

# Policy for the use of Internet in St George's School

This policy should be read in conjunction with the Anti Cyber- bullying policy

## 1. Staff and Pupils

- When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all school staff (both teachers and support staff) are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.
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- Staff will ensure that pupils know and understand that no Internet user is permitted to:
  - retrieve, send, copy or display offensive messages or pictures;
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  - use obscene or racist language;
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  - harass, insult or attack others;
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  - damage computers, computer systems or computer networks;
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  - violate copyright laws;
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  - use another user's password;
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  - trespass in another user's folders, work or files;
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  - intentionally waste resources (such as on-line time and consumables);
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  - use the network for unapproved commercial purposes.

## 2. Location and Supervision

- Access to the Internet provided to staff and pupils will be through a filtered service. All users will be aware that the school can and does track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users.
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- Whilst using the Internet at school, pupils will supervised.
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- Pupils will be instructed in appropriate use of the Internet and why associated rules exist.

## 3. Examples of Acceptable and Unacceptable Use

On-line activities which **are encouraged** include, for example:

- the use of email and computer conferencing for communication between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), between schools and industry;
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- use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;
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- the development of pupils' competence in ICT skills and their general research skills.

On-line activities which **are not permitted** include, for example:

- searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers;
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- copying, saving and/or redistributing copyright protected material, without approval;
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- subscribing to any services or ordering any goods or services, unless specifically approved by the school;
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- playing computer games or using other interactive 'chat' sites, unless specifically assigned by the teacher;
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- publishing, sharing or distributing any personal information about a user (such as: home address; email address; phone number, etc.);
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- any activity that violates a school rule.

#### **4. Parents**

As part of the Home School Agreement all parents are given a copy of the school's -Use of computers and Internet safety rules to include Cyber Bullying and sign an agreement regarding this.

##### **Children's use of the Internet at home: Advice for Parents**

While in school, teachers will guide pupils toward appropriate materials on the Internet. Outside school, parents or guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies, radio and other media.

Appropriate home use of the Internet by children can be educationally beneficial, and can make a useful contribution to home and schoolwork. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of Internet resources at home.

Parents should ideally provide filtered and monitored access to the Internet for their children. Filtering software is available.

Parents should discuss with their children the rules for using the Internet and decide together when, how long, and what comprises appropriate use;

Parents should get to know the sites their children visit, and talk to them about what they are learning;

Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud;

Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. If the message comes from an Internet service connection they should inform an adult.

Further advice for parents is available from the following sources:

Parents' Information Network <http://www.pin-parents.com>

NCH Action for Children <http://www.nchaqc.org.uk/internet/index.html>

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