

Acceptable Use Policy and Internet Policy

Rationale

We aim to provide a supportive environment in which all children are given the opportunity to experience and explore the internet for educational purposes.

School Procedures

The majority of our ICT experience takes place in the ICT suite and class based interactive whiteboards including direct teaching by the class teacher. The school makes every effort to ensure that approved sites are accessed. Only children who have returned their parental permission slips and completed all relevant documentation will be granted access. Prior to pupils' first use of the internet, they will be reminded of their responsibilities as users by their teacher.

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 review regularly.

All staff are responsible for explaining the rules and their implications. Staff are aware of their responsibilities towards pupils in addition to the possible misuse of on-line access.

The Importance of Internet Use in School

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, and to support the professional work of staff.
- Use of the Internet is part of the statutory curriculum and a necessary tool for staff and pupils.
- The Internet is an essential element for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

What are the Benefits?

- Access to world-wide educational resources including museums, art galleries and on-line encyclopaedias.
- Inclusion in government initiatives such as the National Grid for Learning and the Virtual Teacher Centre.
- Access to experts in many fields for pupils and staff.
- Staff professional development through access to national developments, educational materials and good curriculum practice.
- The ability to communicate widely.

Effective Use and Quality of Learning

- Internet use will be planned, task-orientated and educational within a regulated and managed environment to enrich and extend learning activities.
- Pupils will be given clear objectives for Internet Use
- The I.C.T. Coordinator will consult with class teachers about projects to be researched and supported by the use of I.C.T. The coordinator will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge

Pupil access to the Internet

Forest Park School encourages pupils to use the wide variety of information resources available on the internet and develop the appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering.

Networked resources, including Internet access, are potentially available to children and staff in the school. All users are required to follow the conditions laid down in this policy. Any breach of these conditions may lead to withdrawal of the user's access and in some instances could lead to criminal prosecution. Any breach of the conditions will also be considered a disciplinary matter.

These network resources are intended for educational purposes, and may only be used for legal activities consistent with the rules of our school. Any use of the network that would bring the name of Forest Park School into disrepute is not allowed.

Access to on-line services significantly enhances pupil access to information, opening classrooms to a wider range of resources. It enables them to explore thousands of libraries and databases as well as maintaining contact with other educational establishments. All such materials 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 our pupils.

The school expects staff to use new technologies as appropriate within the curriculum. In turn, staff will provide suitable guidelines and instructions for pupils.

Pupil use of Forest Park School's internet facility will only be permitted upon receipt of signed permission and agreement forms from parents/ responsible adults and pupils.

We recognise that parents and guardians have the ultimate responsibility for setting and conveying the standards that their children should follow. This is exercised on a daily basis through the control you exert over your child's access to information sources such as television, telephones, films, radio and other media. In school, teachers will exercise equal vigilance in guiding pupils only towards appropriate material. However, the school supports and respects each family's right to decide whether or not to apply for access.

The school's ICT co-ordinator is responsible for ensuring this policy is implemented throughout our school.

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 would always be private.

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

The following are not permitted:

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. Looking in other peoples folders, work or files
8. Intentionally wasting limited resources

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.

Review

This policy will be reviewed annually to take account of new initiatives. Reviews will also occur in response to significant incidents and developments within the school.

Rules for Responsible Internet Use

KS1 Rules:

- Everyone's work is important. I will not change anybody's work without asking them.
- Instructions are important. I must listen carefully to my teacher and ask for help if I don't understand something.
- Everyone is special. I will remember to be polite when I send messages.
- I am special. If I see anything I don't like I will tell my teacher straight away.
- I will only send an e-mail with my teacher's permission.

KS2 Rules:

- Be polite – I will use appropriate language, which will not upset others.
- Privacy – I will not reveal any personal information about myself or other people (e.g. home address, telephone number).
- Respect - I will not change anybody's work without asking them.
- Password – I will keep my password to myself and not share it with others.
- Care - I will listen carefully to my teacher and ask for help if I don't understand something.
- Content - If I see anything I don't like or know is inappropriate, I will tell my teacher straight away.
- E-mail - I will only send an e-mail with my teacher's permission.
- Rules - If I know of anyone who is not following the rules I will tell my teacher.