

## Hunmanby Primary School Internet Access Policy

There is a possibility of deliberate or unintentional inappropriate use of the Internet by pupils and adults in school. We have taken steps to attempt to avoid this situation. As new sites appear every day, no system can be completely foolproof and a combination of approaches is required.

### Teaching Staff & Pupils

- Teachers will access e-mail or the Web with a class or a group. Children will not be left alone to work on any site whilst the computer is connected to the Internet.
- Any site useful for children to work on independently should be, where possible, downloaded before the session, so that Internet access is avoided.
- Our Internet Service Provider operates a filter system. Filtering of web contents reduces pupil's opportunities to locate unsuitable materials.
- We encourage pupils to inform the teacher/teaching assistant if they see something on the screen that they think should not be there or that makes them feel uncomfortable. This will be useful for home or school.
- If this situation arises in school, we will take action: The teacher will try to find out how the unacceptable materials were accessed. The headteacher will inform the child's parents that they have been exposed to unsuitable materials. The ISP will be informed and will be able to make the site inaccessible in future. The staff will meet to discuss more stringent steps to be taken to further limit access to unsuitable sites.
- To protect the school and encourage appropriate use, staff have agreed the Acceptable Use Statement. An example copy will be placed near the computers in classrooms and offices. E-mail and Internet access in school is for educational purposes only, not personal use.
- Occasional monitoring by the ICT technician and ICT subject Leader will be carried out to protect pupils and help school to demonstrate that the ICT systems are being used responsibly.
- Photographs of pupils may only be used on any school web site with the written consent of parents. Pupils' names will not be published with their photographs.
- The ICT and Internet Access policies are available on the school website.

### Administrative Staff

In addition to the relevant points above, all admin staff will:

- Change password identification on a monthly (regular) basis
- Ensure that sensitive information/documentation is not left on unattended PC screens
- Ensure that office PCs are not accessed by unauthorised persons

Please also see School Security Policy