

Garden Fields JMI School

Rules for Responsible Internet Use

The school has computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- ☐ I will only access the Internet when supervised.
- ☐ I understand the Internet can only be accessed through the Hertfordshire Intranet.
- ☐ I will not access other people's files.
- ☐ I will only use the computers for school work and follow the guidance I have been given.
- ☐ I will only e-mail people my teacher has approved.
- ☐ The messages I send will be polite and responsible.
- ☐ I will not give my home address or telephone number, or arrange to meet someone.
- ☐ I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself.
- ☐ I understand that the school will check my computer files and monitor the Internet sites I visit.



Internet Policy

Introduction

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 will be fundamental in the society our pupils will be entering.

On-line services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, teaching and library materials could usually be carefully chosen. All such materials would be 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. The Hertfordshire Grid has systems in place to restrict access to inappropriate sites. Should such sites be inadvertently accessed by children, they are taught to bring this to their teacher's attention so that it can be reported to the intranet provider.

Planning

The staff use Internet resources within the curriculum and provide guidance and instruction to pupils for the use of such resources.

Staff consult with the ICT co-ordinator for advice on content, training and appropriate teaching levels consistent with the school's ICT programme of study.

Independent pupil use of telecommunications and electronic information resources is not allowed within school. **Children use the internet under adult supervision at all times** and only with those pupils who have submitted the permission and agreement forms from their parents. See attached 'Pupil Guidelines' sheet.

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. But ultimately, parents 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.

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.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks will be private.

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

The following are not permitted in school:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, work or files
8. Intentionally wasting limited resources
9. Altering settings on the computer and intentionally moving files

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may be involved.

Dear Parents,

Responsible Use of the Internet

As part of our pupils' curriculum enhancement and for the development of their ICT skills, Garden Fields Primary School is providing supervised access to the Internet including the use of email.

At Garden Fields we have taken positive steps to deal with Internet safety. Although there have been concerns about pupils having access to undesirable materials nationally, we feel we can offer the children safe access. Herts County Council has provided us with a filtering system that restricts access to inappropriate materials, through the Hertfordshire Intranet. This may not be the case at home. To help you in this respect we enclose a sheet with ways to keep your child safe online.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, Herts County Council cannot be held responsible for the nature or content of materials accessed through the Internet. Herts County Council will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities.

I enclose a copy of the Rules for Responsible Internet Use that we operate at Garden Fields.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely

Mr C.J.Jukes
Headteacher

Parent/carer's permission

KS2 Pupil's agreement

I have read the terms for access to the Internet set out in the above letter.

I agree to follow the Rules for Responsible Internet Use.

Signed:

Signed:

Print name:

Print name:

Date:

Class:

How to keep your children safe online

1. Consider using Internet filtering software, Net Nannies and child-friendly search engines. Use your browser's controls as some offer differing degrees of security for each family member.
2. Check out what child protection services your Internet Service Provider offers, do they filter for spam, for instance? If not, ask them why.
3. Keep the computer in a communal area of the house, where it's easier to monitor what your children are viewing.
4. Tell children not to give out their personal details. If they want to subscribe to any services online, make up a family email address to receive the mail.
5. Kids love to chat, but make sure they only use moderated chatrooms and encourage them to introduce you to their online friends.
6. Encourage your children to tell you if they feel uncomfortable, upset or threatened

<p>Permission for Internet Access</p>
--

by anything they see online.

7. Involve your children in writing your own family code of acceptable Internet use. Remember that what's acceptable for a teenager isn't necessarily okay for a primary school aged child so get their input.
8. Computer equipment is expensive so bear in mind that a child with a laptop may be vulnerable when carrying it to and from school.

Adopted by Curriculum Committee - February 2013

Due for Review - February 2016

9. The web is a great resource for homework, but remember to use more than one site in research to get broad, balanced information and always reference your research sources.
10. Surf together. Go online with your children and become part of their online life. The key to safe surfing is communication.

More information can be found at: www.parentscentre.gov.uk/