

## 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 WAS LAST REVIEWED in Summer 2014
- THIS POLICY WILL BE REVIEWED in Summer 2015

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.

Children are taught basic navigation techniques before accessing web pages. These skills are developed further in Years 5 and 6. We want pupils to enjoy the benefits of e-mail.

The school system is filtered to prevent children gaining access to unsuitable material as far as is reasonably possible. The school's Internet service provider puts an immediate block on any new, unsuitable sites found by schools.

In addition to these controls pupils only use websites approved and suggested by teachers. Older children who learn to make advanced searches and evaluate site content during ICT lessons use approved search engines while supervised by the teacher. Children agree to inform their teacher if they have accessed unsuitable material.

No pupil will be allowed access to the Internet unless an Internet Acceptable Use Internet Permission Form, 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. Children have agreed to rules to follow to use the Internet safely. All staff with access to the curriculum computer network have also agreed to use the network as stated in 'Responsible Internet Use' statement - Rules for staff using curriculum network'.



## RESPONSIBLE INTERNET USE



**We use the school computers and Internet connection for learning.  
These rules will help us to be fair to others and keep everyone safe.**

**I will only use websites suggested by my teacher, unless my teacher is supervising my search.**

**On a network, I will use only my own login and password.**

**I will not look at or delete other people's files.**

**I will only bring in electronic devices with permission.**

**I will only e-mail people I know or my teacher has approved.**

**I will show my teacher my e-mail messages before I send them.**

**When sending e-mail I will not give my home address or phone number, or arrange to meet someone.**

**I will ask permission before opening an e-mail or an e-mail attachment sent by someone I do not know.**

**I will not use internet chat rooms and networking sites.**

**If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**

**I know that the school may check my computer files and may monitor the Internet sites I visit.**

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

**“Working Together, Learning Together, Growing Together”**

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## 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 objectionable 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 .....