teachers, supply staff, teaching assistants and support staff, will be provided with the Internet Access Policy, and its importance explained;

How the use of the school website at Castledyke Primary School will be managed

- The head teacher will delegate editorial responsibility to the ICT technician/web master to ensure that content is accurate, original and quality of presentation is maintained
- Photographs will not identify individual pupils
- Full names will not be used anywhere on the Web site;

Planning and use of the Internet at Castledyke Primary

Internet access will be planned to enrich and extend learning activities and access will be carefully considered to reflect the curriculum requirement.

- Pupils will be given clear objectives for Internet use;
- Staff will select sites which will support the learning outcomes planned for pupils' age and maturity;
- Pupils will not be allowed to access public chat rooms;
- New facilities will be thoroughly tested before pupils are given access;
- At KS1, the majority of the access to the Internet will be by teacher demonstration. However there may be situations when children have supervised access to specific approved on-line materials;
- At KS2, Internet access will be granted to a whole class as part of the planned topic, after a suitable education in responsible Internet use;
- Pupils using the Internet will be appropriately supervised;
- If staff or pupils discover inappropriate sites, the URL and content will be reported to the head teacher and ICT subject manager