

Acceptable Use of the Internet Policy for Greenwood Primary School.

Through the DE funded C2k Managed Service, all schools have access to a core set of technologies to help teachers and pupils with teaching and learning.

The new C2k Education Network introduces a revised system for internet filtering based on a Websense filtering solution.

It guarantees a high level of filtering by default, whilst also giving some control of the degree of security levels assigned to various users over to the system administrators in each school.

In Greenwood Primary School the system administrators are:

- Mrs L Caddoo (ICT Coordinator)
- Miss L Forster (Principal).

The following states the Acceptable Use for the pupils of Greenwood:

- a) Access to the Internet requires parental permission. (signed form to be returned to class teacher)
- b) During school hours, there will be occasional access for pupils under strict teacher/classroom assistant supervision and direction to gain information for topic/school work.
- c) Greenwood Primary School pupils will **NEVER** have unsupervised access to the internet.
- d) All web access is strictly through Websense Filtering Solution and filtering level for pupils is, by default, at the highest level of security possible.
- e) All material used by pupils will have been viewed by staff before use and deemed safe for educational use.
- f) Access for pupils will be through classroom computers, laptops or iPads, all of which are covered by the filtering levels as explained above.
- g) E-Safety is considered of vital importance in Greenwood, and part of the ICT learning in school is given over to children being made aware of the need for online safety and good practice, at a level that is age-appropriate.
- h) School cannot accept sole responsibility for the education of online safety and it is the duty of each parent to ensure that their child has an understanding of the dangers of the Internet and make sure Internet access is supervised and safe practice is observed at all times.

Some guidance for Parents

1. A home computer with Internet access should be situated in a location where parents can monitor access to Internet.
2. Parents should agree with their children suitable days/times for accessing the Internet.
3. Parents should discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when, how long, and what comprises appropriate use.
4. Parents should get to know the sites their children visit, and talk to them about what they are learning.
5. Parents should consider using appropriate Internet filtering software for blocking access to unsavoury materials.
6. It is not recommended that any child under 16 should be given unmonitored access to newsgroups or chat facilities.
7. Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.
8. Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images.
9. Children must know that it is not acceptable to use ICT to send hurtful images or texts/messages.
10. They must understand that social media sites are not for under 16 and that these must never be used to post hurtful images or information on.

Some helpful information and advice about E-safety can be found at the following:

- www.childnet.com
- www.nspcc.org.uk
- www.thinkuknow.co.uk
- www.ceop.police.uk

Dear Parent,

- Please complete and return this part of the form to the class teacher.
- Keep the remaining Acceptable Use Policy safe for your own information.

Internet Use Parental Permission Form

Name of Pupil: _____

Class: _____

As the parent or legal guardian of the pupil above, I grant permission for my son or daughter to use the Internet in accordance with Greenwood Primary School's Acceptable Use Policy and Guidelines detailed within.

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 computer information and media.

Signature: _____ (Parent/Guardian)

Date: _____