INTERNET USAGE

Policy

Summer 2021

Version 5

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www.teaguesbridgeprimary.org

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Staff Responsibility	Mrs S. Abdulla
Governor responsibility	Rose Gregory

Internet Usage Policy

Rationale:

The use of technology is an integral part of our curriculum and provides children with the technological skills they will need to live in our modern World. At Teagues Bridge we use computing skills across all curriculum areas, this involves using internet to look at sources of information.

The internet provides pupils with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities.

Our Ethos:

The school believes that the benefits to pupils accessing the resources of the Internet, far exceed the disadvantages. Ultimately, the responsibility for setting the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians. Whilst we embrace technology we are not in favour of children using social-network sites such as Face book. We recognise that such sites are at the core of cyber-bullying and so we would strongly advise parents not to allow their children access and will inform parents and the local community support officers if we find these are being used in this way.

Aims:

o To improve pupils learning outcomes by increasing access to information.
o To develop skills in selective and effective usage.
o To develop pupils awareness of safe management and usage of the internet.
o To develop pupils awareness of the dangers on the internet.

Implementation:

- Teagues Bridge actively supports access by pupils to an appropriate variety of information resources accompanied by the development of the skills necessary to filer, analyse, interpret and evaluate information encountered.
- The LA ICT team ensure that children are not able to access anything inappropriate, certain information's and website will be blocked to primary age children and they cannot access these, a message will appear reading 'access denied'.
- An internet use agreement will be signed by pupils and parents, and will be kept by the teacher.
- All pupils will be responsible for notifying their teacher of an inappropriate material that others might be trying to access.
- All staff will be responsible for advising the headteacher of any inappropriate materials or words trying to be accessed by children.
- Pupils who try to access inappropriate material or use inappropriate words, will have their access rights revoked.
- Signed parent consent is required in order for children to have their photo published on the school website.
- Only the pupil's first name will be sued on materials/photographs on the schools internet site.
- Privacy of pupils, parents, staff and other users must be recognised and respected at all times.
- Pupils will be made aware of the potential consequences of cyber bullying and will be dealt with by the school on individual case basis.
- Pupils must always seek permission from their teacher to download or copy any files or documents.
- Pupils should never give out personal information such as surname, address, telephone number, and parents work address/telephone number.

Evaluation:

This policy will be reviewed every two years in consultation with TEAM SAS Crew (children's safeguarding group).

Signed: Sarah Abdulla (Headteacher)

Pupil Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety and security of the ICT systems and other users.

For my own personal safety:

- o I understand that the school will monitor my use of the ICT systems, e-mails and other digital devices.
- o I will treat my username and password like my toothbrush ~ I will not share it, nor will I try to use any other person's username or password.
- o I will be aware of 'Stranger Danger', when I am communicating on-line.
- o I will not disclose personal information about myself or others when on-line.
- o I will immediately report any unpleasant or inappropriate material or message or anything that makes me feel uncomfortable when I see it on-line.
- o I will not enter chat rooms/blog sites without adult permission.

I understand that everyone has equal rights to use technology as a resource and:

- o I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- o I will not try to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- o I will not use the school ICT system for on-line gaming or video broadcasting (you Tube), unless I have permission from a teacher.
- o I will not print work from the internet unless I have permission from a teacher.
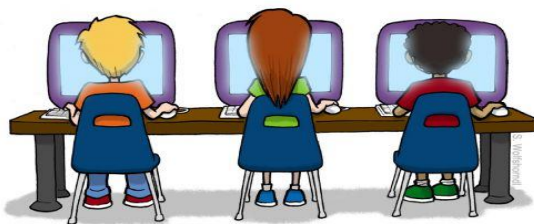
I will act as I expect others to act towards me:

o I will respect others' work and property and will not access, copy, remove or alter any other files, without the owner's knowledge or permission.
o I will be polite and responsible when I communicate with others, I will never use inappropriate language and I appreciate that others may have different opinions.
o I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain security and integrity of technology it offers me and to ensure the smooth running of the school:

o I will only use personal hand held devices in school if I have permission. I understand that, if I do use my own device in school, I will follow the rules set out in this agreement.
o I understand the risks and will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filter/security systems in place.
o I will immediately report any damages or faults involving equipment or software, however this may have happened.
o I will not open attachments to e-mails unless I know and trust the person who sent the e-mail.
o I will not install or attempt to install programmes or alter computer settings.
o I will only use social network sites with permission from the teacher/Parent.

When using the internet for research, I recognise that:

o I should ensure that I have permission to use the original work.
o Where work is protected by copyright, I will not download copies.
o When I am using the internet to find information, I should take care to check that the information that I access is accurate.

<u>I understand that I am responsible for my actions, both in and out of school:</u>

- I understand that the school also has the right to take action against me if I am involved in incidents that are not acceptable and are outlined in this agreement. This includes when I am outside of school e.g. cyber bullying, use of images or sharing personal information).
- I understand that if I fail to comply with the Acceptable Use Policy Agreement, I will be subject to specific actions set out by the headteacher. This may include loss of access to the school network, behaviour plan, parents will be contacted and in the event of illegal activities, police will be involved.
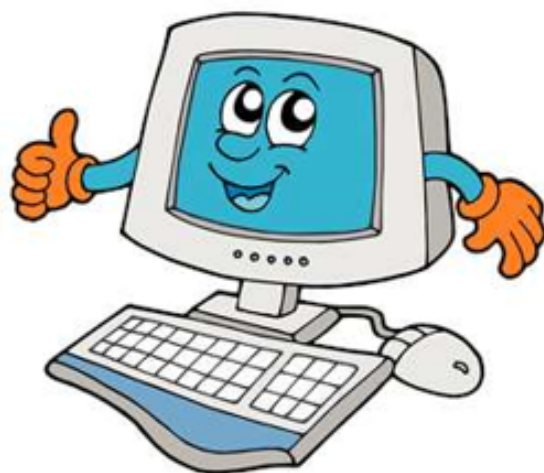
Think then CLICK

These rules help us to stay safe on the Internet

o We only use the internet when an adult is with us.

o We can click on the buttons or links when we know what they do.

o We can search the Internet with an adult.

o We always ask if we get lost on the Internet.

o We can write polite and friendly emails to people that we know.

Think then CLICK

These rules help us to stay safe on the Internet. 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 choose to use.

- We ask permission before using the Internet.
- We only use websites approved by an adult.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately turn off the screen if we not sure about a website.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.
- We do not download anything.
- We ask before printing anything out.

Please complete the sections below to show you have read, understood and agree to the rules included in the agreement. If you do not sign and return this agreement, access will not be granted to the school ICT systems.

Teagues Bridge Primary School
Responsible E-mail and Internet use
Please complete, sign and return to your teacher as soon as possible

Pupil:	Base:

Pupils agreement (to be signed by the pupil)
- I have read and understood the school E-mail and Internet Use Policy Agreement.
- I will use the computer system and internet in a responsible way and follow the rules at all times

Signed:	Date:

Parents/Carers Consent for Internet Access
- I have read and understood the school E-mail and Internet Use Policy Agreement and give permission for my son/daughter to access the internet.
- I have understood that the school will take responsible precautions to ensure pupils cannot access appropriate materials.
- I understand that the school cannot be held responsible for the nature or content of material accessed through the internet.
- I agree that the school is not liable for any damages arising from the use of the internet facilities.
- I give permission for my child to take part in videoing as part of their curriculum work.

Signed:	Date:

Please print name:

Parent/Carer's Consent for Web Publication of Work and Photographs
- I agree, that if selected, my son/daughter's work may be published on the school Website.
- I also agree that photographs and videos that include my son/daughter may be published subject to the schools rules that full names will not be used.
- As parents, we will support the school's approach to e-safety and will not upload or add any pictures, video or text that could potentially upset, offend or threaten the safety of any member of the school community (e.g. uploading a photograph of a school Christmas concert with names on a Facebook page). No reference to Teagues Bridge Primary School should be made on social network sites (this includes all members of the school community).

Signed:	Date:

On occasions other media organisations may come into school and interview the children for publication in order to promote the school and celebrate in your child's achievements (e.g. local newspaper or radio shows). Local newspapers will often include a picture of your child and print their names. If you are happy for your child to take part in media activities of this nature please sign below.

Signed: _____ Date: _____