



INTERNET ACCEPTABLE USE POLICY

Access to the Internet at Forge is through a school broadband network connection provided by the Department of Education via C2K.

We believe that the proper use of this resource is consistent with our aims in:

- developing our children to their 'full potential'
- equipping them for 'life in our society'
- providing them with necessary 'life skills'
- permitting access to a range of materials which are consistent with our educational ethos

However, due to the unrestricted access to the Internet by a variety of groups or individuals there are materials which are unsuitable for school's viewing and may be racist, extremist, political, violent or pornographic in nature. Staff and pupils have access to the Internet through C2K servers which is a filtered service. This offers a protected environment for the users but no system is foolproof and therefore we feel it is appropriate to develop a set of guidelines which set out the parameters of acceptable use.

TERMS AND CONDITIONS

Staff and pupils will have access to the following through the C2K filtered service:

- World Wide Web sites
- Electronic mail communication
- Supervised video conferencing

In accessing the above users must adhere to the guidelines that have been set out by Forge Integrated Primary School and are encouraged to apply them at all times. The guidelines are established for the efficient use of the resource, to provide an ethical framework for usage and to be conscious of the wider legal framework which governs society. Should a user violate the terms of usage then they will be referred to the school authorities for disciplinary action, which may result in a suspension of access. Any violations of UK law will be referred to the appropriate authorities. At the end of this document is a response form that will signify that you have read the document, are in agreement with the terms and conditions set out in it and agree to be bound by it. As a parent it is important that you not only read this document fully but also endeavour to explain its significance to your child and that they abide by the rules when making use of the technology in school.

USAGE

Use of Internet facilities is restricted to the staff and pupils of Forge Integrated Primary School. Permission may be given by the Governors/Principal for specific guest users such as BELB employees or other relevant link workers to access the system.

In most cases users will be given a login ID and should only use their own login ID when accessing the system. Younger pupils may use a generic login ID. Use of the system should be for educational purposes and consistent with the overall aims of the school.

Online activities which are **encouraged** include, for example:

- The use of email and computer conferencing between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), between schools and industry
- Use of the Internet to investigate and research school subjects, cross-curricular themes or topics related to social and personal development.



In accessing online services such as the World Wide Web, Email, etc. users should not knowingly transmit or access material which may violate school or legal regulations including but not limited to: copyrighted material, threatening or obscene material, material protected by trade secrets acts. On occasions staff/pupils may find that they have unwittingly accessed material which may be unsuitable and they should report this to the ICT Coordinator/Principal immediately.

Staff are encouraged to use technology in their teaching and learning activities, to conduct research, and for contact with others in the educational world. Electronic information-handling skills are now fundamental to the preparation of children as citizens and future employees. Staff should model appropriate and effective use, and provide guidance and instruction to pupils in the acceptable use of the Internet.

SUPERVISION

Internet access will be located in an open environment and in highly-used areas of the school. This means that machines will be in full view of people circulating in those areas.

Children will not have unsupervised access to the Internet and a teacher/adult will be available in a guidance capacity. Staff will determine the appropriate use of the technology and endeavour to create a secure environment for the children to work within. As such, staff may prohibit or terminate use of the Internet if required and reserve the right to monitor all files, emails or other online communications to determine if the facility is being used in accordance with the guidelines.

RULES

The following rules are to promote a healthy learning environment, to promote a safe environment for children to work within and to foster respect for others.

- I will only access the system using my own login and password or the login for my class.
- I will respect the privacy of others and will not access their files;
- I will only use the computers for school related work;
- I will only email people I know, or my teacher has approved;
- I will not send any messages or images which may be regarded as offensive to others;
- I will not reveal my personal address/phone number or those of other friends;
- I will not intentionally break any laws (copyright, obscenity, security)
- I will use my time with the computer constructively and for educational purposes only;
- I will not wilfully damage the computer or computer network;
- I will report to my teacher any breach of the rules (these will be treated confidentially)

SANCTIONS

- Violations of the above rules will result in a temporary or permanent ban on Internet use.
- Additional disciplinary action may be taken in accordance with Forge Integrated Primary School Discipline Policy regarding inappropriate language or behaviour.
- If applicable, police or local authorities may be involved.

Parents will be informed of serious breaches of the rules.



Dear Parent,

Outlined below is some general guidance that may be useful to you regarding use of computers in school and **we ask that you return the tear off form at the bottom of this page to school as soon as possible to acknowledge that you have received the policy.**

THE INTERNET IN SCHOOL - ADVICE TO PARENTS

Please also see the Leaflet "ICT @Forge"

- You should discuss with your child the rules for using the Internet and decide together when, how long and what is appropriate use.
- You should get to know the sites your child visits and talk to them about what they are learning.
- Social media has many advantages but it comes with all of the complexity and risk of any other form of social interaction and therefore children should not be left to use it unsupervised. You wouldn't let your child go off and interact socially with a large group of unknown people in real life. The same should apply to their life online.
- Be aware that most social media sites are not aimed at children. Your child should not have a Facebook account as the minimum age is 13.
- You should ensure that you give your agreement before your child gives out any personal identifying information on the Internet, such as a picture, an address, phone number, school name, or financial information such as credit card and bank details, in any electronic communication. In this way you can protect your child from unwanted or unacceptable overtures from strangers, from unplanned expenditure or fraud.
- You should encourage your child not to respond to any unwelcome, unpleasant or abusive messages and to tell you if they receive any such messages or images. If the message comes from an Internet service connection provided by the school or by C2K, they should immediately inform the school.

-----**Please Return to School**-----

PARENT OR GUARDIAN

As the parent/guardian of _____
I agree to the terms of the Forge Integrated Primary School's Acceptable Use of the Internet Policy. I realise that children can access the Internet using school computer equipment. I understand that this access is designed and intended for educational purposes only and that he/she/they will receive instruction in the appropriate use of this resource.

Although the school's system contains constantly updated filtering software I realise that the Internet contains material that is inappropriate for school purposes and support Forge Integrated Primary School in that, pupils are responsible for not accessing such material.

I acknowledge that unacceptable use of the Internet may result in the suspension or withdrawal of privileges and will not hold Forge Integrated Primary School accountable for unsuitable materials acquired by him/her/them through Internet usage at school.

Signed: _____



MEMBER OF STAFF/ASSOCIATE/VOLUNTEER

As a member of staff, associate professional or volunteer assistant (delete as appropriate) at Forge Integrated Primary School with Computer and Internet Access I have read the Internet Use Agreement. I realise that I will be able to access worldwide telecommunications networks throughout the world using the Internet. I understand that this access is designed and intended for educational, research and administration purposes only and that I am responsible for my personal use of this access on the school premises and when using school or C2k equipment or web services beyond the school.

Although the school's system contains constantly updated filtering software I realise that the Internet contains material that is inappropriate for school purposes and support Forge Integrated Primary School in that, pupils and staff are responsible for not accessing such material. I acknowledge that unacceptable use of the Internet may result in the suspension or withdrawal of privileges and in the implementation of disciplinary procedures.

Name: _____

Position: _____

Signature: _____ Date _____