



# Policy for the use of the Internet and World Wide Web

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## ***Introduction***

The National Curriculum requires that pupils in Key Stages One and Two explore information from a variety of sources. One of the sources of information that children will explore is the internet and the World Wide Web. It is intended that we, at Holly Primary School, will provide access for all our pupils to the Internet through the provision of Information and Communication Technology lessons, and also through all other subject areas. This is only possible through a school-based network, so that the children can make use of a world of information from school. We envisage that eventually, using the Internet, the Grid will provide links to the home and community, enabling anyone to extend their learning opportunities through access to valuable educational resources.

## ***The Internet and Education***

The number of documents available on the Internet is said to double every 55 days. It is estimated that there are 300,000 Web servers and some 30,000,000 home pages on the Internet today. They are stored at millions of unique addresses around the world called Uniform Resource Locations (URLs), which comprise of sequences of identifying letters and numbers usually beginning with <http://...> The growing number of people with Internet e-mail addresses indicates it's potential as a communications medium.

There are reasons why it is imperative that our children and staff have access to online resources. These include

- *Enhanced learning*
  - i) Access to an interactive medium, up-to-date information and resources
  - ii) The ability to publish digitally to a variety of audiences
  - iii) Support group working and networking in different environments
  
- *Preparation for life in Information Society*
  - i) Teaching information skills, redefining the term 'literacy'
  - ii) Giving an understanding of the implications of new technologies for society
  - iii) Developing attitudes and skills to life-long learning
  - iv) Developing appropriate and safe on-line behaviours
  
- *Creating equal opportunities for access to information technologies irrespective of age, class, ethnicity or gender*

There are three main areas of educational use:

### ***Communication***

- Electronic mail
- Discussion groups
- Conferencing systems

### ***Obtaining resources***

- Data files, including many online databases
- Catalogues and illustrated guides, e.g. from museums, art galleries, libraries and exhibitions
- Shareware and free software, e.g. to play sound, show large graphics and video clips
- World maps, weather maps, images of outer space and other graphics
- Newspapers, magazines and books in full text, e.g., The Bible, the works of Shakespeare and Mark Twain
- Sound files, video clips and animations

### ***Publishing resources***

- Electronic publishing

The Internet also offers learner opportunities to:

- Navigate through, select, assess, manipulate and evaluate information
- Develop their information skills and network literacy (i.e. use of communication technology)

### ***Quality of material***

Material from the Internet can be authentic and personal, topical and fresh but because the Internet is not controlled by any particular body or organisation, the standard of information available cannot be guaranteed. Nevertheless, it can provide additional choice and variety, and is often cheaper to obtain than other resources.

### ***Safety of our children***

As always, the safety of our children is one of our main concerns. The Internet is not controlled or indeed regulated by any particular organisation and therefore there are areas of it that are undesirable. It is of the utmost importance that our children should be protected from such material and the more unsavoury web sites and pages. This is

rather easily said. However, it brings with it a number of implications for how the Internet is used in school.

### ***Security***

The Internet has the potential for anyone who is online to contact any other person online. This means, in theory, that any person could gain contact with our children in 'cyber space'. It is therefore important that children in our care do not use the Internet alone for any reason or at any time. Children must be trained in self-restraint and not use the Internet alone, when they are at school.

E-mail allows children to be in communication with any other person who also has e-mail. Therefore, a log must be kept of all e-mail sent and received in school. Through this method, if any e-mail that children and staff receive is unsolicited, a block can be placed and no further items will be received from that individual. Each child's individual account will log all emails that have been sent and received.

Holly Primary School and Nottinghamshire County Council have worked in partnership to create a filter that detects and removes any unwanted text, images or messages from the school network. However, due to the nature of the internet, some images or text may 'slip through' the filtering. It is therefore important that children follow the policy for safe Internet usage carefully.

# Policy for use of the Internet, Intranet, e-mail and the World Wide Web

*At Holly, we have decided on some rules for using the Internet. The children will be reminded of them often.*

- *Always ask for permission from a teacher before using the Internet.*
- *Always ask permission before entering any website, unless your teacher has already approved the site.*
- *Only use your own login and password, and do not share this information with other children.*
- *Do not access other people's files.*
- *Only use computers for school work and homework unless you are given permission otherwise.*
- *Do not bring memory sticks or CDs from outside school into school.*
- *Do not use internet chat rooms. This includes MSN, Face Book and My Space.*
- *Report any unpleasant material you access, or unfriendly messages sent to you.*
- *Only send e-mail to people you know, or your teacher has approved.*
- *Only send polite and sensible messages.*
- *Ask for permission before opening an e-mail or attachment sent from someone you do not know.*
- *Do not give your home address or telephone number, or arrange to meet someone over the Internet.*

Children's school computer files may be checked by their class teacher, the ICT co-ordinator or Head Teacher at any time. If children do not follow this 'safe usage' internet policy, they could be stopped from using the internet or computers.