INTERNET POLICY

1. Introduction

1.1. This is a 'Whole School Policy' and informs practice in the Senior School, Boarding House, Preparatory School and Nursery.

1.2. The effective use of the internet is an essential life-skill. Unmediated Internet access brings with it the possibility placing of pupils in embarrassing, inappropriate and even dangerous situations. A policy is required to help to ensure responsible use and the safety of pupils. This policy is built on the following five core principles:

Guided Educational Use

1.3. Significant educational benefits should result from curriculum Internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

Risk Assessment

1.4. 21st Century life presents dangers including violence, radicalisation, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become "Internet Wise". Schools need to ensure they are fully aware of the risks, perform risk assessments and implement a policy for Internet use. Pupils need to know how to cope if they come across inappropriate material.

Responsibility

1.5. Internet safety depends on staff, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and associated communication technologies. The balance between education for responsible use, regulation and technical solutions must be judged carefully.

Regulation

1.6. The use of a limited and expensive resource, which brings with it the possibility of misuse, must be regulated. Fair rules, clarified by discussion and prominently displayed will help pupils make responsible decisions.

Appropriate Strategies

1.7. This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. Strategies have been selected to suit the school situation and their effectiveness monitored. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

2. **Why is Internet use Important?**

2.1. Internet use is important for the following reasons:
- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- To access Tapestry for Learning Journeys, Espresso, Maths software and Accelerated Reader.

3. **How does the Internet benefit Education?**

3.1. Benefits of using the Internet in education include:
- Access to world-wide educational resources.
- Educational and cultural exchanges between pupils world-wide.
- 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.

4. **How will Internet use Enhance Learning?**

4.1. Internet use will enhance learning by:
- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in 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 the Internet in research, including the skills of knowledge location and retrieval.

5. **How will Pupils learn to evaluate Internet Content?**

5.1. Pupils will learn to evaluate Internet content:
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the IT technician via the member of staff teaching.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

6.   How will email be managed?

6.1.   There is no facility for pupils to have an email account on the school system at the Prep School. Pupils emails are monitored at the Senior School.

7.   How should Website content be Managed?

7.1.   Website content will be managed in the following ways:
- The point of contact on the Website should be the school address, school email 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 identified.
- Pupils' full names will not be used anywhere on the Web site, particularly associated with photographs, with the exception of the newsletter.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- The Head or nominee will take overall editorial responsibility and ensure content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

8.   Are Newsgroups and Chat Safe?

8.1.   Pupils will not be allowed access to chat rooms.

8.2.   Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.

9.   How can Emerging Internet uses be Managed?

9.1.   Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

10.   How will the Risks be Assessed?

10.1. In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school 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 impossible to guarantee that unsuitable material will never appear on a school computer. Claremont School cannot accept liability for the material accessed, or any consequences of Internet access.

10.2. The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

10.3. Methods to identify, assess and minimise risks will be reviewed regularly.

10.4. The Head will ensure that this policy is implemented and compliance with the policy is monitored.

11. How will Filtering be Managed?

11.1. The school will work to ensure systems to protect pupils are reviewed and improved.

11.2. If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the IT technician via the member of staff.

11.3. Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

11.4. Any material that the school believes is illegal must be referred to the Internet Watch Foundation.

11.5. Filtering strategies will be selected by the school in discussion with the filtering provider where appropriate. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

12. How will the Policy be Introduced to Pupils?

12.1. Rules for internet usage will be explained to pupils at frequent intervals and they will be asked to sign an acceptable use document.

12.2. Pupils will be informed that Internet use will be monitored.

12.3. Instruction in responsible and safe use should precede Internet access.

13. How will Staff be Consulted?

13.1. All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.

13.2. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

13.3. The monitoring of Internet use is a sensitive matter.

14. How will ICT System Security be Maintained?

14.1. The school ICT systems will be reviewed regularly with regard to security.

14.2. Virus protection will be installed and updated regularly.

14.3. Personal data sent over the Internet will be encrypted or otherwise secured.

14.4. Memory sticks may not be brought into school without specific permission at the Prep School. They are used at the Senior School.

14.5. Unapproved system utilities and executable files will not be allowed in pupils' work areas.

14.6. Files held on the school's network may be checked periodically.

14.7. The IT co-ordinator/network manager will ensure that the system has the capacity to take increased traffic caused by Internet use.

15. Responsible Internet Use Rules – see ICT Acceptable Use Policy

16. Policy Owner

16.1. The policy owners are the Heads of School and the Head of Boarding House.
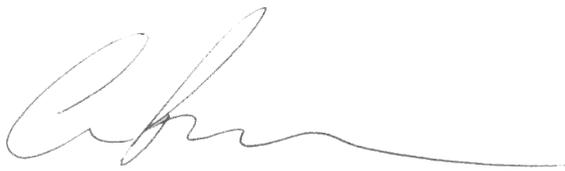
17. Issue Date

17.1. Issue date: September 2018

18. Review Date

18.1. This policy will be reviewed annually. The next review is due in September 2019.

Principal Signature:

September 2018