

# PADNELL INFANT SCHOOL

## BOARD OF GOVERNORS



### INTERNET ACCESS POLICY

<b>Name of Unit/Premises/Centre/School</b>	Padnell Infant School
<b>Date of Policy Review</b>	February 2026
<b>Date of Next Review</b>	February 2028
<b>Name of Headteacher</b>	Mrs Mandy Grayson

## Administration Record

Issue	Modification	Date
1	For FGB Approval	03 December 2018
1.1	FGB comments incorporated - Approved	03 December 2018
2	For FGB Approval	02 March 2020
3	For FGB Approval	07 March 2022
4	For FGB Approval	26 February 2024
5	For FGB Approval	February 2026

# Contents Page

- PADNELL INFANT SCHOOL ..... 1**
- Administration Record ..... 2**
- Contents Page..... 3**
- 1 Summary ..... 5**
- 2 Internet Access in School..... 5**
- 3 Ensuring Internet Access is Appropriate and Safe ..... 5**
- 4 Maintaining the Security of the School ICT Network..... 7**
- 5 Using the Internet to Enhance Learning ..... 7**
- 6 Using Information from the Internet ..... 8**
- 7 Using e-Mail ..... 9**
- 8 Internet Access and Home/School Links .....10**
- Padnell Infant School .....11**



## **1 Summary**

- 1.1.1 This policy outlines our purpose in providing e-mail facilities and access to the internet at Padnell Infant School and explains how our school is seeking to avoid the potential problems that unrestricted internet access could give rise to.

## **2 Internet Access in School**

- 2.1.1 Providing access to the internet in school will raise educational standards and support the professional work of staff.
- 2.1.2 Teachers, support staff and pupils will have access to web sites world-wide (including museums and art galleries) offering educational resources, news and current events. 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 Local Education Authority (LEA) and Department for Education (DFE) The internet is being used to enhance the school's management information and business administration systems.
- 2.1.3 Staff should be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, will be provided with the School Internet Access Policy, and will have its importance explained to them.
- 2.1.4 Our school Internet Access policy will be available for parents and others to read on demand.

## **3 Ensuring Internet Access is appropriate and safe**

- 3.1.1 The internet is freely available to any person wishing to send e-mail or publish a website. In common with other media such as magazines, books and videos, 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 purchased from Agile which provides a service designed for pupils including a “firewall” filtering and monitoring system intended to prevent access to material inappropriate for children. This provision is reviewed at least annually in line with KCSiE.
  - Children using the internet will be supervised by an adult (usually the class teacher or classroom assistant) at all times;
  - Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
  - Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
  - Pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
  - Our Rules for Responsible Internet Use will be posted near computer systems;
  - Regular teaching and reminders of how to keep safe will take place;
  - The Information Technology (IT) Leader will work alongside Agile to monitor the effectiveness of internet access strategies;
  - The Headteacher will ensure that the policy is implemented effectively;
  - 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 Department for Education and Skills (DfES).
- 3.1.2 It is the experience of other schools that the above measures have been highly effective. 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 computer screen. **Neither the school nor Hampshire county Council can accept liability for the material accessed, or any consequences thereof.**
- 3.1.3 A most important element of our **Rules of Responsible Internet Use** is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.
- 3.1.4 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. Responsibility for handling incidents involving children will be taken by the IT Leader in consultation with the Headteacher/DSL and the pupil’s class teacher. All the teaching staff will be made aware of the incident at a staff meeting if appropriate.

- a. 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;
  - b. If staff or pupils discover unsuitable sites it should be reported to the DSL, Esafety Co-ordinator and the IT Leader. The IT Leader will report the URL (address) and content to the Internet Service Provider and the LEA; if it is thought that the material is illegal, after consultation with the ISP and LEA, the site will be referred to the Internet Watch Foundation and the police.
- 3.1.5 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.

## 4 Maintaining the Security of the School ICT Network

- 4.1.1 We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected with a virus or accessed by unauthorised persons.
- 4.1.2 The IT Leader will keep up-to-date with ICT news developments and work with the LEA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

## 5 Using the Internet to Enhance Learning

- 5.1.1 Pupils learn how to use suitable web search engines. Access to the internet is a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.
- 5.1.2 As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.
- 5.1.3 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;
  - Pupils may be provided with lists of relevant and suitable web sites which they may access.
- 5.1.4 Pupils accessing the internet will be supervised by an adult, normally their 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.
- 5.1.5 Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

## 6 Using Information from the Internet

- 6.1.1 We believe that, in order to use information from the internet effectively, it is important for pupils to develop 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.
- a. Pupils will be taught to expect a wider range of context, both in level and in audience, than is found in the school library or on TV;
  - b. 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);
  - c. When copying materials from the Web, pupils will be taught to observe copyright;
  - d. Pupils will be made aware that the writer of an e-mail or the author of a web may not be the person claimed.

## 7 Using e-Mail

- 7.1.1 Pupils will learn how to use an e-mail application and be taught e-mail conventions. Staff and pupils will use e-mail to communicate with others, to request information and to share information.
- 7.1.2 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.
- 7.1.3 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;
  - 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.
  - Members of staff may not use the system for personal e-mails

## **8 Internet Access and Home/School Links**

- 8.1.1 We will keep parents in touch with future ICT developments by letter and newsletter and in addition will promote the safe use of the internet, including social media, using all forms of technology.
- a. 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. School buy in support from Knowsley City Learning Centre to help advise parents on safety when using IT. Information sessions and workshops are held yearly promoting awareness and safety in line with the Prevent strategy.
  - b. In the future it is possible that suitable educational and leisure activities that make responsible use of the internet will be developed with parents.
- 8.1.2 Our school website is [www.padnell-inf.hants.sch.uk](http://www.padnell-inf.hants.sch.uk)
- 8.1.3 The school regularly updates this site which gives, parents, children and the general public an opportunity to view a variety of aspects of our school.

## **Padnell Infant School**

### **Rules for Responsible Internet Use**

#### **For Staff and Pupils**

The computer system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Acceptable use of ICT Policy has been drawn up to protect all parties – the children, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- All Internet activity should be appropriate to staff professional activity or the pupil's education;
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Use for financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.