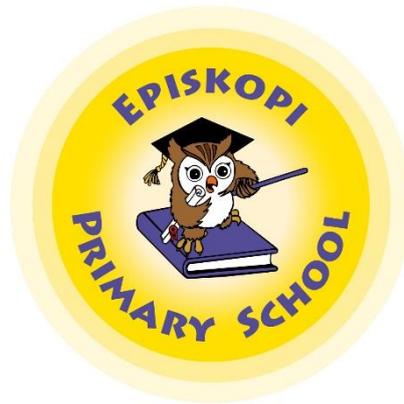


INTERNET AND EMAIL STATEMENT



Why is internet use important?

The internet is an essential element in 21st century life for education, business and social interaction. It is an open communication channel allowing information to be transmitted to many locations in the world. Messages may be sent, ideas discussed and material published, with very little restriction. These features of the internet make it an invaluable resource used by millions of people every day.

The purpose of internet use in school is to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems. Benefits of using the internet in education include:

- Access to world-wide educational resources
- Inclusion in government initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC)
- Educational and cultural exchanges between pupils world-wide
- Cultural, vocational, social and leisure use in libraries, clubs and at home
- 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 technical support including remote management of networks

The new curriculum requires pupils to learn not only how to locate, retrieve and exchange information online but also to work creatively and collaboratively. Pupils are also expected to learn how networks and the internet work. Consequently, in delivering the curriculum, teachers need to plan to integrate the use of communication technology such as web-based resources and e-mail to enrich and extend learning activities. Effective, safe and responsible internet use is an essential life-skill for all pupils to master.

Core Principles of Internet Safety

In common with most technologies, internet use presents risks as well as benefits. Pupils could be placed in inappropriate and even dangerous situations without mediated internet access. To ensure responsible use and the safety of pupils, the school's policy is built on the following five core principles:

Guided educational use

Internet use will be planned, task orientated and educational within a regulated and managed environment.

Risk assessment

Both staff and pupils will be aware of the risks associated with internet use. Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in school is allowed. Staff and pupils will know what to do if they come across inappropriate material when using the internet. Training and Inset is given to staff, support staff and the Computing Coordinator offers parents' eSafety workshops.

Responsibility

Internet safety depends on staff, advisors, parents, and, where appropriate, pupils themselves taking responsibility for use of the internet and associated technologies. The school will seek to balance education for responsible use, regulation and technical solutions to ensure pupils' safety.

Regulation

The use of the internet, which brings with it the possibility of misuse, will be regulated. Fair rules, written for pupils to read and understand, will be prominently displayed as a constant reminder of the expectations regarding internet use. Teachers will visit these rules and model them within their lessons.

Appropriate Strategies

Effective, monitored strategies will be in place to ensure responsible and safe internet use. The school will work in partnership with MOD Schools, DfES, parents and the Internet Service Provider to ensure systems to protect pupils are regularly reviewed and improved.

INTERNET ACCESS

Parents will be informed that pupils will be provided with supervised internet access and will be required to sign and return a form acknowledging their understanding of the school's policy on Internet use.

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school, with the support and guidance of MOD Schools, will take all precautions to ensure that users only access appropriate material. However, due to the nature of the internet and how content is

labelled, it is not possible to guarantee that unsuitable material will never occur on a school computer. Neither the school nor MOD Schools can accept liability for the material accessed, or any consequences of internet access.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported immediately to the Network Manager via the Computing Co-ordinator or Head Teacher.

Staff and pupils will be made aware that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

STAFF INTERNET AND EMAIL ACCESS

Staff will be encouraged to use this resource to support and enrich their own teaching and professional development. Staff will observe all restrictions and policies with regards to appropriate use of the internet.

The school has its own online Virtual Learning Environment (VLE). This facility is aimed at sharing resources and improving the children's learning experience through a variety of opportunities like home access to forums, activities and monitored blogs. The teachers and school will monitor material put up on these areas. Any complaint about staff misuse must be referred to the Head Teacher.

PUPIL EMAIL

Each member of staff has their own email address provided by Office365 (Microsoft), correspondence should occur through this medium, work related emails should not go to unrestricted email accounts.

Pupils in Year 3 and above have/may have an email address provided by ePals. They must not reveal details of themselves or others, such as the address or telephone number, or arrange to meet anyone in email communication. Pupils must immediately tell a teacher if they receive offensive email.

The ePals system allows the school to filter email messages to children. These filters will be set by the IT Technician in consultation with the Computing Coordinator and class teachers.

SCHOOL WEBSITE

The school's website is to celebrate children's work, promote the school and provide parents with important and current information. The website is at

www.episkopi.sceschools.com

The point of contact on the website is the school address, school e-mail and telephone number. Staff or pupils' home information will not be published. Written permission from parents or guardians is obtained as part of the admissions process, and pictures of those pupils whose parents do not wish their children's image to appear on the school website will not be used. All website photographs will be selected carefully to ensure that individual pupils cannot be identified, pupils' full names will not appear with a photograph.

SCHOOL RULES

The school has developed a set of guidelines for internet use by pupils. These rules will be made available to pupils and kept under constant review. All members of staff are

responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses and their responsibilities towards pupils.

The following rules apply to all pupils:

- I will ask permission before entering any web site, unless my teacher has already approved that site.
- I will only use my own class login.
- I will not look at or delete other people's files.
- I will not bring memory sticks into school without permission.
- I will only email people on the school ePals system.
- The messages I send will be polite and sensible.
- When sending an email, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an email or an email attachment sent by someone I do not know.
- I will not use internet chat rooms, forums, or blogs without an adult present.
- If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the websites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

WARNING

- Violations of the above rules will result in a temporary or permanent ban on internet use.
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- When applicable, police or local authorities may have to be involved.

September 2017