

## **Fairfield Primary School**

### **Acceptable Use Policy**

This policy outlines our purpose in providing e-mail facilities and access to the Internet and explains how our school is seeking to avoid the potential problems that unrestricted Internet access could give rise to.

### **Internet access in school**

The purpose of Internet access in schools is to raise educational standards, support the professional work of staff and enhance the school's management, information and business administration systems.

Teachers and pupils will have access to web sites worldwide (including museums and art galleries) offering educational resources, news and current events.

In addition, staff will have the opportunity to access educational materials and good curriculum practice; to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LEA and DfEE; receive up-to-date information and participate in government initiatives such as NGfL and the Virtual Teacher Centre and our own website.

Parents' attention will be drawn to the Policy on the school's web site. Our school Internet Access Policy will be available for parents and others to read on demand.

### **Ensuring Internet access is appropriate and safe**

In common with other media such as magazines, books and video, some material available on the Internet is unsuitable for pupils. The school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- **our internet access has a filtering system which prevents access to material inappropriate for children;**
- **children using the internet will be working in the classroom or computer suite and will be under the supervision of an adult at all times.**
- **staff will use their professional judgement and check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;**
- **Our Rules for Responsible Internet Use are posted near all computers with Internet access.**
- **the ICT co-ordinators will ensure that occasional checks are made on files to monitor compliance with the school's Acceptable Use Policy;**
- **methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the LEA, our Internet Service Provider and the DfEE.**

A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children is taken by the ICT Co-ordinator and the Child Protection Officer in consultation with the Head Teacher and the pupil's class teacher. All teaching staff will be made aware of the incident at a Staff Meeting if appropriate.

- **If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;**
- **If staff or pupils discover unsuitable sites the ICT co-ordinator will be informed. The ICT co-ordinator will report the URL (address) and content to the Internet Service Provider and the LEA.**

### **Maintaining the security of the school ICT network**

Security is maintained by updating virus protection.

### **Using the Internet to enhance learning**

Access to the Internet is a planned part of the curriculum that enriches and extends learning activities and is integrated into the class schemes of work. As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for Internet use. Different ways of accessing information from the Internet are used depending upon the nature of the material being accessed and the age of the pupils:

- **access to the internet may be by teacher (or sometimes other-adult) demonstration;**
- **pupils may access teacher-prepared materials, rather than the open internet;**
- **pupils may be given a suitable web page or a single web site to access;**
- **pupils may be provided with lists of relevant and suitable web sites which they may access;**
- **pupils are expected to observe the Rules of Responsible Internet Use and are informed that checks can and will be made on files held on the system and the sites they access.**
- **pupils will be educated in taking responsibility for their own Internet access.**

### **Using information from the Internet**

- **pupils are taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;**
- **teachers ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium);**
- **when copying materials from the Web, pupils are taught to observe copyright;**

- **pupils are made aware that the writer of an e-mail or the author of a web page may not be the person claimed.**

### **Using e-mail**

Pupils learn how to use an e-mail application and are taught e-mail conventions. Staff and pupils use e-mail to communicate with others, to request information and to share information.

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- **pupils are only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.**
- **teachers endeavour to ensure that these rules remain uppermost in the children's minds as they monitor children using e-mail;**
- **pupils may send e-mail as part of planned lessons but will not be given individual e-mail accounts.**
- **in-coming e-mail to pupils will not be regarded as private;**
- **children will have the e-mail messages they compose checked by a member of staff before sending them;**
- **the forwarding of chain letters will not be permitted;**
- **pupils are not permitted to use e-mail at school to arrange to meet someone outside school hours.**

### **The Fairfield Primary School web site**

Our school web site is intended to:

- **provide accurate, up-to-date information about our school;**
- **provide pupils with the opportunity to publish their work on the Internet for a very wide audience including pupils, parents, staff, governors, members of the local community and others;**
- **celebrate good work;**
- **promote the school.**
  - **provide staff with a secure working area.**

The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Staff will be identified by their title and surname unless they request otherwise. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

The website address is: <http://www.fairfieldpenarth.co.uk>

### **Internet access and home/school links**

Parents will be informed in our school prospectus that pupils are provided with supervised Internet access as part of their lessons. We will keep parents in touch with future ICT developments by letter and newsletter.

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**Fairfield Primary School Rules for Responsible Internet Use - Pupils**  
The school has installed computers with Internet access to help our learning. These rules will help keep us safe and help us be fair to others.

**Using the computers:**

- I will not access other people's files;
- I will not bring in floppy disks or CD Roms from outside school and try to use them on the school computers without prior permission.

**Using the Internet:**

- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the Internet sites I visit;
- I will not complete and send forms without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms.

**Using e-mail:**

- I will ask permission from a teacher before checking the e-mail;
- I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
- I understand that e-mail messages I receive or send may be read by others;
- The messages I send will be polite and responsible;

## **Fairfield Primary School**

### **Acceptable Internet Use Statement – Staff**

The computer network and laptops are owned by the school, and may be used by children to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the ICT Co-ordinator.

- All Internet activity should be appropriate to staff professional activity or the children's education;
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As E-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

#### **LAPTOPS**

- ⌚ Staff need to be aware that laptops are insured if they are accidentally or maliciously stolen by means of forced entry or assault.
- ⌚ If a laptop has been stolen the police need to be notified and a crime reference obtained.
- ⌚ Staff need to be vigilant about where they store their laptops in school.
- ⌚ Laptops will not be covered whilst in transit or left unattended in a vehicle.
- ⌚ School insurance will not apply where the laptop has been left unattended in a private household for more than 48 hours.
- ⌚ Laptops must only be connected to the internet at home through a firewall.

I agree to follow the guidelines for computer and Internet use as outlined above and in the school's Internet Policy.

Name: Signed: Date:

Authorised by: Signed: Date: