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# Acceptable Use of the Internet Policy

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**Version 1.0**

Created – November 2009

Review Cycle – two yearly

Next review – Autumn 2011

Source – DB/AG



## 1 Introduction

The Internet offers both educational and social opportunities for our children. Whilst recognising the benefits we must also establish appropriate, effective and safe use of the Internet. Our Internet access is filtered using RM filtering systems.

## 2 Our Procedures

- a) Children must obtain the **permission of parent(s)/guardians(s)** before they can be allowed to use the Internet. The Parental Permission Form must be signed and returned to the school.
- b) Children must only use the school computer systems for those activities and services which they have been given permission to use and under the **appropriate supervision** of a member of staff.
- c) The Internet will be used within school to **support children's learning** both formally (within taught lessons) and informally (outside taught lessons). Informal use is at the discretion of a member of staff who will set guidelines and rules for its use. Children will be taught to be critical and discriminating in their use of Internet sites.
- d) Children will be taught to **respect the privacy** of files of other users. They will be taught not to enter, or attempt to enter without permission, the file areas of other children or staff.
- e) Children should not download and use material or copy and paste content which is **copyright**. Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when children should use information from the Internet. No **material from home** should be used on systems in school unless the media it is on has been virus scanned.
- f) The Internet access provided at Manor House is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly. **Under no circumstances should children attempt to search for, view, upload or download any material that is likely to be unsuitable** for children or schools. Children have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.
- g) Children will be encouraged to **maintain a balance** between the use of electronic communication and face to face communication with their peers.
- h) A few social network sites are now available which are appropriate and can benefit primary aged children. These are not to be accessed in school. Children are encouraged to **discuss their use of social network sites** with their parent(s)/guardians(s) /carer(s).
- i) Parents are asked to **explain the importance** to their child of these rules for the safe use of the Internet and to sign and return to the school the Parental Permission Form.



### 3. Failure to comply with procedures

Failure to comply with these rules will result in one or more of the following:

- A ban, temporary or permanent, on the use of the Internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.

*If you do not understand any part of this “Acceptable Use Policy”, parents should ask a member of staff for guidance. You should only sign the Parental Permission Form when you have read, understood and have explained the importance of these rules to your son or daughter.*

### 4. Every Child Matters

This Policy is fundamental to our Safeguarding procedures, supporting the Every Child Matters outcomes and delivering our School vision and values:

#### ***Our vision is to nurture children who are...***

- *Confident yet humble in knowing they can and will succeed*
- *Resilient when faced with challenges and setbacks*
- *Happy in the world as it is while able to see the world as it should be*
- *Creative, open-minded and sensitive to the needs of others*  
*...allowed to be children.*

#### ***Our Values:***

- *We treat others as we like to be treated and we do all we can to make ourselves and others happy*
- *We have high, positive expectations and always do our best*
- *We are honest and do the right thing even when it's difficult*
- *We take responsibility for our own thoughts, words and actions*
- *We all understand and support each other because we know how we feel affects how well we learn*
- *We believe children's intelligence comes in many forms and that our school environment supports and reinforces independence and creativity*
- *We promote independence in learning and celebrate achievement because we are all teachers and we are all learners*
- *We feel proud to be part of our school family and work together to achieve our goals - The school works because the team works.*



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Attached – Letter to parents requesting consent



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## Parental Permission for Pupil use of Internet Facilities at our School

The Internet provides information and opportunities for communication and collaboration to support children's learning. Appropriate behaviour is essential to develop and maintain use of communication tools that are beneficial to learning. As a result of the open and unregulated nature of the Internet, there is some material that is unsuitable for viewing by children. Therefore, we have introduced procedures that should enable your son/daughter to use the Internet facilities safely, responsibly and securely. A copy of the school's Acceptable Use Policy is attached to this letter. We will make every effort to ensure that unsuitable material is not viewed by your son/daughter. A member of staff will monitor each session. Each member of staff and parents of each pupil using the Internet must agree to the Acceptable Use Policy. This policy sets out the rules that must be adhered to, for the protection of all users.

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) Provides the latest information on Internet sites, mobiles and new technology together with resources to help you support your child. It also provides a link for reporting any concerns you may have about content on the Internet.

[www.swgfl.org.uk/safety](http://www.swgfl.org.uk/safety) The South West Grid for Learning Internet e-safety area contains information for parents, teachers and school leaders.

The form below must be completed, signed and returned to the school for our records. Use of the Internet service will be withheld unless this has been done.

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*I have read, understood and explained the Acceptable Use Policy to my child.*

Pupil Name (PLEASE PRINT) \_\_\_\_\_

Name of Parent/Guardian (PLEASE PRINT) \_\_\_\_\_

*Please sign to indicate that you will allow your son or daughter to use the Internet at Manor House:*

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Parents are encouraged to always take care to protect your home computer and members of the family who use it.**

- Filter unsuitable sites so that they cannot be seen or used by your children. This doesn't have to cost a lot. Many Internet Service Providers (like AOL or BT) will include filtering and some level of Internet security free. You might want to check with them what is already available before buying extra security software. Most specialist PC stores can advise you.
- Talk to your children about how they use the Internet and tell them about the risks of downloading files from unknown sources or putting personal information on the Internet. The school will be doing this but you can help by repeating the message at home.
- To make sure your children are using the Internet safely, we strongly advise that you place your computer in a room also used by other members of the family.