



**Jacobstow Community Primary School and Preschool**



**Part of Bude Communities' Schools' Trust**  
**Acceptable use of the Internet Policy Introduction**

Use of the Internet by schools is growing rapidly and with it there is real cause for concern about its appropriate use. It is therefore, imperative we consider issues carefully before allowing pupils access, supervised or unsupervised, to the internet.

We consider it vital that the partnership between home and school protects the children from some of the undesirable elements of the internet and that children are supported to use this wonderful tool appropriately.

**Pupil access to the Internet**

The school encourages use by pupils of the rich information resources available on the internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills are a fundamental part of society today.

On-line services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Other teaching and library materials are carefully chosen, they are chosen to be consistent with national policies, supporting and enriching the curriculum while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the pupils. Internet access, because it may lead to any publicly available site in the world, will open classrooms to electronic information resources, which have not been selected by teachers as appropriate for use by pupils.

Electronic information research skills are now fundamental to preparation of citizens and future employees. In the school staff blend the use of internet research information within the curriculum and will provide guidance and instruction to pupils in the appropriate use of such resources. Staff will consult the IT co-ordinator for advice on content, training and appropriate teaching levels consistent with the school's IT programme of study.

Independent pupil use of telecommunications and electronic information resources will only be permitted upon submission of permission and agreement forms by parents of pupils and by pupils themselves.

Access to on-line resources will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to pupils from access to information resources and increased opportunities for collaboration exceed the disadvantages.

The school takes its responsibilities towards internet safety very seriously and to this end we use the thinkuknow website guidance from CEOP as a starting point for keeping the children safe when using the internet.

However, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for independent access.

The school's IT co-ordinator will prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.

**School Procedures**

**Resource Development**

In order to match electronic resources as closely as possible to the national and school curriculum, teachers review and evaluate resources in order to offer "home pages" and menus of materials that are appropriate to the age range and ability of the group being taught. The IT co-ordinator will provide appropriate guidance to pupils as they make use of telecommunications and electronic information resources to conduct research and other studies. All pupils will be informed by staff of their rights and responsibilities as users, before their first use, either as an individual user or as a member of a class or group.

As much as possible, the schools chosen information provider has organised information resources in ways that point pupils to those that have been reviewed and evaluated prior to use. While pupils may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Pupils may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

## **School Rules**

The school has developed a set of guidelines for internet use by pupils. These rules will be made available to all pupils, and kept under constant review.

All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

## **Pupil guidelines for Internet use**

### **General**

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

These are the specific rules which help to make the use of the Internet safe for everyone so that we can enhance learning.

- I will only access the system with my own login
- I will not access other people's files
- I will only use the computer for school work or homework or with the permission of my teacher
- I will not bring in CDs/storage devices from outside school unless I have been given permission
- I will always ask permission before I use the Internet
- I will only email people I know or my teachers have approved
- The messages I send will be polite and respectful
- I understand that the school may check my computer files and will monitor the Internet sites I visit.

The following are specific guidance for safety whilst on line:

- It's never a good idea to open files that have come from people that you don't know. You won't know what they contain – it could be a virus or, worse, an inappropriate image or film
- It's better to keep online mates on line. Never arrange to meet strangers without an adult you trust
- It's never too late to tell someone if something online makes you feel uncomfortable
- Your personal details includes information such as your mobile number, your email address and any pictures of you, your family or your friends
- You should never give out personal details to people you meet online
- It's easier to get on with people online and say stuff that you normally wouldn't – be careful
- Report any abuse or cyberbullying to an adult. They can help you find advice and support
- Some people lie online
- Don't reply to, believe in or use any SPAM or junk email
- If you publish photos or videos online anyone can change or alter them
- Remember if you put something online it is always there and you have no control over what happens to it or how it is changed.

The school does not allow access to social networking sites or to web-based media sites. Children are taught as part of the learning in the safe use of the Internet the safety implications of using such sites and the care needed to protect themselves.

This policy will review bi-annually or inline with changes of statutory guidance

# JACOBSTOW COMMUNITY PRIMARY SCHOOL

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Dear Parent

## *Internet Permission Form*

As part of the school's IT programme and as part of the National Curriculum guidance, we offer pupils supervised access to the Internet. Before being allowed to use the Internet, it is recommended that all pupils obtain parental permission and that both they and you sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

Our aim for Internet use is to further educational goals and objectives. Access enables pupils to explore thousands of libraries, databases, and bulletin boards whilst exchanging messages with other internet users throughout the world.

We are, however, very aware that, whilst we have in place security systems which screen the computers in school and we believe these 'firewalls' to be as effective as is possible, it may, in rare circumstances, be possible for children to access sites and materials that we would consider unsuitable for young children to engage with. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But it is ultimately parents and guardians of minors who are responsible for setting and conveying the standards that their children should follow when using media and information sources and for giving authority for their children to use the internet. To that end, the school supports and respects each family's right to decide whether or not to agree to access.

We take internet safety very seriously and as part of our support we specifically teach internet safety as part of our taught ICT curriculum.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

We would be grateful if you complete the enclosed permission form.

Yours sincerely

Sue Russell Headteacher

# JACOBSTOW COMMUNITY PRIMARY SCHOOL



## Internet Parent/Pupil User/Permission Form

Please complete and return this form to the headteacher.

### Pupil

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

### Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Name of Pupil \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Form class \_\_\_\_\_

Home Telephone \_\_\_\_\_



Notes: