THE PIGGOTT SCHOOL

'....to be a school which inspires and encourages the highest achievement'

Internet Access Policy

Date last reviewed: Summer term 2017

Responsibility: Deputy Head (Curriculum) and the SALT Committee

Review Period: Biennial

Government policy is to connect all schools to the Internet, to stop sending paper information to schools and to send all relevant information by email. The Piggott School was connected to the Internet in 1999 with all staff and students having their own email address. Home Internet use has increased and it has become an important part of learning and communication during leisure time.

Without appropriate measures, access to unsuitable materials would be possible and security compromised. This Internet Access Policy aims to ensure that Internet use supports the school's educational aims, and that its responsibilities to pupils are met.

The school provides Internet access to assist in the raising of 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 vital tool for staff and an entitlement for students who show a responsible and mature approach. The use of a computer system without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

Benefits to the School include:

- Access to world-wide educational resources including museums and art galleries
- Information and cultural exchanges between students world-wide
- News and current events
- Cultural, social and leisure use in libraries, clubs and at home
- Discussion with experts in many fields for pupils and staff
- Staff professional development - access to educational materials and good curriculum practice
- Communication with the advisory and support services, professional associations and colleagues
- Exchange of curriculum and administration data with the LA and DFE.

Internet Access Procedures

The School assesses the risks connected with Internet access by:

- Supervising pupils and taking all reasonable precautions to ensure that users access only appropriate material. The School subscribes to a filtered Internet Service provided by RM, the leading supplier of networks to the education market. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a terminal. The School does not accept liability for the material accessed, or any consequences thereof.
- Reviewing methods to quantify and minimise the risk.
- Working with staff, parents, guardians, governors and advisers work to establish agreement that every reasonable measure is being taken
- Ensuring that the policy is implemented effectively

Security of the School IT System

- The IT Manager ensures that the system has the capacity to take increased traffic caused by Internet use
- The security of the whole system is reviewed by the Network Manager with regard to threats to security from Internet access on an on-going basis.
- Personal data sent over the Internet is encrypted or otherwise secured
- Virus protection is installed and updated regularly
- Use of removable data copying media/devices is reviewed. Personal removable data copying media/devices may only be brought into school if it has been virus checked

Only work, as agreed with teaching staff, related to the School curriculum can be brought into/emailed on the school system.

Responsible use of the internet providing effective learning

- Internet access is planned to enrich and extend learning activities, integral to the curriculum
- Pupils are given clear objectives for Internet use
- Pupils are provided with lists of relevant and suitable websites
- Pupils are educated to take responsibility for Internet access
- Pupils are informed that checks are made on files held on the system
- The School works with the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

In order to assess Internet content:

- Pupils are taught to validate information before accepting it as true, an important aspect of higher levels of subject teaching;
- Pupils should observe copyright when copying materials from the web.
- Pupils are made aware that the writer of an email or the author of a web page may not be the person claimed
- Pupils are taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV
- Pupils are encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable so that it can be assessed and if necessary blocked for the rest of the pupils.

Management of email within the School

- Staff should use only the school email for all school matters to retain a traceable history and protect privacy.
- Pupils are expected to use email as part of the National Grid for Learning Initiative
- Communications with persons and organisations are managed to ensure appropriate educational use and that the good name of the School is maintained
- The forwarding of chain emails is banned
- In-coming email is regarded as public
- All pupils are given individual email accounts. This assumes a high level of trust and pupils are asked to sign the Acceptable Use Statement
- email messages on School business (e.g. arranging a work placement) must be approved before sending.
- Access to the School email system is encrypted with 2048bit SSL certification.

Web publishing

- The Head Teacher delegates editorial responsibility to the IT Manager to ensure that content is accurate and quality of presentation is maintained
- The website complies with the School's guidelines for publications
- Pupils are taught to publish for a wide range of audiences which might include governors, parents, guardians or young children
- All material must be the author's own work, credit other work included and state clearly the author's identity or status
- The point of contact on the website is the School address and telephone number. Home information or individual email identities are not be published
- Photographs of identifiable individual pupils are not published on the website. Group photographs do not have a name list attached.

Safety on the Internet and School network

- The School has a comprehensive 'Acceptable Usage Policy'
- All student access to the Internet is through a filtered service
- The IT Manager review new sites for appropriateness
- Internally the content and code of websites are analysed by an Esafe Filter device providing an additional layer of security to help prevent circumvention of the RM/SEGfL filter systems.
- Staff check that the sites selected for pupil use are appropriate to the age and maturity of pupils.
- The IT Manager monitors the effectiveness of Internet access strategies;
- Access levels are reviewed as pupils' Internet use expands and their ability to retrieve information develops;
- The IT Manager ensures that occasional checks are made on staff and pupils files and URL history to monitor compliance with the School's Internet Access Policy
- A range of fully tested, approved sites are copied to the School intranet, and dynamically linked via the favourites menu controlled by Active Directory.

Complaint handling

- Pupils, parents and guardians are referred to the School's 'Network – Acceptable Usage Policy'
- Responsibility for handling incidents is initially given to the IT Manager

- Pupils, parents and guardians are informed of the procedure
- Parents, guardians and pupils need to work in partnership with staff to resolve any issue
- As with drugs, substance abuse and Child Safeguarding issues, there may be occasions when the police must be contacted. Early contact is made to establish the legal position and discuss strategies
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the IT Manager for an instant block.
- Any material that the School suspect is illegal is referred to the Internet Watch Foundation
- A pupil may have Internet or computer access permanently disabled or denied for a period
- Denial of access could include all School work held on the system, including any examination work

The Piggott School Governors are committed to keeping pupils, parents and guardians informed of the School Internet Usage Policies:

- Rules for Internet access are posted near computer systems
- All staff including teachers, supply staff, classroom assistants and support staff, are provided with the Internet Access Policy and its importance explained;
- Parents' and guardians' attention is drawn to the Policy in newsletters, the School prospectus and on the School's website