

Gawthorpe Community Academy Internet Policy

Why do we need the Internet in the Academy?

At Gawthorpe Community Academy we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element in 21st century life for education, business and social interaction. We believe that the Internet raises educational standards, promotes pupil achievement, promotes student achievement, supports the professional work of staff and enhances the Academy's information and management information and business administration systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. The Academy has a duty to provide students with quality Internet access as part of their learning experience and provide pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

This document sets out the policy and practices for the safe and effective use of the Internet in Gawthorpe Community Academy.

This policy and its implementation will be reviewed every two years by the Business Manager. If amendments are proposed these will be considered by the governing body.

Benefits of using the Internet in education include:

- Access to worldwide educational resources including museums and art galleries;
- Ability to communicate widely and publish easily;
- Inclusion in initiatives such as the (VLE) Virtual Learning Environment;
- Educational and cultural exchanges between pupils worldwide;
- Access to experts in many fields for pupils and staff;
- Staff professional development through access to national developments, educational materials and good curriculum practice;
- Communication with support services, professional associations and colleagues;
- Improved access to professional support including remote management of networks;
- Exchange of curriculum and administration data with LEA and DfES.

How will we use the Internet to enhance learning?

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect curriculum requirements and age of pupils.

Acceptable use of the Internet

- The Academies Internet access includes filtering of information through a system managed by the Academies IT Provider
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use, both at home and at the Academy.
- Staff will guide pupils on line activities that will support the learning outcomes planned for the pupils' age and maturity.

- Pupils will be educated in the effective use of Internet in research, including the skills of knowledge location, retrieval and evaluation.
- In the unlikely event, if staff or pupils discover unsuitable sites, the address [URL] and content must be reported to the Academies IT support team.
- The Academy should ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Rules for Internet access will be posted in all rooms where computers are used and explained fully to all children.
- The Internet policy and Rules for Internet access will be available on the website or by seeing the ICT co-coordinator. Parent's attention will be drawn to this in the Academies newsletter.

Access

- Pupils will only ever go into the ICT suite with adult supervision and within the classroom there is always an adult present. Work on the Internet is always in a controlled environment.
- In key stage 1, access to the Internet will mainly be by adult demonstration with some supervised access to specific, approved on line materials.
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group.
- In key stage 2, where children are beginning to demonstrate independent thinking and research skills, children will be directed to appropriate web sites that have been researched by the class teacher in a controlled environment.
- In common with other media such as magazines, books and videos, some material via the Internet is unsuitable for pupils. The Academy will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on an Academy computer. Gawthorpe Community Academy cannot accept liability for material accessed, or any consequences of Internet access. However, the Academy will work in partnership with parents, the authority, Dfes and its IT support provider to ensure systems are in place to identify, assess and minimize risks. These will be reviewed regularly and improvements made where necessary.

E Mail

- Pupils will receive their own email address in year 3. They will be taught the correct usage in a controlled environment. This will be reinforced in year 4, 5 and 6. Children will be given the opportunity to practice email skills in the controlled environment of an email club.
- E mail access must be made via the user's authorised account and password, which must not be given to any other person.
- Pupils must immediately tell the teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others in e-mail communication such as address or telephone number, or arrange to meet anyone.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on Academy headed paper.
- The forwarding of chain letters is not permitted.
- Pupils will not be allowed access to chat rooms.
- Excessive social e-mail use can interfere with learning and may be restricted.
- Irresponsible use of email may result in the temporary or permanent loss of e mail and Internet access.

Website

The Academies website is used to celebrate pupil's work, promote the Academy and provide information. Editorial guidance will ensure that the website reflects the Academies ethos that information is accurate and well-presented and that personal security is not compromised. As the

Academies website can be accessed by anyone on the Internet, the Academy has to be very careful to safeguard the interests of its pupils and staff. The following rules apply:

- The point of contact on the Web site should be the Academy address, e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the Academies Web site.

Mobile phones

Gawthorpe Community Academy does not encourage pupils to bring mobile phones into the Academy.

If a pupil has been given permission, by staff at school, to bring a mobile phone in then if there are any concerns which need investigating the pupil may be asked to show any relevant content to in the presence of two members of staff.

The Academy will work in partnership with parents, LEA, DfES and their IT support team to identify, assess and minimize risks to protect pupils ensuring that systems are continually reviewed and improved.

All staff with access to Academies Internet will be provided with the Academies Internet policy and its importance explained.

The Academies ICT systems will be reviewed regularly with regard to security. Virus protection will be installed and updated regularly.

Any complaint about staff misuse must be referred to the Principal.

Principal:		Date:	28.03.2017
Chair of Governors:		Date:	28.03.2017

Responsible Internet Use Rules for Staff and Students

The following rules will be clearly displayed in all areas where computers are used.

The computer system is owned by the Academy. This 'Responsible Internet Use' statement helps to protect students, staff and the Academy by clearly stating what use of the computer resources is acceptable and what is not:

- Irresponsible use may result in the temporary or permanent loss of email or Internet access
- Network access must be made via the user's authorised account and password, which must not be given to any other person
- Academy computer and Internet use must be appropriate to the student's education or to staff professional activity
- Copyright and intellectual property rights must be respected
- Email should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers
- Users are responsible for email they send and for contacts made
- Anonymous messages and chain letters are not permitted
- The use of 'chat rooms' is not allowed
- The Academies ICT systems may not be used for private purposes, unless the Principal has given permission for that use
- Use for personal financial gain, gambling, political purposes or advertising is not permitted
- ICT system security must be respected. Using a computer for a purpose not permitted by the system owner could constitute a criminal offence under the Computer Misuse Act 1990

The Academy may exercise its right to monitor the use of the Academy's computer systems, including access to websites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the Academy's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.