

Clare Community Primary School

E-Safety and Acceptable Use of the Internet Policy

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.

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 Clare Community Primary 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 supervised opportunities to communicate with others through the Virtual Learning Environment and E-mail. 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 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 of these rules to their child for the safe use of the Internet and to sign and return to the school the Parental Permission Form.

Failure to comply with these rules will result in one or more of the following:

- 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.