Internet Access Policy

Mission Statement
Jesus light our way on our faith journey.
Be our guide, our joy and our hope, as we learn, live, love and pray together

1. St. Joseph's Catholic Primary School endorses and applies Birmingham City Council's 'Policy for the Acceptable Use of the Internet'

2. We believe all obscene, offensive, illegal or inaccurate information is inappropriate information.

3. Our pupils will not feel or become uncomfortable, threatened or worried by material or information on websites or contained within e-mail.

4. When using ICT our pupils will not harass, insult, attack others, violate copyright, or trespass in others' folders.

5. The school has banned the use of unsupervised 'chat-sites' because they often contain inappropriate material.

6. Pupils will not attempt to download materials from the net. Teachers will be aware of the risks of virus corruption from Internet downloads.

7. St. Joseph's Catholic Primary School will never publish names of individual children. We will be careful to only publish photographs of groups of pupils and describe them as such (e.g. Children investigating a science problem).

8. Although Birmingham, acting as our Service Provider through the BGfL, provides the protection of a fire-wall, we understand that the prime responsibility of supervision of pupils rests with teachers.

9. We ban the use of any computers in School linked to the Internet with modems via telephone lines, using other Service Providers, thereby bypassing the filtered service.

10. All e-mails accessed in school will be sent to class (or teacher's) addresses and teachers will be aware of the risks of virus corruption from e-mail attachments.

11. Pupils using a computer will be supervised at all times including break-time or lunchtime clubs. This includes the use of laptops and classroom work stations.

12. The school respects the IPR (Intellectual Property Rights) of pupils' work and will gain permission from the pupil before any is published on the school website of BGfL.

13. The school subscribes to Policy Central , who monitor the use of all school computers .All network files and histories of sites will be monitored for inappropriate use and will be reported to the Head teacher.

14. School Memory sticks are issued for staff use and to meet data protection requirement for children's information.

15. Our pupils have discussed these issues with their teacher and understand that they have a responsibility for behaving reasonably.

16. Class teachers will include pupils' responsible use of Internet and e-safety in their lesson plans and this is timetabled throughout the year.

Guidelines and information for staff:
1. All members of staff have had opportunity to discuss the school rules regarding responsible use of the Internet and have discussed the implications of misuse.
2. All staff preparing work for pupils are required to report inappropriate material discovered during such preparation.
3. Deliberate misuse of computers is a matter of disciplinary action.

Guidelines and information for parents:

1. Parents have been informed about the dangers of their children having unsupervised access to the Internet at home through newsletters and flyers.

2. This document is available to inform parents of the steps the school is taking to protect their children while at school.

How will the school respond to incidents:

1. There is mandatory reporting of all incidents to the Head teacher and the ICT coordinator. The Head teacher will decide where parents' should be informed.

2. Initially the Class teacher will deal with pupils involved in incidents with the support of the Head teacher and ICT coordinator. Pupils will not be denied access to the Grid, as they have a right to a full curriculum, but they will be very closely supervised.

3. The Head teacher or ICT coordinator will contact Service Birmingham with the URL of any inappropriate site. Service Birmingham will block access to the site together with any aliases where appropriate.

Staff use of the internet:

1. Staff use of the internet should be for school purposes or research.
2. No staff should use the school internet service after 6pm.
3. All staff are aware that school internet use is carefully monitored by Policy Central.
4. All staff will adhere to the School's Internet Access Policy and have signed to agree to this.

Dated: September 2017

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