



Newton British School Muraikh

An International community of learners striving for excellence and celebrating success

Internet Access Policy 2023-2024

This policy outlines the rationale for providing e-mail facilities and access to the internet at Newton British School Muraikh and explains how the school is seeking to avoid the potential problems that unrestricted internet access could give rise to.

Internet Access in School

Providing access to the internet in school will raise educational standards and support the professional work of staff.

Teachers and students will have access to websites world-wide offering educational resources, news and current events. There will be opportunities for discussion with expert in many fields and to communicate and exchange information with students and other world-wide.

In addition, staff will have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues, exchange curriculum and administration data.

In the longer term the internet may also be used to enhance the school's management information and business administration systems.

Staff, including supply staff, will not be expected to take charge of an internet activity without training. Staff should be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, will be provided with the School Internet Access Policy, and will have its importance explained to them.

Parents' attention will be drawn to the Policy by letter in the first instance and thereafter, in our school prospectus. Our school internet Access Policy will be available for parents and others to read and demand.

Ensuring internet access is appropriate and safe

The internet is an important communications medium and is freely available to any person wishing to send e-mail or publish a website. In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils. Students in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take any practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to sustainable material:

- Children using the internet will be normally be working in the classroom, during ICT lesson time and will be supervised by an adult at all times
- Staff will check that the sites pre-selected for student use are appropriate to the age and maturity of students



- Staff will be particularly vigilant when students are undertaking their own search and will check that the children are following the agreed search plan
- Students will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others
- Our rules for responsible internet use will be posted near computer systems
- The ICT teachers will monitor with effectiveness of internet access strategies.
- The ICT teachers will ensure that occasional checks are made on files to the monitor compliance with the school's Internet Access Policy
- The Head of School will ensure that policy is implanted effectively.
- Methods to quantify and minimize the risk of students being exposed to inappropriate material reviewed by the SMT

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a student is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving students will be taken by the ICT teacher and any member of leadership.

Awareness at a Staff Meeting if appropriate

- If one or more students discover (view) inappropriate material our first priority will be to give them appropriate support. The student's parents will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents and students to resolve any issue.
- Students are expected to play their part in reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use which have been designed to help protect them from exposure to internet sites carrying offensive material. If students abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions involved informing the parents. Teachers may also consider whether access to the internet may be denied for a period.

Maintaining the security of the school ICT network

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorized persons.

The ICT technician will up-date virus protection regularly, will keep up-to-date with ICT news developments and ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.



Using the internet to enhance learning

Students will learn how to use a web browser. Older students will be taught to use suitable web search engines. Staff and students will begin to use the internet to find and evaluate information. Access to the internet will become a part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

As in other areas of their work, we recognize that students learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of students:

- Access to the internet may be by teacher (or sometimes other-adult) demonstration
- Students may access teacher-prepared materials, rather than the open internet
- Students may be given a suitable web page or a single website to access
- Students may be provided with lists of relevant and suitable websites which they may access.
- Older, more experienced students may be allowed to undertake their own internet search having agreed a search plan with their teacher; students will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.

Students accessing the internet will be supervised by an adult, normally their ICT teacher, at all times. They will only be allowed to use the internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

Using Information from the internet

We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of it is copyright.

- Students will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV.
- Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium)
- When copying materials from the web, students will be taught to observe copyright



- Students will be made aware that the writer of an e-mail or the author of a webpage may not be the person claimed.

Using email

Students will learn how to use an e-mail application and be taught e-mail conventions. Staff and pupils will begin to use email to communicate with others, to request information and to share information.

Is it important communications with persons and organizations are properly managed to ensure appropriate educational use and that the good name of the school is maintained. Therefore:

- Students will only be allowed to use-email once they have been taught the Rules of Responsible Internet Use and the reasons for these rules
- Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail.
- Students may send email as part of planned lessons but will not be given individual email accounts at present
- Incoming email to pupils will not be regarded as private
- Students will have the e-mail messages they compose checked by a member of staff before sending them.
- The forwarding of chain letters will not be permitted; students will not be permitted to use email at school to arrange to meet someone outside school hours.

Newton British School website

Our school website is intended to:

- Provide accurate, up-to-date information about our school;
- Enable pupils to publish work to high standard, for a very wide audience including students, parents, staff, chairpersons, members of the local community and others.
- Celebrate good work
- Provide students with the opportunity to publish their work on the internet.
- Promote the school.

In the future it may be used to publish resources for projects or homework.

All the classes may provide work for publication on the school website. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status. The IT coordinator is responsible for up-loading pages to the school website, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host. The point of contact on the website will be the school address, telephone number and e-mail address. We do not publish students' full names or photographs that identify individuals on our web pages. Home information or individual email identities will not be published. Staff will be identified by their title and



surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our website.

Internet access and home / school links

Parents will be informed in our school prospectus that students are provided with supervised internet access as part of their lessons. We will keep parents in touch with future ICT developments by letter and newsletter.

Internet use at students' homes is rapidly increasing and some parents may be grateful for any advice/guidance that school can offer-especially with regard safe access for children. The ICT technician is willing to offer advice and suggest alternative sources of advice on the understanding that neither he/she nor the school can be held responsible for the consequences of such advice. Further:

- School guidelines on issues such as safe internet use will be made available to parents, together with printed information and internet sites providing information for parents about safe access for children.
- The ICT technician will maintain a stock of relevant leaflets from organizations.
- In the future it is possible that suitable educational and leisure activities that make responsible use of the internet will be developed with parents.