

# Internet Policy

To be reviewed Bi-Annually.

Policy Agreed October 2019. To be reviewed October 2021.



## 1. Purpose

This policy relates to the school's/centre's Internet facility. The purpose of the policy is to protect children from undesirable materials on the Internet, to protect them from undesirable contacts over the Internet and to prevent unacceptable use of the Internet by children and adults. The focus of the policy is on both personal and shared responsibility. The policy also addresses legal obligations with respect to copyright and data protection.

## 2. Definitions

### Undesirable materials

- Pornographic images or obscene text on Internet web sites.
- Language that is abusive, profane, inflammatory, coercive, defamatory, blasphemous or otherwise offensive on web sites or in e-mail messages.
- Racist, exploitative or illegal material or messages on web sites or in e-mail.

### Undesirable contacts

- E-mail messages from unknown or unverified parties who seek to establish a child's identity and/or to communicate with the child for advertising or potentially criminal purpose.

### Unacceptable use

- Deliberate searching for and access to undesirable materials.
- Creating and transmitting e-mail messages that contain unacceptable language or content.
- Creating and publishing Internet materials that contain unacceptable language and content.

### Adults

- School teaching staff
- Non-teaching school staff
- Governors
- Parents/Carers
- Visitors
- Trainee Teachers/Students
- Volunteers

### **3. Unintentional exposure of children to undesirable materials**

It is the school's/centre's policy that every reasonable step should be taken to prevent exposure of children to undesirable materials on the Internet. It is recognised that this can happen not only through deliberate searching for such materials but also unintentionally when a justified Internet search yields unexpected results.

To prevent such occurrences the school/centre has adopted the following position.

- a) The use of an Internet Provider who offers protection by:
  - i) The imposition of a 'banned list' of undesirable sites
  - ii) The filtering of sites by a grading process
  - iii) The filtering of sites by language content with prohibition of sites with unacceptable vocabulary
  
- b) In-School/Centre protection by:
  - i) Adult supervision of children's Internet activity with no searching of the Internet allowed without a suitable person present
  - ii) The use of the Internet Provider's Content filter which is updated regularly.

In the event of children being unintentionally exposed to undesirable materials the following steps will be taken:

1. The Headteacher must be notified by a member of staff.
2. The incident must be recorded in a central log. The centre will report the frequency and nature of incidents to any appropriate party (For example, the Local Authority/Police).
3. The child's parents/carers and/or Governing Body/Management Board should be notified at the discretion of the Headteacher according to the degree of seriousness of the incident.

### **4. Intentional access of undesirable materials by the children**

Children must never be exposed to offensive material on the Internet. Any incident should be reported and recorded as outlined earlier. The parents/carers of the child or children will normally be informed.

## **5. Deliberate access to undesirable access by adults**

Deliberate access to undesirable materials by adults is unacceptable and will be treated as a disciplinary issue. If abuse is found to be repeated, flagrant or habitual the matter will be treated as a serious disciplinary issue. The Governing Body will be advised and the LA consulted.

## **7. Publishing Materials and Photographs on the Internet**

It is recognised that staff may at some time produce and publish materials on a website associated with the school/centre (educational establishments such as universities, local newspapers and publishers such as Taylor Simons Design) or the City Council. No materials will be published on the Internet which contains any unacceptable images, language or content. Infringement of this rule will be taken as a serious disciplinary issue. No materials will be published on the Internet, which reveal the identity of any child.

## **8. Use of the School/Centre Internet by visitors and guests**

Members of school/centre staff will take responsibility for the actions of any adult guests or visitors to whom they allow use of the centre Internet facilities. A copy of the Code of Conduct is on display for public use.

No member of staff is to use the Internet or send e-mails for personal use. The use of the Internet and e-mail facility is for professional employment reasons only on behalf of Everton Nursery School and Family Centre.

## **9. Legal Considerations**

It is recognised that all materials on the Internet are copyright unless copyright is specially waived. It is the school's/centre's policy that the copyright of Internet materials will be respected. Where materials are published on the Internet as part of staff professional duties copyright will remain with the City Council. Internet materials will contain due copyright acknowledgements for any third party materials contained within them.

## **Policy Review**

This policy was reviewed by a group of four Governors on behalf of the Curriculum, Children and Family Committee on Tuesday 1<sup>st</sup> October 2019 and ratified at the Governing Body meeting of Everton Nursery School and Family Centre Governing Body on Thursday 10<sup>th</sup> October 2019.