Safe Use of Internet Policy

Aims

- To make Internet access available for all pupils to further their education and staff to enhance their professional activities, research, administration and teaching.

- To introduce the children to identifying and crediting their original sources of information when undertaking research activities, protecting the intellectual property rights of the creator. (artist, writer, musician)

- To encourage 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 essential in the society our pupils will be entering as citizens and employees.

- To protect pupils from undesirable or inappropriate material which may be found on the internet.

To match electronic resources as closely as possible to the national and school curriculum, teachers need to review and evaluate resources in order to offer 'home pages' and menus of materials that are appropriate to the age range and ability of the group being taught. Teachers will provide appropriate guidance to pupils as they make use of technological resources to conduct research and other studies. All pupils will be informed by staff of their rights and responsibilities as users, either as an individual user or as a member of a class or group.

The school currently uses a system to protect pupils from undesirable material, which may be accessed via the internet. Pupils may pursue electronic resources with staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

HOWES SCHOOL RULES FOR USING THE INTERNET

The school has developed a set of guidelines for internet use by pupils.

Pupils are responsible for good behavior on the internet just as they are in the classroom or a school corridor and general school rules apply.

The internet is provided for pupils to conduct research and communicate with others. Parents' permission is required.

Access is a privilege, not a right and that access requires responsibility.

- I will use the computers only for school work and homework.

- I will not bring USB memory sticks into school without permission.

- I will not access personal email accounts or personal logins to websites without permission.

- I will only email people I know, or my teacher has approved.

- The messages I send will be polite and sensible.

- I will not give my home address or phone number to arrange to meet someone, unless my parent, carer or teacher has given me permission.

- To help protect other pupils and myself, I will immediately exit the web and tell a teacher if I see anything I am unhappy with or I receive a message that I do not like.

- I understand that the school can check my computer files and the internet sites I visit.

Breaking the rules will result in a temporary or permanent ban on internet/ technology use and parents will be informed.

These rules are made available to all pupils, and kept under constant review.

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

Internet Security

Ensure when children send emails that you are aware of their intentions and develop a system of approved/ vetted addresses for their own security.

Ensure children follow guidelines when using class blogs.

Ensure that children do not communicate or arrange to meet someone without your approval or to divulge private phone numbers, addresses or full names. Ensure children are aware of the risks around the use of social media and chat rooms and that most of these sites have an age restriction of at least 13 years.

Emphasise the importance of validating information found on the internet to support their arguments, topics and research. Explain the need to investigate materials from a selection of sites, which have been vetted by a member of staff, in order to give a breath of understanding and balance.

The ICT technician will check monthly, sites that have been visited to ensure appropriate use and suitability. Any undesirable or inappropriate materials found accidentally by pupils or staff during school time must be reported to the computer leader, who will alert staff and the Education Authority of the site address. If inappropriate material is found, children must exit the site immediately.

Permission for Internet Access

Parent/ Carer's permission Pupils Agreement

I give permission for access to the internet ☐

Child's name……………………………………………….

Signed……………………………………………………….

Print name…………………………………………………..

I agree to follow the Rules for Internet for using the internet ☐

Name……………………………………………………..

Signed……………………………………………………….

Date……………………………………………………………

*Internet Security. Howes Primary School uses a filtered service to protect pupils from inappropriate internet sites. Pupils are supervised by staff when the internet is used.