

HIGH LANE PRIMARY SCHOOL

Internet Acceptable Use Policy

Introduction

The Internet Acceptable Use Policy has been devised by a team consisting of Mrs J Morris (Headteacher) and Mrs R. Hancock (Computing Subject Leader) in consultation with the rest of the staff and will be reviewed on a yearly basis.

Staff at High Lane Primary School recognises and encourages the benefits of using Technology, the Internet and E-mail. It is seen as having a wealth of rich information resources that can promote educational skills in all areas of the curriculum. It can support the professional work of staff and enhance the school's management information and business administration systems. Access to the Internet is a necessary tool for staff and pupils. It is an entitlement for pupils who show a responsive and mature approach. We believe that electronic information research skills are fundamental in the preparation of citizens and future employees during the coming information age.

However, the school recognises that, under certain circumstances the Internet can give children access to undesirable information and images. Pupils are taught what is acceptable and what is unacceptable. The school has done all that is possible to ensure children are protected from such information through the use of security software and a filtering system.

During school, teachers will guide pupils toward appropriate materials. Outside school, families bear responsibility for such guidance as they must also exercise care with information sources such as television, telephones, movies, radio and other potentially offensive media.

This Acceptable Use Policy outlines the rules and procedures taken to protect our children.

Benefits or using the Internet and E-mail

- Promote and explore the uses of educational resources such as libraries, databases, museums and other repositories of information.
- Enhance and stimulate learning.
- Exchange communication with other Internet users around the world.
- Develop a greater awareness, appreciation and understanding of different cultures.
- Provide our students and staff with a world wide audience.
- Provide opportunities for publishing and displaying work on a school web page and within our Learning Platform.
- Develop ways of supporting, extending and enhancing knowledge from other curriculum areas.
- Exchange of curriculum and administration data with the LA and DfEE.
- Provide vital life skills.

Aims of the Policy

1. To allow all users safe access and use of the Internet and E-mail for educational purposes.
2. Provide a mechanism by which staff and students are protected from sites, information and individuals that would undermine the principles and aims of the school.
3. Provide rules which are consistent with the acceptable procedures commonly used on the Internet (netiquette).

Effective use

Internet access will be planned to enrich and extend learning activities as an integral aspect of the curriculum. All users are responsible for good behaviour when using IT just as they are in a classroom or a school corridor. General school rules apply

The school will;

- Carefully plan and provide suitable links for all lessons.
- Bookmark approved sites.
- Allow the children the opportunity to search only when supervised.
- Supervise and monitor pupil's Internet access.
- Ensure that all pupils have followed the Internet procedures.
- Never reveal personal information, either their own or others'
- Never disclose any password or login name to anyone other the persons responsible for running and maintaining the system.
- Never label images of pupils on web pages with their names.
- Only use images of work or photos on the web where permission has been given.
- Teach the children about staying safe when using technologies.

Pupils will;

- Be given clear objectives for Internet use.
- Be educated in responsible and effective Internet use.
- Use their first names only when communicating with others
- Be supervised appropriately.
- Learn to copy, save and use material found on the Internet with supervision and without infringing copyright laws.
- Freely use provided links supplied a member of staff and use search engines selected and supervised by staff.
- Never reveal personal information, their own or others, to other users on the Internet without adult permission.
- Notify a member of staff if they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
- Never engage in conversation or dialogue with other users without permission of supervision from their teacher.
- Only access E-mail information from known addresses and with adult supervision.

The management of E-mail

E-mail is an essential means of communication within education. The government is encouraging the ownership of personal e-mail accounts for both teachers and pupils, but care needs to be taken that the implications for the school and for the pupils are appreciated. Once E-mail is available it is difficult to control its content, nevertheless E-mail content should not be considered private.

- E-mail must only be used in school for educational purposes.
 - Pupils will not be allowed to access personal E-mail from the school system.
 - Pupils may send E-mail as part of planned lessons. This will be supervised and monitored by an appropriate adult.
 - In-coming E-mail will be regarded as public.
 - The forwarding of chain letters will be banned, as will the use of chat lines.
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- This policy will be reviewed on an annual basis.

Reviewed October 2016

Signed

Chair of Governors.....

Date