

St John Baptist (Southend) CE Primary School

Acceptable Internet User Policy

Agreed: March 2013 (Spring term)

Review Date: March 2014 (Annual)

By: Curriculum and Pupil Welfare Committee

St John Baptist – Church of England Primary School (Voluntary Aided)

Acceptable Internet User Policy, Agreement and Responsibilities

Internet User Policy

The Internet is an essential element in modern life for education, business and social interaction. The purpose of Internet use in this school is to:

- raise educational standards
- promote pupil achievement
- support the professional work of staff
- enhance the school's management information and administration systems.

The school has a duty to provide students with quality Internet access as part of their learning experience. Internet use is part of the statutory curriculum and is a necessary tool for staff and pupils. It is an entitlement for children, based on responsible use. This school's Internet access is designed expressly for pupil use and includes filtering interventions appropriate to the age of pupils. These include:

- At Key Stage 1, access to chosen websites on the Internet will be by teacher demonstration. Children will be very closely supervised by adults.
- At Key Stage 2, closely supervised Internet access will be granted to a whole class or groups of children as part of the class topics.
- Pupils will be taught what is acceptable and given clear objectives before any Internet use.
- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.

Children in Key Stage 2 will use e-mail as part of the scheme of work and they may send e-mails as part of planned lessons. Communications with persons or organisations will be managed to ensure appropriate educational use and that the good name of the school is maintained.

The School Website

The school's website address is:

www.sjb.lewisham.sch.uk

and is maintained by our ICT support staff.

- The point of contact on the website will be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

St John Baptist Internet Agreement

As the parent or legal guardian I give permission for my child(ren) to access the Internet as described in the School's Internet Policy, for as long as they are attending this school.

Children's full names and year group

I understand that pupils will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable and I accept responsibility, together with the school, for explaining to my child(ren) what the expectations are when using the Internet and e-mail.

Parent/Carer Name (printed)

Signature

Internet Users Responsibilities

The school shares responsibility with parents and carers for setting and conveying the standards that the children are expected to follow when using the Internet.

Teacher Responsibilities

Teachers will be expected to:

- Review and evaluate resources available on the Internet prior to use with pupils.
- Plan specific and focused tasks for pupils using e-mail or the Internet.
- Keep a close check on the on-line material pupils are accessing.
- Report the URL of any offensive material to the ICT coordinator who will ensure Lewisham ICT team and the filter provider are informed.
- Be aware that Internet traffic can be monitored and traced to individual users. Professional conduct is expected and essential.
- Understand that refusal to comply with these expectations may result in access to the Internet being denied to them.

Pupil Responsibilities

Pupils will be expected to:

- Never disclose their home address or telephone number on-line.
- Never arrange to meet anybody via the Internet.
- Never bring any software or disks into school without permission.
- Never download any programmes, software or icons onto school computers or laptops in the E-learning scheme (Years 4,5,& 6) without teacher permission.
- Only use acceptable language in e-mail and messages, and inform the teacher if they receive any message containing unacceptable language.
- Inform the teacher if anything offensive appears while online.
- Understand that use of social networking sites (eg Face Book, Hotmail messenger) and Skype is strictly forbidden.
- Understand that the Headteacher, coordinator and inspectors will have access to pupils' e-mails and other Internet related files, and may check on these on a regular basis to ensure the expectations listed above are being met.
- Understand that refusal to comply with these expectations may result in access to the Internet being denied to them.