



# Policy: Internet Access (Primary)

School Link:  
Mrs M Pitt

Approved by: Governors  
Date: 19.9.15

**Reviewed: 1.9.15**

Next Review Due:  
Summer Term 2016

## CONDITIONS OF INTERNET USE AGREEMENT FOR PUPILS

### By signing the agreement you have made these promises:

- I will ask my teacher's permission before I send an e-mail.
- I will only access the e-mail system after my teacher has told me to do so.
- I will not access other people's files, or damage their work or data.
- I will only use the Internet when I have permission and I am supervised by a teacher.
- I will only use the Internet for school work and homework.
- I will not put any full names, addresses or telephone numbers in my work.
- I will ask my teacher or my parents/guardians before I use pictures or articles from the Internet for my work. I understand I may need to get permission from the people who put the pictures on the Internet.
- I will not try to find things off the Internet that I know my teachers or my parents/guardians would not like me to see.
- I will tell my teacher or my parents/guardians if somebody sends me nasty messages or pictures.
- The messages I send will be polite, responsible and signed with my name.
- I know that if I do work at home and save it to a pen drive, I must ask my teacher to scan it for viruses before it is played on school computers.
- I understand that the teacher will look at the work in my file and check which Internet sites I have visited.

### If I break my promise:

1. I will be stopped using the Internet immediately.
2. I will not be allowed to use the Internet for the rest of the week, term, year etc.
3. My parents/guardians will be contacted.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Class: \_\_\_\_\_

## CONDITIONS OF INTERNET USE AGREEMENT FOR SCHOOL STAFF

All members of staff are responsible for explaining the rules and their implications.

All members of staff need to be aware of possible misuses of online access and their responsibilities towards pupils.

The computer system is owned by the school, and may be used by pupils to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties – the pupils, the staff and the school.

The school reserves the right to examine or delete files that may be held on its computer system or to monitor any Internet sites visited and e-mail sent or received.

Staff and pupils requesting Internet access should sign a copy of this Acceptable Use Statement and return it to the Headteacher for approval.

- All internet activity should be appropriate to staff's professional activity or the pupils education.
- Access should only be made via the **authorised accounts and passwords, which should not be made available to any other person.**
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is not permitted under any circumstances.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- Use for personal financial gain, political purposes or advertising is not permitted.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is not permitted.
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is not permitted.
- Violation of the above code of conduct will result in a permanent ban on Internet use.
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- When applicable, police or local authorities may be involved.

**FAILURE TO COMPLY WITH THE STATED CONDITIONS WILL RESULT IN DISCIPLINARY ACTION AND MAY EVEN LEAD TO SUSPENSION OR DISMISSAL.**

Full Name: \_\_\_\_\_

Position in School: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Dear Parents

As part of our ICT Scheme of Work, we offer pupils supervised access to the Internet. The Internet is a valuable resource that can raise educational standards by offering pupils the opportunities to search for information from a very wide range of sources based throughout the world. Before being allowed to use the Internet, all pupils are required to sign a "Conditions of use Agreement" (*please see attached*).

Whilst our aim is to supervise pupils using the Internet and filter unsuitable sites using filtering software, there is always the slight risk that unsuitable material may be accessed by the pupils. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

During school time, teachers will guide pupils towards appropriate materials. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephone, radio and other potentially offensive media.

We would be grateful if you could read the enclosed "School Internet Access Policy" and discuss it with your child. If you require any further guidance please contact either myself or your child's class teacher.

Yours faithfully



Miss K Murphy  
Deputy Headteacher



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***Please sign the form below and return to school***

I/We have read the "School Internet Access Policy" and have discussed it with our/my child/children.

Signed: \_\_\_\_\_ Parent/Guardian

Child/Childrens's Name/s: \_\_\_\_\_ Class: \_\_\_\_\_

Child/Childrens's Name/s: \_\_\_\_\_ Class: \_\_\_\_\_