

Gresham Primary School

Headteacher: Ms Karen Steele

ACCEPTABLE USE OF THE INTERNET POLICY

Date: May 2023

Review Date: May 2025

Rationale and Aims

The Internet provides a valuable contribution to enhancing learning and understanding in all areas of the school curriculum. As a result, it has become an important part of the educational environment.

Due to the open nature of the Internet, there is some material which is unsuitable for children. We will ensure that children are protected from such information by having an Acceptable Use (Internet Safety) policy, outlining acceptable use of the Internet.

- ❑ Using security software
- ❑ Limiting internet features
- ❑ Teaching e-safety lessons (once an academic year through topic lessons in each year group and discussion before general computing/iPad use).
- ❑ Teaching children to use the facility(ies) sensibly
- ❑ Supervising internet usage on all devices.
- ❑ Having rules for safe Internet usage.
- ❑ This policy sets out what the school considers as 'Acceptable use' of the Internet. It must be noted, however that neither school nor the Internet Service Provider (ISP) can guarantee complete safety from inappropriate materials

Acceptable Use of the Internet Agreement

- 1 Pupils must obtain the permission of parent(s)/guardian(s) before they can be allowed to use the internet. The Parental Permission Form must be signed and returned to the school (sent out in starting pack when the children join reception)
- 2 Pupils should only use the school computer systems for those activities and services which they have been given permission to use.
- 3 Pupils must only use the school computing equipment with the permission and under the supervision of a member of staff.
- 4 Activities which use the internet during taught lessons will be directly related to schoolwork. Use of the internet outside of taught lessons is at the discretion of a member of staff who will set guidelines and rules for its use.
- 5 Pupils must only use the user name and password that they have been given (if a pupil does not have a login (year 2 onwards), this should be reported immediately to OpenAir so they can create one).
- 6 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.
- 7 The internet access provided in school is filtered to stop access to unsuitable material. This still requires monitoring when using the internet during lessons. 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 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 (this can then be collated for OpenAir).

- 8 The school is able to track and list web sites that users attempt to access. This will help prevent and report any mis-use of the internet.
- 9 Children will only be allowed to visit specific web sites outlined as part of the lesson. These will have been checked as part of the planning of a lesson in advance by teachers. Random searches are not permitted.
- 10 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.
- 11 Parents are asked to explain the importance to their child(ren) of these rules for the safe use of the internet and to sign and return to the school the Parental Permission Form. No disks from home can be used on school systems.
- 12 It is the policy of the school to gain parental consent for use of photographs. No photos are used without parental consent and when used with consent, children are not named or identified. Please see the image consent form for how images are used and what permissions are sought.
- 13 Pupils should not be using the camera function (on iPads) unless under the direct supervision of an adult.
- 14 Pupils should not bring in memory sticks or disks from home. Any documents which need to be used in school e.g. for home learning, should be sent to the administrator or class email addresses where they can be forwarded/accessed appropriately.
- 15 Children are now using Google Classroom for home learning/lockdown purposes – children/parents should be aware of what they are uploading, checking it is the correct document and in keeping with the set task.
- 16 Teachers to ensure, when using Google Classroom, that all links/documents are checked once uploaded to ensure they are correct and link to the correct place, especially when using videos/internet websites.
- 17 In the event of a lockdown, access to microphone and video (via Google Classroom) will need to happen for online learning. Parents must ensure children are supervised and in a suitable area of the house. Parents to also be mindful of conversations they may be having in the background which may be overheard by other children in the call.

If you do not understand any part of this “Acceptable Use Policy”, parents should ask a member of staff for guidance. You should only sign the Parental Permission Form when you have read, understood and have explained the importance of these rules to your son or daughter

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Parental Permission for Pupil use of Internet Facilities at School

The school has a connection to the internet. The internet provides a number of important and valuable contributions that can enhance learning and understanding in all of the school curriculum areas. Thousands of schools across the world have access to the internet and many pupils and students are reaping the educational benefits this learning resource provides.

As a result of the open and unregulated nature of the internet there is some material that is unsuitable for viewing by children. Therefore, we have procedures that should enable your son/daughter to use the internet facilities safely and securely. A copy of the school's Acceptable Use Policy is attached to this letter. We will make every effort to ensure that unsuitable material is not viewed by your son/daughter. A member of staff will monitor each session. Each member of staff and parents of each pupil using the internet must agree to the Acceptable Use Policy. This policy sets out the rules that must be adhered to, for the protection of all users.

For your information the following web sites provide further information on "Safety on the Internet":

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/251455/advice_on_child_internet_safety.pdf Government Leaflet on Child Internet Safety

<http://www.iwf.org.uk/> The Internet Watch Foundation website.

The form below must be completed, signed and returned to the school as soon as possible for our records. Without the return of this form continued use of the Internet and/or E-mail service will be withheld.

I have read, understood and explained the Policy for the Acceptable Use of the Internet to my child:

Pupil Name (PLEASE PRINT) _____ in Year _____

Name of Parent/Carer (PLEASE PRINT) _____

Signature of Parent/ Carer _____

Date _____