St Benedict's C. of E. VA Junior School

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Dream, Believe, Achieve.

Acceptable Use Policy for Internet and E-mail

1. Pupils must obtain the permission of parent/carer before they can be allowed to use the internet or education e-mail service. The parental permission form attached must be signed and returned to school.
2. Pupils should only use the school computer systems for those activities and services (Internet & e-mail) which they have been given permission to use.
3. Pupils must only use the school computers with the permission and under the supervision of a member of staff.
4. Activities which use the internet during taught lessons will be directly related to school work. Use of the internet outside of taught lessons is at the discretion of the member of staff who will set guidelines and rules for it's use.
5. Pupils must only use the user name and password (if used by the school) that they have been given.
6. Pupils should not download and use material or copy and paste content which is copyright. Most sites will allow published materials for educated use. Teachers will give guidelines on how and when pupils should use information from the internet.
7. The internet access provided in Somerset Primary Schools is filtered to stop access to unsuitable material. As no filtering 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 pupils attempt to view, upload or download any material that is likely to be unsuitable for children or schools. Pupils have a responsibility to inform the member of staff supervising them if they have accidently accessed inappropriate content.
8. Pupils 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 pupils or staff.
9. 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. No disks/memory sticks from home can be used on systems in school unless they have been virus scanned.
10. It is the policy of the school not to identify individual children in photographs used in local newspapers or on the internet. For pictures used on websites any images used are of groups of pupils.
11. The RM EasyMail Plus service for pupils is provided for educational use. The mail service is only to be used in accordance with the school's policy and procedure. Normally pupils will use a group log on. Where your child has been allocated an Individual account it is important that they understand that all mail sent using this system is automatically screened for inappropriate language and any mail found to contain such language will be re-routed to the E-mail manager in the school for disciplinary action which will include informing parents.

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

- A ban, temporary or permanent, on the use of the internet at school.
- A letter informing parents of the nature of the 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 explained the importance of these rules to your son/daughter.

Parental Permission for Pupil Use of Internet Facilities at School

The school has a connection to the internet. The internet provides a number of important and valuable contributions that can enhance learning and understanding in all of the school curriculum areas. Thousands of schools across the world now have access to the internet, and many pupils and students are reaping the educational benefits this learning resource provides.

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 and securely. You will find a copy of the school's 'Acceptable Use Policy' attached to this page. 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.

For your information the following websites provide further information on 'Safety on the Internet';

http:/safety.ngfl.gov.uk/   The UK Government safety site

http:/www.iwf.org.uk/   The Internet Watch Foundation site

The form below must be completed, signed and returned to the school for our records. Use of the internet and/or E-mail 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)……………………………………………………………………………………Class………………

Name of parent/carer (please print)……………………………………………………………………………………

Signature of parent/carer………………………………………………………………………….Date……………
Please indicate the service you will allow your son/daughter to use:

Service	Signature of parent/carer
The Internet (filtered access via industry standard filtering)	
EasyMail Plus filtered education e-mail service	

I understand that the school will ask my specific permission prior to any pictures of my child being placed on the school or LEA web site.

Piers Ranger (Headteacher)