

ST. JOSEPH'S SCHOOL

Internet Access and Use of Email

Adopted 30/09/10

Policy and Guidance

This policy and guidance is formulated to inform practice by staff, pupils and parents.

It covers all who will have internet access through the school systems and clearly sets out expectations and consequences relating to E-Mail use. It is drawn directly from the policy and recommendations of Knowsley Metropolitan Borough Council (12th June 2002) which is fully endorsed by the Governors of St. Joseph's School.

- St. Joseph's School encourages the use of email as an efficient form of communication. In common with other forms of communication, staff, pupils and employees may utilise email facilities for their own personal use at the discretion of the line managers (Head, Deputy and Heads of Dept.) and subject to the exigencies of the service.

The following aspects of the Knowsley policy 2002, will be implemented and must be adhered to by staff and pupils alike:

- It is important to note that the legal status of an email is similar to any other form of written communication. Consequently, any email message sent from a facility provided for business use could be considered to be an official communication from the Council. Given the availability of personal use, and in order to ensure that the Council is protected adequately from misuse of email, the following controls will be exercised:
 - a) In accordance with the council's harassment policy, under no circumstances should employees communicate material (either internally or externally), which is, for example racist, or which could reasonably be anticipated to be considered inappropriate. An employee, who is unclear about the appropriateness of any material, should consult his/her line manager, prior to commencing any associated activity or process.
 - b) Employees choosing to make personal use of email facilities must use the disclaimer set out below.

"This email is personal. It is not authorised by, or sent on behalf of, Knowsley MBC. This email is the personal responsibility of the sender."

- c) Employees must take steps to ensure that due care is taken with regard to the transmission of confidential material via email. In cases where material is sensitive, it is suggested that email is not an appropriate form of communication.

ST. JOSEPH'S SCHOOL

Internet and Web Site

Policy and Guidance

This policy and guidance is formulated to inform practice by staff, pupils and parents.

It covers all who will have Internet access through the school systems and clearly sets out expectations and consequences.

Rationale

As part of Knowsley LA ICT Development, St. Joseph's School has obtained full Internet access via its network system. In order to ensure safe and efficient Internet use in the school, the following policy and guidance has been developed along with a parent/school contract.

School Procedures

Resource Development

In order to match electronic resources as closely as possible to the national and school curriculum, staff will need to review and evaluate resources in order to offer "home pages" and menus of materials that are appropriate to the age range and ability being taught. Staff will provide suitable guidance to students/pupils as they make use of telecommunications and electronic information resources within their studies. All students/pupils should be informed, when appropriate to ability, by staff of their rights and responsibilities as users, before their first use, either as an individual user or as a member of a class or group.

As much as possible, the school's internet provider (via the LEA) has organised information resources in ways that point students/pupils to those that have been reviewed and evaluated prior to use. While students/pupils may be able to move beyond those resources to other non-evaluated sources, they should be provided with guidelines and lists of resources particularly suited to the learning objectives.

Conditions of Internet Use

Conditions of Internet Use are included as Appendix 1. They will be distributed to all parents/guardians/carers. Knowsley LEA Internet which is used at St. Joseph's School has full security screening built into its systems. This will be the only Internet access available to pupils in the school.

An Internet Permission Form (Appendix 2) will be distributed so that all parents/guardians/carers have signed an agreement over their child's use of the Internet. The signed agreements will be kept by the ICT Co-ordinator for reference should such be required.

A copy of "Conditions of Internet Use" will be laminated and displayed in each classroom and staffroom.

During the use of the Internet, any communications or views expressed will be deemed to be a view of the school/Governing Body and in some circumstances the LEA. Any expression of a personal view about the school or of the LEA's business in and Internet communication must be endorsed to that effect.

Sanctions

If any breach of the conditions of Internet Use (Appendix 1) takes place, this could lead to the following sanctions being enforced:

1. A temporary or permanent ban on Internet Use.
2. Additional disciplinary action may be added in line with the school's behaviour policy.
3. When applicable, parents and other agencies may be contacted.

Web Page Policy

St. Joseph's Web Page is designed to be informative to a wide audience and can be accessed by anyone on the Internet. It should develop and celebrate pupil work, school developments and possibly relevant policy statements. As such, any information shown must be accurate and measures taken to ensure pupils are protected:

1. The point of contact on the Web Site will be the school address and telephone number. All E-mail addresses for staff and pupils will be obtained via SchoolMaster.com as recommended by Knowsley LEA.
2. Approval for use of student/pupil work and personal photographs will be obtained via the Internet Permission Form (Appendix 2)
3. Students/pupils will be referred to by first name only on all work placed on the Web Page.
4. Any images of students/pupils will be labelled by first name only.
5. Students/pupils and staff must not publish their personal details, home address or telephone numbers on the Web Site.

Safeguarding

All policies at St. Joseph's are written taking account of developments in Safeguarding and Child Protection and Equal Opportunities.

This policy, Internet & E-Safety should be read in conjunction with the following policies:-

Allegations Management
Anti-Bullying
Attendance
Behaviour
Child Protection
Disability Equality Duty Scheme
Equality Scheme (including Race & Gender)
Exclusions
Positive Handling
Safer Recruitment
Visits and School Trips

Signed *J. Molehey* (Chair) *C. Newstead* (Headteacher)

Appendix 1
St. Joseph's School
Conditions of Internet Use

General Usage

I will not access other people's files, or damage their work and data.

I will only use the Internet when I have permission and I am supervised by a member of staff.

I will use the Internet only for activities and work set by school.

I will only E-mail people my teacher has approved, and not use the Internet for personal or private messages.

I will not take part in NEWSGROUPS or CHAT LINES.

I will respect the privacy of others. I will not publish their names, addresses, phone numbers or photographs.

I will not give my home address or telephone number, or arrange to meet someone, unless my parent/guardian/ carer or teacher has given permission.

I will not find or use unacceptable material from the Internet.

I will report any unpleasant material or messages sent to me. I understand this report will be confidential and would protect other pupils and myself.

I will not buy or sell using the Internet.

I will not download software from the Internet.

I will not bring in floppy disks, CD's or any electronic data form outside the school unless I have been given permission.

I will not send unsuitable E-mail messages. The messages I send will be polite, responsible and only signed in my name.

I understand that the school will monitor the Internet sites I visit.

Failure to conform to the conditions set out above will result in one or more of the following sanctions being enforced.

Sanctions

If any breach of the Conditions of Internet Use (Appendix 1) takes place this could lead to the following sanctions being enforced:

1. A temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with the school behaviour policy.
3. When applicable, parents/guardians/carers and other external agencies may be contacted.

Appendix 2
St. Joseph's School
INTERNET PERMISSION FORM

Dear Parent/Guardian/Carer

As part of a National Grid for learning initiative and St. Joseph's ICT Schemes of Work, we offer pupils supervised access to the Internet. We would ask that you sign and return the enclosed form as evidence of approval and acceptance of the school's policy on "Conditions of Internet Use" (Copy attached).

Access to the Internet will enable pupils to explore thousands of resource web sites and allow messages to be exchanged with other Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The school utilises the Knowsley LEA Internet access which has up to date security systems built into it. This system serves to minimise pupil access to such materials.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet in the form of information resources exceed any disadvantages. But ultimately, parents/guardians/carers of minors are responsible for setting and conveying the standards that their children should follow. St. Joseph's School supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide pupils towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they apply to television programmes, the phone, movies, radio and other media with the potential to offend.

St. Joseph's has its own Web Site on the Internet. A valuable aspect of this site will be to display pupil work and may include relevant and appropriate photographs. The enclosed form also requests your approval for such publication.

We would be grateful if you could read the enclosed guidance documents and then complete and return the enclosed permission form.

Yours sincerely

C. Newstead, Headteacher

INTERNET PERMISSION FORM

As the parent/guardian/carer of the named pupil, I grant permission for my child to use E-mail and the Internet in school. I understand that pupils will be held accountable for their own actions.

Name of Pupil Date/...../.....

Class Home telephone

Parent Signature Print Name

As the parent/guardian/carer of the named pupil, I give permission for St. Joseph's Catholic Primary School to publish my child's work and photograph on the school Web Site if required.

Parent Signature Date/...../