

# Policy for Acceptable Computer And Internet Use

## Kingsbridge Community Primary School

### Rationale

Computers and the use of the Internet are a valuable resource for learners of all ages. It is increasingly providing the focal point of educational content within the UK. The school's ICT Policy sets out how the school intends to teach and use ICT to benefit its pupils' education. However Kingsbridge Community Primary School acknowledges that computers and the internet do have the potential for inappropriate use and access to undesirable material and that we have a duty of care to protect our pupils.

The purpose of this policy is to set out the procedures by which the school will minimise the misuse of computers and associative technology.

### **General use of Computers**

- The use of school computers will be permitted only for purposes directed by the school.
- Users are not permitted to access and amend another user's work without permission.
- All PCs connected to the internet will be protected by anti-virus software which will be kept up to date to check for the latest viruses.
- No files should be brought in from home and loaded on the school system without the permission of the ICT coordinator.
- The school reserves the right to look at any files on their systems including text, graphics and e mails.
- The school reserves the right to deny access to school computer systems.

### **Internet Access**

- The school provides Internet access for educational purposes and should only be used by staff, pupils and members of the community for these purposes
- The school uses the Devon County Council recommended Internet Service Provider and connects to the service via the filtered service. Pupils cannot use computers without filtered access.
- Where reasonably possible, all Internet access by pupils is supervised by a member of staff or other responsible adult.
- No pupil, member of staff or community user is permitted to access material that is illegal or potentially offensive using school systems.
- The copyright and intellectual property rights of material using the school system will be respected.

- Parents will be asked to sign a contract indicating that they understand the issues and give consent for their child to use the internet. This contract will also outline that pupils are not expected to actively attempt to access or distribute unacceptable material on school systems

### **Use of e-mail**

- Pupils will be given e-mail access at the discretion of the staff. Group e-mail addresses will be used for many purposes
- Any user of the school e-mail system must not use the system to communicate offensive, suggestive or defamatory material.
- E-mail messages sent and received from school systems should not be considered private. Pupils and staff should expect that e-mails could be inspected at any time.

### **Publishing on the Internet**

The school has its own web site. Ultimate responsibility for the content of the site rests with the Headteacher in line with the following guidelines

- The school is registered under the Data Protection Act
- Individual pupils will not be identifiable by name
- Names will not be linked to pictures or individual e-mail addresses
- No personal information will be published without the individual's permission
- Parental consent will be sought prior to any reference -text, audio or pictorial- to a child or children being published.

## Kingsbridge Community Primary School Pupil Internet Agreement

This is to be read through with your parent(s) and then signed. You will be allowed Internet Access when this is returned to school.

- At Kingsbridge Community Primary School, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher.
- Pupils are expected not to use any rude language in their e-mail communication and contact only people that the teacher has approved.
- Pupils must ask permission before accessing the Internet.
- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet.
- Personal printing is not allowed on our network for cost reasons (e.g. pictures of pop groups/cartoon characters).
- No personal information such as phone numbers and addresses should be given out.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

I have read through this agreement with my child and agree to these safety restrictions.

Signed: \_\_\_\_\_(Parent/Responsible Adult)

Name of child: \_\_\_\_\_

Dear Parents

## **Responsible Use of the Internet**

As part of the government sponsored 'National Grid for Learning', the school has a networked computer system which gives the children access to the Internet. Mindful of the problems there are with children gaining access to undesirable materials, we have taken steps, along with the Local Education Authority, to deal with this. Our Internet access is supplied by Devon County Council and it has a built in filtering system that restricts access to sites containing inappropriate content. All our screens are in view and normally an adult is present to supervise.

No system is perfect, however, and you should be aware that it is not possible to remove entirely the risk of finding unsuitable material. We have been asked by the LEA to inform you of the rules which the children are expected to follow to help with our precautions.

The children benefit enormously from this facility and are using it very responsibly already. Please look through these rules and discuss them with your child and then return the signed form to us at school.

Yours sincerely