

St George's CE Primary School

Policy for Responsible Internet Use

Use of the Internet in School

The school encourages use by pupils of the rich information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering.

Filtered Internet access in school is currently provided via Lightspeed by BT Lancashire Services which provides a rich variety of activities and resources appropriate to school. Use of the Internet is always under the direction of staff within school.

School Rules

The school has developed a set of guidelines for Internet use by pupils. These rules will be made available to all Key Stage Two pupils, and kept under constant review. Due to the nature of teaching and learning at Key Stage One, pupils will be following these rules under the guidance of their teachers.

School rules for Responsible Internet Use

- Computers, laptops and ipads should only be used for directed school activities.
- You should always use the Login details you have been given and you should only open and use your own files. Log off the computer when you have finished.
- CD/DVDs and USB sticks from outside school should not be used without permission.
- Always ask permission from your teacher before using the Internet or sending e-mail.
- You may only use school email accounts in school, and only send e-mail to people your teacher has approved.
- All messages should be polite and responsible and be checked by your teacher.
- You must not give out your address, telephone number, personal details, or arrange to meet someone over the Internet, unless your parent, carer or teacher has given permission.
- Any unpleasant material or messages sent over the Internet should be reported to your teacher immediately.
- Members of staff have access to, and will check your files and websites visited.

All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of internet access and their responsibilities towards pupils.

The Internet is also used as an opportunity to publish examples of children's work, and will increasingly be used to celebrate achievement and events, for example football team news, photographs of events in school.

- Children's work will only be identified by their first name and year group.
- No children appearing in photographs on the Internet will be named.

The school uses Digital Content providers, e.g. Espresso, Seesaw, Purple Mash, which sometimes use school data for organisation and storage of children's work. Data provided for this purpose is kept to a minimum, transferred securely, and used only in connection for these services. Children will be issued with user names and passwords. The school will also keep details of these.

Information for parents

All parents will be given information about the school's use of the Internet, made aware of the rules which children are expected to follow, and asked to sign a proforma allowing the school to publish their child's work or photograph within the guidelines set. This information will be given on entry to school, and on transfer to Key Stage Two.

As this policy is reviewed, all parents will be sent a copy of the appropriate Key Stage letter with a copy of the rules that children are expected to follow. A reply is required for every child and a follow up letter will be used to pursue this.

In subsequent years, parents of Reception children will be given a copy of these letters as their child enters school; and parents of Year 3 children as their child transfers to Key Stage Two. Children new to the school will also be given a copy of the letter.

Internet Permission Form – Foundation Stage/Key Stage One

Dear Parent,

As part of the school's ICT programme we offer pupils supervised access to the Internet, which provides a rich source of educational material. Access is via Lightspeed provided by BT Lancashire Services.

In the Foundation Stage, and throughout Key Stage One, such access is always under the close supervision of staff. In Key Stage 2, children are given direction to appropriate Internet resources and begin to work more independently. Access to the Internet will enable pupils to explore an increasing wealth of educational resources. Many of the schools favourite websites are accessible from home. Parents should follow the links from the school website or the letter which is sent home each September with all the relevant passwords the children will need.

Families are reminded that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Also, that the use of social networking sites, which are not used at all in school, can bring very specific risks to primary age pupils. During school, staff will guide pupils toward appropriate materials. Outside of school, families bear the same responsibility for such guidance, just as they do with information sources such as television, phones, movies and other potentially offensive media. To help you with this, we will be holding a Parental eSafety Awareness evening which we encourage you to attend. There are some useful weblinks for additional guidance on our school website. If you require any further information about the use of the Internet, please see the e-safety coordinator (Naomi Harrison).

The school may also wish to publish examples of children's work, and photographs of school events. Work will only be identified by the child's first name and year group. No children appearing in photographs on the Internet will be identified by name.

We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages; and that today's children should learn how to use technology responsibly, knowing how to limit risk and how to keep themselves safe. We would be grateful if you could read the enclosed guidance documents and then complete the permission forms that follow.

Yours sincerely,

Mr Andy Purcell
Head teacher

Parental Consent for Internet Use (Early Years and Key Stage One)

As the parent or legal guardian of _____, I support the schools Acceptable Use Policy for the Internet, e-mail and other technologies, under the supervision of teachers.

Parent Signature _____ Date _____