

## **Internet Acceptable Use Policy**

### **Introduction**

- THIS DOCUMENT IS a statement of the aims, principles and strategies used for internet access and use at Bushy Hill Junior School.
- THIS POLICY WILL BE REVIEWED in Summer 2019

At Bushy Hill School we recognise the benefits that use of the internet provides as an educational tool, both as a source of information and as a means of communication. It is important that parents should have an understanding of the internet's educational value and of the school's methods of restricting access.

Please see the E-Safety Policy for more information concerning internet safety at Bushy Hill Junior School.

Children have agreed to rules to follow to use the internet safely. No pupil will be allowed access to the internet unless an Internet Acceptable Use Permission Form (page 2), signed by both the pupil and a parent/guardian, has been returned to the school. These are held in the office and collated by the administration assistants. The pupils themselves can be held responsible, at a level appropriate to their understanding, for their use of the internet.

All staff with access to the school network and/or internet will sign a Staff Code of Conduct for ICT form (page 5), to be held in the office and collated by the administration assistants.

All visitors granted access to the school network and/or internet will sign a Visitor Code of Conduct for ICT form (page 6), to be held in the office and collated by the administration assistants. These will be stored for one year from the date signed to allow for repeated visits.

**Page 3 ('Responsible Internet Use') will be displayed alongside page 4 ('Be Smart on the Internet') in all rooms where children have access to the internet.**

## **INTERNET PERMISSION FORM**

Please complete and return this form to the office.

### **Pupil**

As a school user of the Internet, I agree to comply with the rules on its use. I will use the school network in a responsible way and observe all the restrictions explained to me by the school.

Pupil's signature .....

Date .....

### **Parent**

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some material on the Internet may be unsuitable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

Parent's signature .....

Date .....

Pupil's Name .....

Class .....



## RESPONSIBLE INTERNET USE



**We only use the school computers and internet connection for learning.**

**We understand that these rules will help us to be fair to others and keep everyone safe.**

- I will use only my own login to access the school network or my Google account. I will not attempt to access anyone else's accounts.
- I will only use websites suggested by my teacher, unless my teacher is supervising my search.
- I will only bring in electronic devices if I have been given permission to do so.
- I will only e-mail people that my teacher has approved and I understand that I may be asked to show my teacher my e-mail messages before I send them.
- When communicating with others online, I will not use or give any information that could be used to identify me personally, such as my full name, home address or phone number.
- I will ask my class teacher for permission before opening an e-mail or an e-mail attachment sent by someone that I do not know.
- I will not use or attempt to access any internet chat rooms or social networking sites.
- If I see anything I am unhappy with or I receive any messages that I do not like, I understand that I should tell a teacher immediately.
- I understand that the school may check my computer files and emails, and can monitor the internet sites that I visit.

**I understand that if I deliberately break these rules, I could be stopped from using the internet or computers.**

# Be smart on the internet



**S**

**SAFE**

Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.



**M**

**MEETING**

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.



**A**

**ACCEPTING**

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



**R**

**RELIABLE**

Information you find on the internet may not be true, or someone online may be lying about who they are.



**T**

**TELL**

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

You can report online abuse to the police at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**THINK  
U  
KNOW**  
co.uk



[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

**KidSMART**



Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.



## Staff Code of Conduct for ICT

**To ensure that members of staff are fully aware of their professional responsibilities while using ICT, they are asked to sign this code of conduct. By signing this, staff are aware that they should consult the E-Safety, Child Protection & Safeguarding and Internet Acceptable Use policies for further information and clarification.**

- I understand that for the purpose of this agreement, ' ICT' includes a wide range of established and emerging digital technologies, including but not limited to mobile phones, desktops, laptops, Chrome Books, digital cameras, the internet, Google accounts and email, and that this agreement also covers the use of personal devices used for school business and the access or use of any school ICT from a private residence.
- I understand that it is a criminal offence to use school ICT for a purpose not permitted by its owner.
- I understand that school ICT should not be used for private purposes without specific permission from the head teacher.
- I understand that my use of school ICT may be monitored to ensure policy compliance.
- I will respect system security and not disclose any passwords or security information to anyone other than an authorised system manager.
- I understand that I can be held accountable for all activity that occurs under my login details.
- I will only download files that are appropriate for my professional role as staff and will download these from legitimate and trustworthy sources.
- I will ensure personal data is stored securely and used appropriately, whether in school, off the school premises or accessed remotely.
- I will respect all copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the E-Safety Coordinator, the Designated Safeguarding Lead /Head teacher.
- I will ensure all electronic communications with pupils and parents are compatible with my professional role as staff and that messages cannot be misunderstood or misinterpreted.
- I will not use personal devices to capture images, film or sound containing children, nor take any school camera home.
- I understand that it is my responsibility to ensure children in my care are not able to access or see inappropriate material and that they understand the procedures they need to follow if they do encounter content, contact or conduct that is upsetting to them.
- I will promote e-safety with students in my care and help them to develop a responsible attitude to system use, digital communication and publishing.

**The school may exercise its right to monitor the use of its information systems (including the internet), to intercept email and delete inappropriate materials where it believes that unauthorised or criminal use of the school's system may be taken place, such as storing unauthorised or unlawful text, imagery or sound.**

**Signature:** \_\_\_\_\_ **Name in Capitals:** \_\_\_\_\_

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

## Visitor Code of Conduct for ICT

**To ensure that visitors to Bushy Hill Junior School are fully aware of their responsibilities while using ICT, they are asked to sign this code of conduct. By signing this, visitors are aware that they can consult the E-Safety, Child Protection & Safeguarding and Internet Acceptable Use policies for further information and clarification.**

- I understand that for the purpose of this agreement, 'ICT' includes a wide range of established and emerging digital technologies, including but not limited to mobile phones, desktops, laptops, Chrome Books, digital cameras, the internet, Google accounts and email, and that this agreement also covers the use of personal devices used for school business and the access or use of any school ICT from a private residence.
- I understand that it is a criminal offence to use school ICT for a purpose not permitted by its owner.
- I understand that school ICT should not be used for private purposes without specific permission from the head teacher.
- I understand that my use of school ICT may be monitored to ensure policy compliance.
- I will respect system security and not disclose any passwords or security information to anyone other than an authorised system manager.
- I understand that I can be held accountable for all activity that occurs on an account I access on the premises.
- I will only download files that are appropriate for the purpose of my visit and will download these from legitimate and trustworthy sources.
- I will respect all copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the E-Safety Coordinator, the Designated Safeguarding Lead / Head Teacher.
- I understand if there is a need to communicate electronically with pupils or parents, that all communications will be compatible with the school's professional image, and that messages cannot be misunderstood or misinterpreted.
- I will not use personal devices to capture images, film or sound containing children, nor take any school camera home.
- I understand that if there are children in my care, it is my responsibility to ensure that they are not able to access or see inappropriate material and that they understand the procedures they need to follow if they do encounter content, contact or conduct that is upsetting to them.
- I will promote e-safety with children in my care and help them to develop a responsible attitude to system use, digital communication and publishing.

**The school may exercise its right to monitor the use of its information systems (including the internet), to intercept email and delete inappropriate materials where it believes that unauthorised or criminal use of the school's system may be taken place, such as storing unauthorised or unlawful text, imagery or sound.**

**Signature:** \_\_\_\_\_ **Name in Capitals:** \_\_\_\_\_

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