

OVERDALE INFANT SCHOOL  
ACCEPTABLE USE POLICY  
INFORMATION AND COMMUNICATION TECHNOLOGY

**THE LOCAL AUTHORITY SUBSCRIBES TO A FILTERED INTERNET SERVICE, BUT THIS POLICY PROVIDES FOR SHORTCOMINGS THAT MAY EXIST IN THE FILTERING PROCESS.**

### **Introduction**

Use of the internet by schools is growing rapidly. Most schools are concerned by the problems and issues that have been highlighted by the media. It is therefore imperative that our school considers issues carefully when allowing pupils access to the internet.

### **Guidelines**

Overdale Infant School encourages use by pupils of the rich information resources available on the internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering.

On-line services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, teaching and library materials could usually be carefully chosen. All such materials would be chosen to be consistent with school policies; supporting and enriching the curriculum while taking into account the varied learning needs and styles of pupils. Internet access, because it may lead to any publicly available site in the world, has opened classrooms to electronic information and resources which have not always been selected by teachers as appropriate for use by pupils.

Electronic information research skills are now fundamental to prepare young citizens and future employees during the Information age. The school expects that staff will investigate possibilities and blend use of such information as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the appropriate use of such resources. Staff will consult the Computing Co-ordinator for advice on content, training and appropriate teaching levels consistent with the school's Computing programme of study.

The use of the internet will only be permitted for educational purposes. Independent pupil use of telecommunications and electronic information resources is not permitted.

Access to online resources will enable pupils to explore thousands of libraries, databases and bulletin boards. As a school we believe that the benefits to pupils from access to electronic information and resources exceed the disadvantages. Ultimately, parents and guardians of

minors are responsible for setting and conveying the standards that their children should follow when using multimedia and information sources.

The schools Computing Co-ordinator will prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.

## **School procedures**

In order to match electronic resources as closely as possible to the national and school curriculum, teachers need to review and evaluate resources in order to offer materials that are appropriate to the age range and ability of the group being taught. The teacher will provide appropriate guidance to pupils as they make use of electronic information resources to conduct research.

As much as possible, the schools chosen information provider has organised information resources in ways that point pupils to those that have been reviewed and evaluated prior to use. While pupils may be able to move beyond those resources to others that have not been evaluated, they shall be closely monitored to ensure all resources are entirely appropriate. Pupils may pursue electronic research with staff supervision only if they have been granted parental permission and have submitted all required forms.

## **School rules**

The school has developed a set of guidelines for internet use by pupils and staff. These rules will be made available to all pupils and staff and kept under constant review.

All members of staff are responsible for explaining the rules and their implications to students. All members of staff need to be aware of possible misuse of online access and their responsibilities towards pupils.

## **Pupil guidance for internet use**

Pupils are responsible for good behaviour on the internet just as they are around the school building. General school rules apply.

The internet is provided for pupils to conduct research and communicate with others. Parents' permission is required. Individual users of the internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they or their parents have signed.

Computer storage areas will only ever be accessed under adult supervision. This ensures that anything saved on the school network is appropriate and 'safe' to be there.

During school, teachers will guide pupils towards appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with other information sources.

The following are not permitted:

- Sending or displaying offensive material.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work and files.
- Intentionally wasting limited resources.

Sanctions

- Violations of the above rules will result in a temporary or permanent ban on internet and possibly computer use.
- Additional disciplinary actions may be added in line with existing practice on inappropriate behaviour.
- If applicable, police or local authorities may be involved.

## **Staff guidance for internet use**

Please note that community users are subject to the same guidelines as staff.

Staff are responsible at all times for their conduct when using the internet just as they are around the school building. General rules on staff conduct apply.

Staff are expected to use the internet for school business only. The internet is provided for staff to research, plan and deliver lessons with the source of any materials downloaded from the internet being acknowledged. Staff are advised that any material downloaded from the internet should be saved directly to a removable storage device (i.e. memory pen) to reduce the risk of viruses and to minimise risk to school equipment.

Staff having the use of school laptops or tablet computers are responsible for ensuring the content on these devices is appropriate for children and will not cause harm to the school network when connected. Staff should ensure the devices are used at home within the same guidelines as in school. These devices are subject to checks, without warning, to ensure the safe use of technology in school.

Staff have a responsibility to report any misuse of technology by pupils or staff and any incidents of inappropriate or unsuitable material being found accidentally. Staff are also responsible for ensuring the procedures for reporting such material are followed.

## **Procedures for reporting unsuitable materials**

- When using the internet with children staff should advise children that any accidental contact with inappropriate material must be immediately minimised on screen.
- Staff must then, in absence of any children, make a note of the website address and give brief details of the material displayed.
- Details must then be passed to the Computing co-ordinator or Computer Technician who will make a record of the incident and pass details of the website to the LA.
- The LA then have a duty to contact the Internet Service Provider to block the site, avoiding any further contact.

Personal use of the internet must take place out of school hours and away from the school building.

Staff are reminded that a log of websites visited within school is kept and may be checked at any time and that removable storage devices may also be checked, without warning, for any viruses or unsuitable material. Any member of staff found deliberately accessing inappropriate material will be subject to full disciplinary measures. Ultimately this could lead to dismissal for staff and withdrawal of access for community users. Where relevant the Local Authority and police would be involved.

## **Equal Opportunities**

It is important that all children irrespective of gender, ethnicity, social background, special educational needs and attainment, have equal access to the Computing curriculum. Careful planning is necessary to ensure that all children have sufficient time to develop and implement their computer skills. To ensure each child is catered for, the following points should be taken into consideration:

- Groups should be mixed gender and/or ability wherever possible. Careful monitoring of these groups is necessary to ensure that no one child dominates and that individual skill development is recorded.
- All teachers are role models for children. Teachers should be aware of their influence on children and develop their own confidence and competence in the use of technology.