



Abercynon Community Primary School

Internet Access Policy

Why Internet access is important

- The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Access to the Internet is a necessary tool for staff and students. It is an entitlement for students who show a responsible and mature approach.
- Preparing pupils for their on-going education and personal development needs.

The benefits to the school

- Access to world-wide educational resources eg, museums and art galleries;
- Inclusion in The National Assembly for Wales initiatives such as NGfL;
- Information and cultural exchanges between students world-wide; discussion with experts in many fields for pupils and staff;
- Staff professional development - access to educational materials and good curriculum practice;
- Communication with the LEAs advisory and support services, professional associations and colleagues;

How will Internet use provide effective learning?

- Internet access will be filtered so that it is age appropriate in content for pupils.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed 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 be educated in taking responsibility for their own Internet access through e-safety lessons following the Digital Learning Den.

Teaching and support staff

These individuals are responsible for ensuring that:

- They have an up-to-date awareness of online safety matters and of the current school online safety policy and practices
- They report any suspected misuse or problem to the headteacher/senior leader; online safety lead for investigation/action.
- All concerns are recorded on 'My Concern'.
- All digital communications with learners/parents and carers should be on a professional level and only carried out using official school systems
- Online safety issues are embedded in all aspects of the curriculum and other activities

- Learners understand and follow the online safety and acceptable use agreements and codes of conducts displayed in their classrooms
- KS2 learners have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- They monitor the use of digital technologies, mobile devices, cameras, etc., in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- In lessons where internet use is pre-planned learners should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches, i.e. these are reported to the LEA and the sites will then be blocked.

How pupils will be taught to assess Internet content

Learners

These individuals

- Are responsible for using the school digital technology systems in accordance with the learner acceptable use agreement and respective codes of conducts displayed in classrooms
- KS2 pupils should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- Will be expected to know and understand policies on the use of mobile devices.
- Should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's online safety policy covers their actions out of school, if related to their membership of the school.

Parents and carers

- Parents and carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way.
- The school will take every opportunity to help parents and carers understand these issues through parents'/carers' evenings, newsletters, letters, website, Hwb, learning platform and information about national/local online safety campaigns/literature.
- Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:
 - digital and video images taken at school events
 - access to parents'/carers' sections of the website, Hwb, learning platform and online learner records
 - their children's personal devices in the school (where this is allowed).

How publishing on the Web will be managed

- The head-teacher will delegate editorial responsibility to a member of staff to ensure that content is accurate and quality of presentation is maintained;
- Parents will be informed that pupils' images and work may be published on the school website and parental permission sought when the child joins the school.

- Photographs will not identify pupils, by name. Group shots will be used in preference to individuals' images;

How Internet access will be authorised

- Internet access is a necessary part of the statutory curriculum. It is an entitlement for pupils based on responsible use;
- From 3-7, the majority of the access to the Internet will be by teacher or adult demonstration. However there may be situations when children have supervised access to specific approved on-line materials;
- At 7-11, Internet access will be granted to a whole class as part of the scheme of work, after a suitable education in responsible Internet use;

How the risks be will assessed

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users can access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Neither Abercynon Community Primary nor RCTCBC can accept liability for the material accessed, or any consequences thereof;
- Methods to identify, assess and minimise risks will be reviewed;
- Staff, parents, governors, officers and advisers will work to establish agreement that every reasonable measure is being taken;
- The Head-teacher will ensure that the policy is implemented effectively.

How the school will ensure Internet access is safe

- Pupils will be informed that Internet use will be supervised and monitored;
- All internet access will be filtered by the Rhondda Cynon Taf Schools ICT service.
- Senior staff will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice;
- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the ICT co-ordinator;
- Where minority languages are involved, appropriate measures will be used to ensure the process to select appropriate material is adequate.

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse
- Can recognise a possible breach, understand the need for urgency and know who to report it to within the school
- Can help data subjects understands their rights and know how to handle a request whether verbal or written. Know who to pass it to in the school
- Only use encrypted mobile devices (including USBs) for personal data, particularly when it is about children
- Will not transfer any school personal data to personal devices except as in line with school policy

- Use personal data only on secure password protected computers and other devices, ensuring that they are properly “logged-off” at the end of any session in which they are using personal data
- Transfer data using encryption and secure password protected devices.

How the security of school ICT systems will be maintained

- The AOLE lead will liaise with ICT services to ensure that the system has the capacity to take increased traffic caused by Internet use;
- Personally owned devices, such as PDA's or laptop computers, may not be connected to the schools network to gain access to the internet:

How complaints regarding Internet use be will handled

- Responsibility for handling incidents will be given to senior members of staff;
- Pupils and parents will be informed of the complaints procedure in writing;
- Parents and pupils will need to work in partnership with staff to resolve issues;

How staff, pupils and parents will be consulted

- Rules for Internet access will be shared through using the Digital Learning Den as a resource.
- All staff including teachers, supply staff, classroom assistants and support staff, will be aware of the importance of the Internet Access Policy;
- Parents' attention will be drawn to the Policy through the school prospectus and permission slip.

This policy will be reviewed regularly.
Callum Meredith (AOLE Lead)