



The Federation of Bedenham and Holbrook Primary Schools.



## INTERNET POLICY March 2016

### **The use of the Internet in school has many advantages:**

- Access to a global network of information resources
- A wider range of resources and materials which can enrich subject learning across a wide range of curriculum areas, as well as independent study and cross curricular project work
- Opportunities for world wide communication with other pupils and teachers
- Opportunities for the development of independent learning and research skills
- Cultural, social and leisure information
- A range of support services
- Development of network literacy (i.e. the capacity to use electronic networks to access resources and communicate with others-these can be seen as complex extensions of the traditional skills of reading, writing, speaking and listening, awareness of audience
- Social development

### **There is also the potential for misuse of the technology. In recent years it has included:**

- Pupils gaining unauthorised access to computer files
- Irresponsible deletion of pupils work
- Exchange of pornographic materials and so on
- Availability of websites which seek to radicalise.

**It is expected that all users of the Internet will follow the conditions of this policy. Access must be deemed a privilege rather than a right, and access requires continued demonstration of a responsible attitude and behaviour.**

## **CHILDREN'S RULES FOR USING THE INTERNET**

- I will only access the system with my own user login and password, which I will keep secret. When children are asked by an adult to work in pairs it is acceptable to access to system using one person's login.
- I will not access other people's files or damage or amend their work or data
- I will only use the Internet when I am supervised by a teacher, for activities and work set up by the school
- I will only email people my teacher has approved and not use the Internet in school for personal or private messages
- I will not send anonymous email messages
- I will not send unsuitable email messages, my messages will be polite, responsible and only signed in my name
- I will respect the privacy of others, I will not publish their names, addresses, phone numbers or photographs
- I will not give my full name, home address or telephone number to anyone over the Internet
- I will not arrange to meet anyone contacted over the Internet
- I will not use work from the Internet as if it was my own. I will give credit to the sources of materials included in my work.
- I will not try to find unsuitable material from the Internet
- I will report any unpleasant material or messages sent to me. I understand that this report would be confidential and would help to protect other pupils and myself
- I will not use school resources to subscribe to any goods or services to buy or sell using the Internet unless I have been given permission
- I will not bring in electronic devices from outside school unless I have been given permission
- I will not take part in any activity that contravenes school rules or government legislation and I understand that the school may check my files and will monitor the Internet sites I visit

### **Conditions of Internet Use**

- The school and the governing body has adopted conditions for Internet use, which are designed to maximise use of the Internet as a learning resource and minimise unacceptable behaviour and access to unacceptable materials.
- All users have been made aware of the conditions of use.
- Parents have been made aware of the conditions of use.
- All members of staff have been made aware of possible misuses of on-line access, and their responsibility towards pupils.

- In the case of employees, breach of the conditions may constitute a breach of service and could lead to dismissal on the grounds of misconduct.
- Use of the Internet and email facilities are intended for educational purposes only.
- It must be recognised that any view communicated over the Internet may be deemed to be the view of the school/governing body and in some circumstances that of the LEA. Any expressions of personal views must be declared prior to the endorsement to that effect.
- Pupils are responsible for good behaviour on the Internet. Users are responsible for behaviour and communication over the network. It is assumed that all users will comply with established school standards.

### **SAFETY RULES FOR THE INTERNET**

- The Internet at Bedenham and Holbrook Primary School is a filtered service
- Children accessing the Internet are always supervised
- Children only use the Internet with the permission of a teacher/teaching assistant
- Only suitable search engines are used

### **SAFETY RULES FOR USING E-MAIL**

- Children cannot send e-mails without permission
- Children cannot send e-mails to anyone they do not know
- There is no access to chat rooms

**Agreed at policy committee meeting 07.03.16**



**Chair of Governors**



**Heads of School**

