Introduction

This document outlines the purpose, nature and operational management of pupils access to the internet in Kelsey Primary School.

Linked Policies

This policy should be read in conjunction with the following policies:
- Child protection
- Complaints
- Freedom of Information
- Social networking

Aims

The ICT acceptable use policy is designed to:
- Protect staff, volunteers and pupils from harm on the internet.
- Safeguard the school from inappropriate use of the internet.
- Put in place a procedure and structure to follow in the event of un-acceptable usage of the internet / schools ICT equipment.

Statement of Intent
The Internet offers both educational and social opportunities for our children. Whilst recognising the benefits we must also establish appropriate, effective and safe use of the Internet.

Statement of acceptable use

1   Pupils must obtain the **permission of parent(s)/guardians(s) / carer(s)** before they can be allowed to use the Internet including a Virtual Learning Environment or education Email service. The Parental Permission Form must be signed and returned to the school.

2   Pupils must only use the school computer systems for those activities and services which they have been given permission to use and under the **appropriate supervision** of a member of staff.

3   The Internet will be used within school to **support children's learning** both formally (within taught lessons) and informally (outside taught lessons). Informal use is at the discretion of a member of staff who will set guidelines and rules for its use. Pupils will be taught to be critical and discriminating in their use of Internet sites.

4   Pupils must only use the user name and password they have been given. A personal user name and password is only shared with the class teacher and a parent, guardian or carer. 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 areas of other pupils or staff.

5   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. No **material from home** should be used on systems in school unless the media it is on has been virus scanned.

6   The Internet access provided in Lincolnshire Primary schools 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 search for, 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.

7   Pupils will have opportunities to communicate with others through the email system in school. Pupils will only use these in accordance with the school's policy and procedure. **Responsible and considerate language** will be used at all times in communicating with others. It is important pupils understand that all mail sent using this system is screened for inappropriate language and any mail found to contain such language will be re-routed to the E-mail Manager (at Kelsey Primary School this is the headteacher) in the school for disciplinary action which will include informing parents.

8   Pupils will be encouraged to **maintain a balance** between the use of electronic communication and face to face communication with their peers.

9   A few social network sites are now available which are appropriate and can benefit primary aged children. Parents should be aware that inappropriate sites are blocked within school and are not suitable for this age range due to the nature of the content. Pupils will be encouraged to **discuss their use of social network sites** with their parent(s)/guardians(s) /carer(s).

10   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.

11   Pupils are requested to not bring into school portable equipment which can be connected to computers, e.g. USB penstick.

12   The use of blogs or social networking sites without the express permission of the class teacher is totally prohibited.

Failure to comply with these rules will result in one or more of the following:
- In the first instance appropriate guidance / training will be given to prevent a future breach of the rules.

In the event of future breaches:
- 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 or daughter.

Parental Permission for Pupil use of Internet Facilities at School

The Internet provides information and opportunities for communication and collaboration to support children's learning. Appropriate behaviour is essential to develop and maintain use of communication tools that are beneficial to learning. 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, responsibly and securely. A copy of the school's Acceptable Use Policy is attached to this letter. 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.

www.thinkuknow.co.uk provides the latest information on Internet sites, mobiles and new technology together with resources to help you support your child. It also provides a link for reporting any concerns you may have about content on the Internet.

The form below must be completed, signed and returned to the school for our records. Use of the Internet and/or Learning Environment and/or E-mail service will be withheld unless this has been done.
_____

I have read, understood and explained the Acceptable Use Policy to my child:

Pupil Name (PLEASE PRINT) _____ of class _____

Name of Parent/Guardian/Carer (PLEASE PRINT) _____

Signature of Parent/Guardian/Carer _____ Date _____

Parents and Carers are encouraged to always take care to protect your home computer and members of the family who use it and to be aware that the internet can be accessed from games consoles and mobile phones.

- Filter unsuitable sites so that they cannot be seen or used by your children. This doesn't have to cost a lot. Many Internet Service Providers (like AOL or BT) will include filtering and some level of Internet security free. You might want to check with them what is already available before buying extra security software. Most specialist PC stores can advise you.

- Talk to your children about how they use the Internet and tell them about the risks of downloading files from unknown sources or putting personal information on the Internet. The school will be doing this but you can help by repeating the message at home.

- To make sure your children are using the Internet safely, we strongly advise that you place your computer in a room also used by other members of the family.

Policy Information:

Date adopted by the governing body: **January 2016**
Policy Written by: **Magnus Smedley (Headteacher)**
Policy Review Date: **January 2021**

Signed:

Chair of governors: _____

Headteacher: _____