



## ACCEPTABLE INTERNET USE POLICY

### September 2021

The Internet is an essential element in 21st century life for education, business and social interaction. It is an open communications channel allowing information to be transmitted to many locations in the world. Messages may be sent, ideas discussed and material published, with very little restriction. These features of the Internet make it an invaluable resource used by millions of people every day.

The purpose of Internet use in school is to promote pupil achievement, to support the professional work of staff and to enhance the school's management, information and business administration systems. Benefits of using the Internet in education include:

- Access to world-wide educational resources
- Educational and cultural exchanges between pupils world-wide
- Cultural, vocational, social and leisure use in libraries, clubs and at home
- Access to experts in many fields for pupils and staff
- Staff professional development through access to national developments, educational materials and good curriculum practice
- Communication with support services, professional associations and colleagues
- Improved access to technical support including remote management of networks
- Exchange of curriculum and administration data with the DfE.

The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. Consequently, in delivering the curriculum teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail to enrich and extend learning activities. Effective Internet use is an essential life-skill for all pupils to master.

#### **CORE PRINCIPLES OF INTERNET SAFETY**

In common with most technologies, Internet use presents risks as well as benefits. Pupils could be placed in inappropriate and even dangerous situations without mediated Internet access. To ensure responsible use and the safety of pupils the school's policy is built on the following five core principles:

### **1) GUIDED EDUCATIONAL USE**

Internet use will be planned, task orientated and educational within a regulated and managed environment.

### **2) RISK ASSESSED**

Both staff and pupils will be aware of the risks associated with Internet use. Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in school is allowed. Staff and pupils will know what to do if they come across inappropriate material when using the Internet.

### **3) RESPONSIBILITY**

Internet safety depends on staff, governors, advisors, parents, and, where appropriate, pupils themselves taking responsibility for use of the Internet and associated technologies. The school will seek to balance education for responsible use, regulation and technical solutions to ensure pupils' safety.

### **4) REGULATION**

The use of the Internet, which brings with it the possibility of misuse, will be regulated. Fair rules, written for pupils to read and understand, will be prominently displayed as a constant reminder of the expectations regarding Internet use.

### **5) APPROPRIATE STRATEGIES**

Effective, monitored strategies will be in place to ensure responsible and safe Internet use. The school will work in partnership with the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are regularly reviewed and improved.

### **INTERNET ACCESS**

Parents will be informed that pupils will be provided with supervised internet access and will be required to sign and return a form **acknowledging their understanding of the school's policy on Internet use**. The school will keep a record of all staff and pupils who are granted Internet access. The record will be monitored by the ICT Subject Leader.

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school, with the support and guidance of the LA, will take all precautions to ensure that users only access appropriate material. However, due to the international and linked nature of

Internet content, it is not possible to guarantee that unsuitable material will never occur on a school computer. Neither the school nor Norfolk LA can accept liability for the material accessed, or any consequences of Internet access.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported immediately to the Internet Service Provider via the ICT Subject lead or headteacher.

Staff and pupils will be made aware that the use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

### **STAFF ACCESS**

Staff will be encouraged to use this resource to support and enrich their own teaching and professional development. Staff will observe all restrictions and policies with regards to appropriate use of the internet. Any complaint about staff misuse must be referred to the headteacher.

### **E-MAIL**

Staff will have access to e-mail via generic e-mail accounts. Only these approved e-mail accounts may be used on the school system.

### **SCHOOL WEB SITE**

The school's website is to celebrate children's work, promote the school and publish resources for projects or homework. The point of contact on the website is the school address, school e-mail and telephone number. Staff or pupils' home information will not be published. Photo Consent Forms are signed by parents or carers at the beginning of each academic year permitting the publication of photographs of pupils on the school website. All website photographs will be selected carefully, there will not be individual photographs and children will not be named. Labels will be in general terms eg, 'Here we are getting ready for our school concert'

### **SANCTIONS**

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may have to be involved.

# Primary Pupil Acceptable Use Agreement / Online Safety Rules

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my class email address or my own school email address when emailing.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will tell the class teacher if I see anything online that makes me feel uncomfortable.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- ✓ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my online safety.
- ✓ I will not bring, memory sticks into school without the permission of the ICT Subject Leader/Headteacher.
- ✓ I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.
- ✓ I will not use unauthorised internet chat sites at school.



Dear Parent/ Carer,

ICT including the internet, email, mobile technologies, social networking etc, has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact me.

**C. Stedman**  
**Headteacher**

✂ .....

**Acceptable Internet Use**  
**Parent/ carer signature**

We have discussed this and .....(child name)  
agrees to follow the online rules and to support the safe use of ICT at The  
Bawburgh School.

Parent/Carer Signature .....

Class ..... Date .....