

Rawcliffe Bridge Primary School

POLICY FOR THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL

Introduction

Rawcliffe Bridge Primary School will allow pupils and staff access to its computers, network services, and the Internet.

All pupil activity, when using the network and Internet in school, must be in support of education and/or research and must be appropriate to the educational objectives of the School. Pupils who access the Internet from the school site are responsible for everything that takes place on their computers and all Internet activity is logged.

Benefits

Access to e-mail and the Internet will enable staff and pupils to:-

- explore thousands of libraries, databases, museums, and other repositories of information;
- exchange personal communication with other Internet users around the world;
- be included in Government initiatives and global educational projects;
- keep abreast of news and current events;
- take part in live discussion with experts;
- publish and display work by creating personal Web pages.

Effective Use

Internet access will be planned to enrich and extend learning activities as an integral aspect of the curriculum.

Pupil's will:-

- be given clear objectives of Internet use;
- be educated in responsible and effective Internet use;
- be supervised appropriately;
- learn to search for and discriminate between valid and inappropriate material;
- learn to copy, save and use material found on the Internet without infringing copyright.

Safety

Internet access at Rawcliffe Bridge School is filtered by our Internet Service Provider (ISP) but 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.

Personal Security Guidelines

Pupils should:-

- never reveal personal information, either their own or others, such as home addresses;
- not use photographs of themselves on their Web pages unless the parent or guardian has given permission to do so;
- never meet people in person that they have contacted on the Internet without parent/guardian permission;
- notify their teacher or parent if they ever come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable;

- be aware that the author of an Email or Web page may not be the person they claim to be.

Managing Email

Email addresses of pupils are not advertised publicly. There is an Email account for the children advertised on our Web pages and all this Email arrives in a single Email account. A member of staff checks this Email before being distributed to the children.

Children may receive Email directly from known addresses and they may also use their personal Email address when replying to known recipients.

Email may contain attached documents and files. These could potentially carry viruses.

Users are requested to ensure that a virus-checking programme is loaded before opening any Email attachments.

Access Permission

Pupils are responsible for appropriate behaviour on the school’s computer network just as they are in the classroom or on the school playground. Communications on the network are often public in nature. General school rules and our Behaviour Policy apply and it is expected that users will comply with the guidelines of this policy.

Parental Support

Pupils could potentially have unfiltered, unsupervised Internet access at home. All parents should be aware of the concerns and benefits of Internet use.

The Law

Pupils should never use the computers to engage in activities that may be in violation of the law.

Date approved by Governors:

Signed

Date of Review: April 2010

Parental Agreement

As a parent/guardian I have read the above policy for access to the Internet and use of the school computer network. I recognise the fact that the school uses a filtered Internet service, and school staff will work hard to restrict access to controversial materials on the Internet. I take full responsibility for how my child uses the Internet outside school.

Signature of Parent/Guardian Date

Print Name

We would like to update our school’s website. Although we discourage the publication of a child’s name, address and phone numbers, we feel that a photograph could be acceptable. Please indicate if you would like to give permission for your child/children to be included on our school website.

YES – I give permission for a photograph to be included on the schools’ website ف

No – I give permission for a drawing of my child to be included on the schools’ website ف