HIPSWELL CHURCH OF ENGLAND PRIMARY SCHOOL

INTERNET ACCESS POLICY
POLICY FOR THE USE OF THE INTERNET BY PUPILS AND STAFF

THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL

Introduction

Hipswell C of E Primary School will allow pupils, teachers, other employees access to its computers, network services, and the Internet.

All pupil activity, when using the network and the Internet in school, must be of the support of education and/or research and must be appropriate to the educational objectives of the school. Pupils who access the Internet from the school site are responsible for everything that takes place on their computers and all Internet activity is logged.

Benefits

Access to e-mail and the Internet will enable staff and pupils to:

- Explore thousands of libraries, databases, museums, and other repositories of information.
- Exchange personal communication with other Internet users around the world.
- Be included in Government initiatives and global educational projects.
- Keep abreast of news and current affairs.
- Take part in live discussion with experts.
- Publish and display work by creating personal web pages.

Effective Use

Internet access will be planned to enrich and extend learning activities as an integral aspect of the curriculum.

Pupils will

- Be given clear objectives on Internet use.
- Be educated in responsible and effective Internet use.
- Be supervised appropriately.
- Learn to search for and discriminate between valid and inappropriate material.
- Learn to copy, save and use material found on the Internet.

Personal Security Guidelines
Pupils should
- Never reveal personal information, either their own or others, such as home addresses, telephone numbers and personal Email addresses.
- Not use photographs of themselves on their web pages unless the parent or guardian has given their permission to do so.
- Never meet people in person that they have contacted on the Internet without parent/guardian permission.
- Notify their teacher whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
- Be aware that the author of an Email or Web page may not be the person they claim to be.

Managing Email
Children can send Emails to other children in different classes within our network. They do not however have their own Email address so all outside Emails that could be sent to the school will be screened through the office first for anything inappropriate. The recipient should be identified by a subject line.

Access Permission
Pupils are responsible for appropriate behaviour on the school's computer network just as they are in the classroom or in the school playground. Communications on the network are often public in nature. General school rules apply and it is expected that users will comply with the guidelines of this policy. Pupils are personally responsible for their actions when using school equipment to access computer resources outside the school network.

Usage Rules and Guidelines
- Privacy

Teachers and staff may review documents and log files to ensure that pupils are using the system responsibly.

- Software

Pupils should never download, load or install any software, shareware, or freeware, or load any such software from floppy disks, unless they have permission from their teacher. Pupils may not copy other people's work or intrude into other people's files without permission.

- The law

Pupils should never use the computers to engage in activities that may be in violation of the law.

The teacher responsible for the coordination of ICT is **Kathryn Suffell**

Agree Date   May 2019
Review Date   May 2020

Hipswell C of E Primary School

Internet Access Policy

Dear Parents

Please read the attached policy on the use of computers, network services and the Internet within the school. The use of these facilities is an essential part of the children's studies in ICT particularly in Y5/6 where pupils need to use the Internet to further their researches as they would using the school's library.

Particularly important to note is the school's security guidelines and I do require you to sign and return the attached pro-forma **before** we are able to allow your child to use this essential source of reference and communication.

Yours sincerely,

Mr. J. Sykes
Headteacher

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Parental Agreement

As a parent/guardian I have read the above policy for access to the Internet and use of the school computer network. I recognise the fact that although children are monitored when using the Internet, some work will be of an independent nature such as research for a topic. I understand that it is difficult to restrict access to all the controversial materials on the Internet. Therefore I will not hold the school responsible for materials that my child may find as a result of using the Internet through school facilities. I take full responsibility for how my child uses the Internet outside school.

Signature of parent/guardian: _____Date: _____

Print name (s) of child (ren): _____