



# St Mary's Catholic Primary School

## Acceptable Use of the Internet Policy

St Mary's School has a broadband connection to the internet in the ICT Suite and through the classroom PC's. All of our staff Laptops also wireless Internet access. The Internet provides a valuable and important contribution to learning in all subjects of the National Curriculum. Thousands of schools across the world now have access to the Internet and are benefiting from the opportunities this can bring them.

This document outlines the appropriate procedures for use of the Internet in school activities including use of the World Wide Web, video conferencing, collaborative work on the school Learning Platform and Email. The activities this will cover include research of topic work, preparation of lessons, communicating with teachers, parents, pupils and colleagues and homework assignments.

### **AIMS**

We strive to use this medium to:

- Allow all pupils and staff access to the Internet for educational and research purposes;
- Provide a system whereby staff and pupils are protected from sites, information and individuals which may be offensive, inappropriate or undermine the principles and aims of the school as a whole;
- Provide rules for the use of the Internet which are in line with the Data Protection Act;
- Provide rules which are consistent with the procedures commonly in place for use of the Internet, including those rules associated with "netiquette".

### **PROCEDURES**

To ensure safe and successful use of the Internet we will:

- Ensure permission is granted from parent/guardian/carer before pupils can use the facility;
- Ensure pupils only access services they have been given permission to use;

- Ensure pupils only access the Internet under the supervision of a teacher, TA or technician;
- Ensure work on the Internet is directly linked to topics and activities addressed in school;
- Keep password and login details confidential;
- Ensure the personal information of staff and pupils is not passed on to third parties;
- Seek permission from parents/guardians/carers before children's names or photographs are used;
- Follow copyright Laws and not download or upload material which is protected by these laws;
- Seek permission from the owner before using material from the Internet, if in doubt, or permission cannot be obtained, do not use the material;
- Respect the privacy of files of other users, always obtain permission from the owner first;
- Be polite and appreciate that others users may have different opinion to ourselves;
- The use of inappropriate language or aggressive behaviour is not allowed, do not state anything which could be interpreted as libel;
- Ensure children are aware of Internet safety when using websites in school and at home.

## **SANCTIONS**

Failure to comply with rules and procedures will result in:

1. A temporary or permanent ban from use of the Internet facilities at school.
2. A letter informing parents/guardians/carers of the breach of the rules.
3. Restrictions on access to the school's facilities, decided by the Headteacher.
4. Any other action decided by the Headteacher or Governors of the school.

As a result of the open nature of the Internet and the possibility of inappropriate or misuse we have been quite specific about what we find acceptable. We also have tried to ensure that software is filtered as efficiently as possible. This is done to safeguard both the pupils and staff at the school and to ensure that learning is enhanced in a safe environment.

Dear Parents,

### **Responsible Use of the Internet**

As a part of the National Grid for Learning and the National Curriculum, all children at the school have access to the Internet, both in class and during ICT lessons. As it is possible for children to gain access to inappropriate materials via the Internet, we have taken steps alongside the Local Education Authority to deal with this.

Our Internet access is provided by Medway Council and as such has a built-in filtering system that restricts access to sites containing inappropriate content. As an additional measure of protection, we have ensured that all our computers are in full view and children's access to the Internet is supervised by an adult.

No system is perfect however, and you should be aware that it is not possible to entirely remove the risk of finding unsuitable materials. We have been asked by the LEA to inform you of the rules which the children are expected to follow to help with our precautions. It is becoming clear that children benefit enormously from the facility and are using it in a responsible manner.

Please look through these rules and talk to your child about them and return the signed form to us at school.

If you would like to read our Acceptable Use of the Internet Policy, I would be happy to forward this to you – particularly by Email as this is free to the school.

Yours sincerely

Mrs MJ Grabski  
Headteacher

## RULES FOR ONLINE SAFETY



Children wishing to use the Internet must sign to say that they have understood the rules set out here:

1. I will always ask the teacher before I use the Internet and will follow our rules whenever I use it.
2. I will only use the Internet for schoolwork and will only use the sites my teacher has told me about.
3. I will not give my name, address or telephone number to anyone on the Internet and I will tell my teacher if anyone asks me for my name, address or telephone number.
4. I will NEVER agree to meet someone I have spoken to on the Internet.
5. The messages I send will be polite and sensible.
6. I will not download programs or bring programs in on disc or CD ROM from home into school.
7. I will not open Emails or attachments from people I don't know and I will tell my teacher when I receive them.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_