



# Bordon Infants School Use of the internet policy

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Then annually

We recognise the importance of the internet and the role it can provide in raising educational standards and in supporting the professional work of staff. Teachers, support staff and pupils will have access to websites worldwide offering educational resources, news and information.

### **Ensuring internet access is appropriate and safe**

The internet is freely available to any person wishing to send e-mail or publish a website. In common with other media such as books or videos, some material on the internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by the publisher and the teacher. The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet.

The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- E-safety and E-safety rules will be a significant focus of the Computing curriculum taught in school
- our internet access is purchased from Hampshire County Council which provide a service designed for pupils including a “firewall” filtering system intended to prevent access to material inappropriate for children
- children will use the internet only under supervision by an adult
- staff will check the sites pre-selected for pupil use are appropriate to the age and maturity of the children
- staff will be particularly vigilant when pupils are undertaking their own searches and will check that the children are following the agreed search plan
- pupils will be taught to use the internet responsibly in order to reduce the risks to themselves and others
- the ICT manager will monitor the effectiveness of the internet access strategies

The most important element of this policy is that:

- pupils will be taught to tell a teacher **immediately** if they encounter any material that they find uncomfortable

In the unlikely event that a pupil discovers inappropriate material:

- the child must be given the appropriate support needed
- the Headteacher must be informed and the pupil’s parents contacted
- The ICT manager must be given the web site address and they will then contact the school’s internet service provider to have the site blocked

### **Use of the internet by pupils**

Access to the internet is a planned part of the curriculum that will enrich and extend learning activities. Different ways of accessing information from the internet will be used depending on the age of the children and the nature of material being viewed:

- access to the internet may be by teacher demonstration
- pupils may access teacher-prepared material, rather than the open internet
- pupils may be given a single page or a single web site to access
- pupils may be provided with a list of relevant and suitable web sites which they may access
- children will, under close supervision, be shown how to use a suitable web search engine
- pupils will not use the internet unsupervised

**Use of the internet by staff**

- all staff must sign the Acceptable Use Policy before being given access to the school network
- all staff are encouraged to use the internet to find resources and information which will help engage the children in their learning
- all staff are encouraged to use the internet to aid in reducing workload through the sharing of ideas and resources
- staff must respect and adhere to any copyright on material found on the internet
- staff are responsible for all e-mails they send and are expected to use the same professional levels of language and content as would be expected in any correspondence leaving the school
- staff may use the internet for personal use but they must abide by the school internet policy
- use of the internet to view or download offensive, obscene or inappropriate material is forbidden
- using the internet for any financial transaction is undertaken at the users' own risk
- staff must not download or install any software without the permission of the ICT manager

Ratified by: [name/body]:.....

Date:.....

Signed (Chair):.....