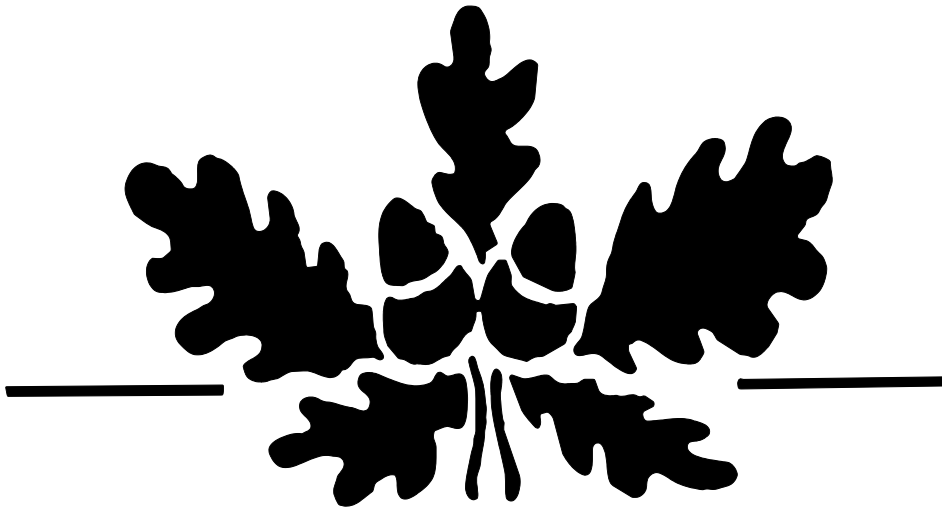


Grayshott C of E Primary School
Responsible use of the Internet Policy
Non-Statutory Policy



Link

ed documents:

- Race Equality Policy
- Teaching and Learning Policies
- Equal Opportunities Policy
- ICT Policy and Guidelines

Incorporating

Laptop Loan form Autumn II 2008

Members of Staff responsible: KC
Governor responsible: JA

Grayshott C of E Controlled Primary School

Responsible use of the Internet

It is the Governors duty to ensure responsible use of the Internet on the school systems. The Internet is recognised as a powerful tool and this policy has been drawn up to protect all parties – students, staff and the school.

The school computer systems are made available to pupils to enrich their education, and to staff to enhance their professional activities, including teaching, research, administration and management. Systems are recognised as playing an increasingly vital part in the management of the school and as a channel of communication with the Government, the LEA and other educational establishments.

- Staff use will be regulated through the use of an agreement. A copy is attached.
- Pupils' use will be regulated through a list of rules which will have been discussed and agreed by them annually.
- The rules will be displayed in the IT suite and will be made available to parents.
- Pupils will not be permitted to use the Internet unsupervised during break and lunchtimes.
- The school reserves the right to monitor any files and use of the Internet.
- Pupils will be able to access information about themes and subjects that they are studying. They will also be able to use specific sites set up for education purposes.
- Pupil's Internet access will be directly controlled by an adult either through working with a group at the computer, or by closely monitoring use as part of class management.
- Pupils will be taught to respect copyright and to acknowledge sources of material.
- Pupils will be given well defined tasks with lists of suitable sources to direct investigations. Developing pupil's research skills will form part of the curriculum.
- Systems will be protected from unsuitable material by the Hampshire ISP screening system. Staff will monitor sites visited and report any unsuitable material to the Headteacher who will in turn inform the ISP.

- Pupils will be taught to recognise the power of electronic mail and use it as a communication tool. Staff Internet skills will be developed through a regular programme of staff development.
- The governors will review this policy/guidelines regularly.

Staff Statement of acceptable use of the Internet:

All Internet activity should be appropriate to staff professional activity or Pupils education;

Access should only be made through the authorised account and password, which should not be made available to any other person;

Activity that threatens the integrity of the school ICT system, or activity that attacks or corrupts other systems, is forbidden;

Users are responsible for e-mail sent and for contacts made that may result in e-mail being received;

Use for personal financial gain, gambling, political purposes or advertising is forbidden.

Copyright of materials must be respected;

Posting anonymous messages and forwarding chain letters is forbidden.

As e-mail can be forwarded or inadvertently 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 forbidden.

The school reserves the right to examine and delete any files held on its computer systems and to monitor any internet sites visited.

Dissemination of the policy:

- A copy of the ratified policy will be uploaded to 3067Staff Room on WizKid. (Clerk's responsibility). This allows all staff access to the same

together with the facility to comment upon the policy. All such comments will be taken into account at the next review of this policy.

- The existence of the new policy will be drawn to the staff's attention at the next staff meeting. (Headteacher's responsibility).
- The policy will be uploaded to the Governors' Room on Wiz Kid and therefore accessible to all governors at any time. (Clerk's responsibility).
- The policy will be placed in the Governors' Non-Statutory Policies File which is kept in the Headteacher's office at the school. (Clerk's responsibility to send to school's admin officer).
- The policy may be placed on the school website in PDF format so that it may be downloaded by all with internet access. (Clerk's responsibility to send to web-site designer/administrator).
- Paper copies will be provided by the school office on request. A large number of paper copies will incur a photocopying charge.

Grayshott



C of E

Primary School

Laptop Loan Form

Name.....

I confirm that I have the below listed laptop for school use that maybe taken off the school site for planning and preparation work. I agree to follow the 'Staff Statement of acceptable use of the Internet' as stated in the Grayshott Primary School Policy for Responsible Use of the Internet'.

I understand that my laptop will be monitored as part of school protocol to ensure it is being used in accordance with school policy.

Laptop make

Laptop serial number

Signature.....

Date.....