



The internet provides a number of important and valuable contributions that can enhance learning and understanding in all of the school curriculum areas. Schools across the world now have access to the internet, and many pupils and students are reaping the educational benefits this learning resource provides.

As a result of the open and unregulated nature of the internet, there is some material that is unsuitable for viewing by children. Therefore, we have introduced procedures that should enable your son/daughter to use the internet facilities safely and securely. A copy of the school's Acceptable Use Policy is below. We will make every effort to ensure that unsuitable material is not viewed by your son/daughter. A member of staff will monitor each session. Each member of staff and parents of each pupil using the internet must agree to the Acceptable Use Policy. This policy sets out the rules that must be adhered to, for the protection of all users.

Acceptable Internet Use Policy

- Pupils must obtain the permission of parent(s)/guardian(s) before they can be allowed to use the internet or education email service. The Parental Permission Form must be signed and returned to the school.
- Pupils should only use the school computer systems for those activities and services (internet and email) which they have been given permission to use.
- Pupils must only use the school computers with the permission and under the supervision of a member of staff.
- Activities which use the internet during taught lessons will be directly related to school work. Use of the internet outside of taught lessons is at the discretion of a member of staff who will set guidelines and rules for its use.
- Pupils must only use the user name and password they have been given.
- Pupils should not download and use material or copy and paste content which is copyright. Most sites will allow the use of published materials for educational use.
- Teachers will give guidelines on how and when pupils should use information from the internet.
- The internet access provided in our school is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly. Under no circumstances should pupils attempt to view, upload or download any material that is likely to be unsuitable for children or schools. Pupils have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.
- Pupils will be taught to respect the privacy of files of other users. They will be taught not to enter, or attempt to enter without permission, the file area of other pupils or staff.
- Parents are asked to explain the importance to their child of these rules for the safe use of the internet and to sign and return to the school the Parental Permission Form. No USB devices from home can be used on systems in school unless they have been virus scanned.
- It is the policy of the school not to identify individual children in photographs used on the internet.

Failure to comply with these rules will result in one or more of the following:-

- A ban, temporary or permanent, on the use of the internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.

If you do not understand any part of this Acceptable Use Policy, parents should ask a member of staff for guidance. You should only sign the Parental Permission Form when you have read, understood and have explained the importance of these rules to your son/daughter.

For pupils

Rules for Responsible Internet Use:

The school has computers with Internet access to help you with your learning. These rules need to be signed before you use the Internet and will help you to keep safe and be fair to others.

Using the computers:

- I will only access the school network with the login I have been given.
- I will not try to access files in other people's folders.
- I will close all programs and log out before leaving the computer.
- I will ensure that any DVDs/USB drives that I bring in from outside school have been virus-checked before using them on the school computers.

Using the Internet:

- I will ask permission from a teacher before using the Internet.
- I will only search the Internet in ways that my teacher has approved.
- I will check who owns an image I may want to use on the Internet and will only use those with permission for re-use.
- I will minimise the web page if I find any unpleasant material and will report this to my teacher immediately because this will help protect other pupils and myself.
- I understand that the school may check my computer files, and may monitor the Internet sites I visit.

Using e-mail / messaging / forms:

- I will not give my full name, date of birth, home address or telephone number on any website.
- I will not share anyone else's personal information online.
- I will not use the Internet to arrange to meet someone outside school hours.
- I will ask permission from a teacher before sending any messages on the Internet and will only send messages to people / sites that my teacher has approved
- The messages I send will be polite and responsible.
- I will immediately report any unpleasant messages sent to me because this will help protect other pupils and myself.