

# Internet safety

The use of school computers by pupils is permitted for purposes as directed by the school. The school has the right to look at any files on their systems including text, graphics and e-mails.

Users are not permitted to access and amend another user's work without permission.

Users must not give access passwords to other users. Using another user's password is not permitted.

All computers connected to the internet should be protected by anti-virus software, which must be kept up to date to check for the latest viruses. Any infections must be reported to "ICT Coordinator", removed and the source (if known) notified. Updated anti-virus information can be accessed on Information Devon.

No files should be brought into a school from home and loaded onto a school system without the permission of staff

The school reserves the right to deny access to school computer systems, including use of the Internet and e-mail. This may have a negative impact on a pupil's education.

The school provides Internet access for educational purposes and should only be used by pupils and staff and other members of the community for these purposes.

The school uses the Devon County Council recommended Internet Service Provider and connects to the Internet via the filtered service. Pupils cannot use computers without filtered access.

Where reasonably possible, all Internet access by pupils is supervised by a member of staff or other responsible adult.

No pupil, member of staff or community user is permitted to access material that is illegal, defamatory or potentially offensive using school systems.

The copyright and intellectual property rights of material accessed using school systems must be respected.

Parents will be asked to sign a contract indicating that they understand the issues and give consent for their child to use the Internet. This contract will also outline that pupils are not expected to actively attempt to access or distribute unacceptable material on school systems.

Pupils will be given e-mail access at the discretion of staff. Class or group e-mail addresses will be used for many purposes.

The following disclaimer will be added to all school e-mails and must be included in signatures:

"The views expressed in this message are personal and must not be considered to be the official views of Seaton Primary School"

Any user of the school e-mail system must not use the system to communicate offensive, suggestive or defamatory material. It must not be used to harass another individual.

E-mail messages sent and received from school systems should not be considered private. Pupils and staff should expect that e-mails could be inspected at any time.

The school is/will be developing its own web site. Ultimate responsibility for content rests with the Head Teacher.

The following guidelines will be followed:

- The school is appropriately registered under the Data Protection Act.
- Individual pupils will not be identifiable by name.
- Names will not be linked to pictures or individual e-mail addresses.
- No personal information will be published without the individual's permission - this includes staff and other community users.
- Parental consent will be sought prior to any reference - text, audio or picture - to a child or children being published.
- Systems have been put in place to ensure that, where appropriate, information published is kept up to date.
- No copyright material will be published without the copyright owner's permission.
- Links will not be made to web sites which contain material deemed to be unsuitable.
- Access to web space will be restricted to ensure that only those with appropriate authority can publish to the school web site.

Parents are informed in general terms that this is happening and are asked to indicate that they are happy for their child to be included on the web site within the publishing guidelines that are sent to parents. Cases outside the scope of the guidelines are dealt with on an individual basis.

### **Pupil guidelines**

- Never give any personal details on the Internet, including home address, phone number, picture.
- Do not give your password to anyone, including your friends
- Do not give credit card or bank details to anyone via the Internet
- Never arrange to meet someone with whom you have communicated on the Internet
- Do not stay connected to a chat facility if someone says something that makes you feel uncomfortable or worried
- Do not respond to someone who is pestering you on-line or sending nasty, suggestive or rude email messages
- Tell your teacher if you see bad language or distasteful pictures on the Internet
- Always be yourself, do not pretend to be someone else while on the Internet
- Communicate only with people you know or those your teacher has agreed

Dear Parent,

### Use of the Internet by Pupils

As part of the Government National Grid for Learning Scheme and to support learning opportunities within the school your child will at appropriate times be given access to the Internet as an information source, a communications tool and a publishing medium.

The Internet is fast becoming a major source of educationally useful material and the primary distribution medium for a wide range of organisations. The potential to support the classroom teacher and the learner is significant and will continue to grow.

There are well publicised concerns regarding access to material on the Internet that would be considered unsuitable for school pupils. Whilst it is impossible to ensure that a pupil will not access such material, the school, in liaison with Devon Education Authority, is taking all reasonable steps to minimise a pupil's access to unsuitable material. These include:

- Use of a filtered Internet Service to prevent access to Internet sites with certain types of material e.g. pornography, violent and abusive material, drug information.
- The requirement that wherever possible all Internet access during school hours will be supervised by a member of staff or other responsible adult.
- Tracking mechanisms that enable the school to identify which Internet Sites have been visited and to monitor Internet access.
- Education of pupils as to the potential legal consequences of accessing certain types of material.

Attached to this letter is a copy of the school's Acceptable Use Policy. All users of school computer equipment are expected to abide by this policy. Users not abiding by the policy may have their right to use the systems withdrawn. For some offences the Police or other authorities may have to be involved.

The school has developed an Internet Site that includes information about many aspects of school life. Within published guidelines (attached) the school may publish pictures or work relating to your child. Please indicate on the attached form your willingness (or not) for any reference to your child to be included on the school Internet Site.

The school's policy on the use of computers, including the use of the Internet is available for parents to inspect.

If you want to discuss any of the issues surrounding the use of the Internet or the content of this letter please contact the school and ask for Mr Lewis or Mr Simpson

Occasional awareness sessions regarding use of the Internet are to be run for parents, please ask for details.

Yours sincerely,

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#### Parental Consent Form - Use of the Internet

Pupil Name: .....  
Class : .....

As parent or legal Guardian of the above pupil, I give permission for my son/daughter to use computer systems to access the Internet and e-mail. I have read the attached letter and understand that the school will endeavour to take all reasonable steps to restrict access to unsuitable material on the Internet. I have read the attached Acceptable Use Policy and understand that pupils will be held accountable for their own actions.

I have read the attached guidelines on Internet Publishing and do / donot give my permission for information regarding my son / daughter, falling within the guidelines, to be published and made publicly available world-wide. Examples of information that may be published include your child's name, class and photograph, and classroom projects or work they are involved in. (see note \*)

Signature of Parent or Guardian .....

Date: .....

## **Acceptable use Policy - Staff and Pupils**

Users are responsible for their use of school computer systems. They are provided for use by pupils to support their education and by staff to enhance their professional activities including teaching, research, administration and management. Users are expected to respect the property of others, in particular data held on school systems.

The school reserves the right to examine or delete any files held on its computer system and to monitor any Internet sites visited.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computer systems or networks
- Violating copyright laws
- Using passwords belonging to other users
- Amending folders, work or files of other users
- Intentionally wasting resources
- Accessing systems without authority or permission
- Deliberately introducing computer viruses onto a school system
- Accessing material which is considered unsuitable or introducing such material onto school systems
- Employing school systems for commercial purposes
- Theft of equipment
- Private use of school systems which falls outside the school's Private Use policy
- Posting anonymous messages and forwarding chain letters