



## HARVINGTON PREP SCHOOL

### INTERNET ACCESS POLICY

In accordance with government and local authority guidelines

#### **Rationale:**

This policy outlines our purpose in providing e-mail facilities and access to the Internet and explains how Harvington Prep School is seeking to avoid the potential problems that unrestricted Internet access could give rise to. Providing access to the Internet in school will raise educational standards and support the professional work of staff. Teachers and pupils will have access to web sites world-wide. There will be opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world-wide. In addition, staff will have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LEA and DfEE; receive up-to-date information and participate in government initiatives such as NGfL and the Virtual Teacher Centre. In the longer term the Internet may also be used to enhance the school's management information and administration systems.

#### **Aim**

- To ensure Internet access enhances the pupils' learning experience.
- To ensure Internet access is used appropriately.
- To ensure Internet access is safe for pupils, staff and students on placement.
- To ensure internet access on Ipads is used appropriately
- To ensure on-line safety is embedded in the wide curriculum

#### **Objectives**

The Internet is a relatively new communications medium and is freely available to any person wishing to send e-mail or publish a web site. In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils. Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and 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:

Our Internet access is provided by Draytek (cyren) which provides a service designed for pupils including a filtering system intended to prevent access to material inappropriate for children and students. Our system manager Tygur Defunks-Perry also has installed safety measures.

1. Children using the Internet in the ICT suite or in the classroom on Ipads will be supervised by an adult at all times.
2. Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
3. Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
4. Pupils will be taught to use e-mail and the Internet responsibly in order to reduce the risk to themselves and others;

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5. Our rules for responsible Internet use will be posted near computer systems.
6. The IT technician will monitor the effectiveness of internet access strategies;
7. The system manager and form teachers will ensure that occasional checks are made on files to monitor compliance with the school's Internet access policy;
8. Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LEA, our Internet Service Provider and the DCSF.

## **Arrangements for Planning**

### **Arrangements for Monitoring Internet Usage**

1. The Headmistress is responsible for maintaining an overview of Internet usage. The I.T. technician is responsible for monitoring the coverage and achievement levels within the established framework. Strategies for this include discussion with teachers and observation of IT lessons in school.
2. Additionally, the content of aims and objectives for Internet usage, particularly with the older and more able pupils is reviewed.
3. The class teacher also spends time in each class observing Internet usage and the quality of teaching and learning on a termly basis.
4. Evidence of each pupil's work, including the Nursery, will be recorded in their work/scrap books. This will form part of the evidence bank for the monitoring of each pupil's progress.

### **Role of the Headmistress**

To ensure this policy is implemented effectively.

- To discuss future developments for Internet usage with the class teachers and IT technician
- To help motivate staff to create a rich and stimulating learning environment.
- To support and encourage other professionals to develop their skills and teaching of all aspects Internet usage.
- To ensure budget provision for current resources and materials.
- To ensure budget provision for staff training.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. All the teaching staff will be made aware of the incident in 'Pupil Awareness' at a Staff Meeting if appropriate.

If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.

If staff or pupils discover unsuitable sites the IT technician will be informed and will report the URL (address) and content to the Internet Service Provider and the system manager; if it is thought that the material is illegal, after consultation with the ISP and LEA, the site will be referred to the police.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the 'Rules of Responsible Internet Use' which have been designed to help protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own Internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the Internet may be denied for a period.

## **Role of the ICT technician**

### **1. Administration**

- To ensure appropriate and safe access and to complete an annual audit of resources and make this information available to staff
- To liaise with the LEA advisor for IT.
- To read current articles and share those which are highly relevant with staff

### **2. Professional Development**

- To provide training for colleagues a) formally, feeding back from courses attended and b) informally as staff require help on various issues
- To attend relevant courses and suggest some for other staff as their professional development needs are known

### **3. Curriculum**

Pupils will learn how to use a web browser. Older pupils will be taught to use suitable web search engines. Staff and pupils will begin to use the Internet to find and evaluate information. Access to the Internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the internet may be by teacher (or sometimes other-adult) demonstration;
- pupils may access teacher-prepared materials, rather than the open internet;
- pupils may be given a suitable web page or a single web site to access on the advice and research done by the teacher;
- pupils may be provided with lists of relevant and suitable web sites which they may access;
- older, more experienced, pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.
- Pupils accessing the Internet will be supervised by an adult, normally the form teacher, at all times. They will only be allowed to use the Internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost. We believe that, in order to use information from the Internet effectively, it is important for pupils to develop, as far as possible an understanding of the nature of the Internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the Internet is intended for an adult audience, much of the information on the Internet is not properly audited/edited and most of it is copyright.
- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium);
- when copying materials from the Web, pupils will be taught to observe copyright;
- pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed. Those supervising should be aware of this potential danger as they monitor the children using the Internet.

- Pupils will learn how to use an e-mail application and be taught e-mail conventions. Staff and pupils will begin to use e-mail to communicate with others, to request information and to share information.
- It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained.

Therefore:

- pupils will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules but not for personal use but for school purposes only.
- teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail;
- pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts at present;
- in-coming e-mail to pupils will not be regarded as private;
- children will have the e-mail messages they compose checked by a member of staff before sending them;
- the forwarding of chain letters will not be permitted;
- pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours.

## **Role of the Teacher**

- To teach in accordance with Harvington Prep School Policy Statements and Schemes of Work
- To present all activities in an enthusiastic and accessible way
- To make enjoyable by using a variety of approaches
- To have high expectations of each pupil
- To use symbols to assist with activities
- To ensure progression when planning for each child on an individual basis
- To teach internet usage in isolation (dependent on individual pupil need) and through other subjects

## **Strategies for Teaching**

- The Internet is a tool for curriculum delivery. However specific skills will be directly taught as appropriate.
- Skills will need to be practised repeatedly, sometimes over several years before our children really master them. Teachers will endeavour to find different ways of practising they same skill to maintain interest and motivation.
- The children will have many opportunities to apply their developing skills in all subject areas across the curriculum
- As a tool for learning the Internet will be used throughout the day by a significant majority of the pupils but particularly our older pupils.
- Our pupils will be given an opportunity to work as a class, in small groups, in pairs and individually with an adult.
- Efforts will be made for each child to develop confidence at working independently, at their own level

## **Strategies for Learning**

Effective learning will be dependent upon the pupils`:

- understanding the language used
- responding to the language context
- being active partners in reciprocal communication that may include link signing, use of communication aids, a range of IT equipment, etc

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- making good use of opportunities to repeat, practise, modify and consolidate acquired skills
- making good use of opportunities to work in a range of motivating, meaningful contexts, individually or in groups
- meaningfully interacting with resources or materials appropriate to their level of development

## **Allocation of Resources**

### **1. Staff Resources**

Staff are encouraged to attend courses as in all areas of ICT learning.

Staff are our most valuable resource. The number of support staff in each class base is calculated on the total number of children, combined with the complexity of each child's learning needs.

### **2. Teaching Resources**

The ICT room is equipped with suitable materials to match the range of children's ability. When pupils change class a review of the suitability of materials may be necessary and the ICT technician is informed if further items need to be purchased.

## **Assessment, Recording and Reporting**

The procedure for assessment, recording, and reporting will be in line with school practice for the whole curriculum. Procedures will take account of statutory requirements and examples of good practice. Assessment will be both formative and summative. Formative assessment will help to establish clear attainable targets and summative assessment will provide overall evidence of the achievement of pupils, what they know, understand, can do and have experienced. Procedures should be constructive and helpful to pupils, teachers, parents and other professionals.

## **Special Needs Provision**

This policy document stresses the need for pupils to be able to show what they have achieved, by whatever means appropriate. To ensure the safe handling of tools, materials and equipment, the adaptation of workspaces and equipment may need to be considered, while provision required to support language related work should also be emphasised.

A range of opportunities commensurate with pupils' needs and abilities should be on offer to all pupils rather than their disability becoming the basis for limitation or restriction of experience. All pupils are individuals and as such can be seen as having special needs, gifts or talents that all have to be met in order that they realise their full potential.

## **Health and Safety**

It is the responsibility of all staff and where possible pupils to be aware of possible Health and Safety issues in relation to this curriculum area in various environments and types of equipment and eliminate foreseeable safety problems. It is fundamental to this subject that pupils will also develop positive attitudes to the safety of themselves, others, tools and equipment and an ethos is created where respect for our environment is developed. Any specific issues relating to health and safety that need immediate attention should be brought to the notice of the Headteacher/Health and Safety Officer. To reduce risks pupils only have access to non-toxic pens, pencils and paints at school. All IT equipment has an annual safety check by the system manager.

## **Community Links**

The Internet is a major tool for establishing and continuing links with the community. It is a means by which our pupils understand that through e-mail our pupils can communicate with others not only locally but also abroad.

The Internet is a significant means of highlighting Harvington Prep School and establishing its reputation both nationally and internationally.

## **Parent Links**

We will keep parents in touch with future ICT developments by letter and newsletter.

Internet use in pupils' homes is rapidly increasing and some parents may be grateful for any advice/guidance that school can offer – especially with regard to safe access for children. The school is willing to offer advice and suggest alternative sources of advice on the understanding that neither she nor the school can be held responsible for the consequences of such advice.

Further:

School guidelines on issues such as safe Internet use will be made available to parents together with printed information and Internet sites providing information for parents about safe access for children.

In the future it is possible that suitable educational and leisure activities that make responsible use of the Internet will be developed with parents.

As noted above, it is not possible to be certain of the originator of an e-mail message, and for this reason the school is unable to accept an e-mail as parental authorisation of a pupil absence.

## **Harvington Prep School Web Site**

*Our school web site is intended to:*

- Provide accurate, up-to-date information about our school;
- Enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- Celebrate good work;
- Provide pupils in the future with the opportunity to publish their work on the Internet;
- Promote the school.

In the future it may be used to publish resources for projects or homework.

All classes may provide work for publication on the school web site. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included, and stating clearly that author's identity and/or status. The IT technician is responsible for up-loading pages to the school web site, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host. The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Staff will be identified by their title and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

Our school web site is found on [www.harvingtonschool.com](http://www.harvingtonschool.com)