



St. Columba's Catholic Primary School Internet access and use of Email Policy

POLICY AND GUIDANCE

This policy and guidance is formulated to inform practice by staff, pupils and parents. It covers all who will have internet access through the school systems and clearly sets out expectations and consequences relating to email use. It is drawn directly from the policy and recommendations of Knowsley Metropolitan Borough Council (12th June 2002) which is fully endorsed by the Governors of St. Columba's School.

St. Columba's School encourages the use of email as an efficient form of communication. In common with other forms of communication, staff, pupils and employees may utilise email facilities for their own personal use at the discretion of the line managers (Head, Deputy and Heads of Dept.) and subject to the exigencies of the service.

The following aspects of the Knowsley policy 2002, will be implemented and must be adhered to by staff and pupils alike:

It is important to note that the legal status of an email is similar to any other form of written communication. Consequently, any email message sent from a facility provided for business use could be considered to be an official communication from the Council. Given the availability of personal use, and in order to ensure that the Council is protected adequately from misuse of email, the following controls will be exercised:

- a) In accordance with the council's harassment policy, under no circumstances should employees communicate material (either internally or externally), which is, for example racist, or which could reasonably be anticipated to be considered inappropriate. An employee, who is unclear about the appropriateness of any material, should consult his/her line manager, prior to commencing any associated activity or process.
- b) Employees **MUST NOT** use the St. Columba's email for personal emails.

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RATIONALE

As part of Knowsley L.A. I.C.T. Development, St. Columba's Catholic Primary School has obtained full Internet access via its network system. In order to ensure safe and efficient Internet use in the school, the following policy and guidance has been developed along with a parent/school contract.

RESOURCE DEVELOPMENT

In order to match electronic resources as closely as possible to the national and school curriculum, staff will need to review and evaluate resources in order to offer "home pages" and menus of materials that are appropriate to the age range and ability being taught. Staff will provide suitable guidance to students/pupils as they make use of telecommunications and electronic information resources within their studies. All students/pupils should be informed, when appropriate to ability, by staff of their rights and responsibilities as users, before their first use, either as an individual user or as a member of a class or group.

As much as possible, the school's internet provider (via the LEA) has organised information resources in ways that point students/pupils to those that have been reviewed and evaluated prior to use. While students/pupils may be able to move beyond those resources to other non-evaluated sources, they should be provided with guidelines and lists of resources particularly suited to the learning objectives.

CONDITIONS OF INTERNET USE

Conditions of Internet Use are included as Appendix 1. They will be distributed to all parents/guardians/carers. Knowsley LEA Internet which is used at St. Columba's School has full security screening built into its systems. This will be the only Internet access available to pupils in the school.

An Internet Permission Form will be distributed so that all parents/guardians/carers have signed an agreement over their child's use of the Internet. The signed agreements will be kept in each child's folder for reference should such be required.

A copy of "Conditions of Internet Use" will be laminated and displayed in each classroom and staffroom. During the use of the Internet, any communications or views expressed will be deemed to be a view of the school/Governing Body and in some circumstances the LEA. Any expression of a personal view about the school or of the LEA's business in and Internet communication must be endorsed to that effect.

SANCTIONS

If any breach of the conditions of Internet Use (Appendix 1) takes place, this could lead to the following sanctions being enforced:

1. A temporary or permanent ban on Internet Use.
2. Additional disciplinary action may be added in line with the school's behaviour policy.
3. When applicable, parents and other agencies may be contacted.

WEB PAGE POLICY

St. Columba's Catholic Primary School Web Page is designed to be informative to a wide audience and can be accessed by anyone on the Internet. It should develop and celebrate pupil work, school developments and possibly relevant policy statements. As such, any information shown must be accurate and measures taken to ensure pupils are protected:

1. The point of contact on the Web Site will be the school address and telephone number.
2. Approval for use of student/pupil work and personal photographs will be obtained through a separate letter.
3. Students/pupils will be referred to by first name only on all work placed on the Web Page.
4. Any images of students/pupils will be labelled by first name only.
5. Students/pupils and staff must not publish their personal details, home address or telephone numbers on the Web Site.

SAFEGUARDING

All policies at St. Columba's Catholic Primary School are written taking account of developments in Safeguarding and Child Protection and Equal Opportunities. This policy, Internet & E-Safety should be read in conjunction with the following policies:-

- Allegations Management
- Anti-Bullying
- Attendance
- Behaviour
- Child Protection
- Disability Equality Duty Scheme
- Equality Scheme (including Race & Gender)
- Exclusions
- Positive Handling
- Safer Recruitment
- Visits and School Trips

Policy agreed by Governors on	January 2015
Signature of Chair of Governors	<i>Mrs J Sims</i>
Signature of Head Teacher	<i>Miss M Evans</i>
Date to be reviewed	January 2016