

# Hall Green Primary School



## Acceptable use of ICT, Internet & E-mail Policy

Summary for Pupil & Parental  
Agreement

## **Hall Green School's Acceptable use of ICT, Internet & E-mail Policy**

### **Summary for Pupil & Parental Agreement**

Name of School: Hall Green Primary School

Date: September 2015

Review date: September 2016

Access to the internet and the use of emails has made enormous changes to the way in which we view, gather and spread information and communicate. We believe it is important that children are taught in school how to make the best use of the information available to them and some of the pitfalls they need to be aware of. In order to enable this to happen in a safe context, this policy outlines the rules, guidelines and procedures that children and staff need to be aware of.

Further information about the use of ICT generally can be found in the Computing policy. This policy specifically addresses those issues to do with the internet and email access.

#### **Safety mechanisms**

Through the use of the programmes that the children use within the school there are firewalls and other filtering software which minimises the dangers of inappropriate material being accessed or passed within the network in school. This filtering system works for both email software and the internet provider. Over many years the council has built up a blocking system for sites which should not be accessed by children. Should any such news become available it is the responsibility of staff members to inform Broadband Sandwell of the address so that it can be blocked to all schools in the city. All school computers are monitored by Forensic Software which runs continuously to monitor inappropriate use of ICT. Weekly reports are sent directly to the Computing Co-ordinator and the Head Teacher.

#### **Appropriate Use**

At Hall Green Primary School, internet use should only be directly under the supervision of teachers or support staff. In most cases this will be during lesson times when particular tasks have been set and clear instructions given. On some occasions children may be allowed to continue to explore a site during their own time. It is the responsibility of the class teacher to feel confident that the supervision is sufficient and the children entrusted such that inappropriate use would be considered to be highly unlikely.

At different times classes and sometimes individual children may engage in communication with children from other schools, even in other countries. Emailing may be encouraged and this may take place both in class time and during the children's own time. Once more the supervising member of staff must feel confident in their judgement that inappropriate use of this time will not take place.

When allowing children to use the internet, class teachers or teaching assistants should have checked any site they encourage or recommend to children to use. They should feel satisfied that these sites:

- Have been compiled by reputable sources
- Are fit for purpose
- Do not include links to other sites which are not confirmed

All teachers and some support staff have access to school laptops and Ipads for use at home. All staff using school hardware are required to comply with Sandwell Councils appropriate use statement. The school has use of the VLE (currently under review) which means that staff has greater access to the schools intranet from home. Data protection requirements must be adhered to and confidentiality of information protected.

### **Protecting resources**

Children or staff are not allowed to load their own software into hardware resources in the school. All new software should be ordered through the Computing Coordinator or the Head Teacher who should have an overview of its suitability and compatibility.

### **Preventing bullying**

A definition of online bullying includes:

“...the use of information and communication technologies such as email, (mobile) phone and... text messages, instant messaging, defamatory personal websites and defamatory polling websites, to support deliberate, repeated and hostile behaviour by an individual or a group, that is intended to harm others.”

(Bill Belsey, [www.Cyberbullying .ca](http://www.Cyberbullying.ca))

At Hall Green School we are vigilant for any signs of bullying either directly or indirectly through the use of ICT and other media. There is no opportunity, currently, for children to email one another without direct supervision in school. Where this might become part of the lesson content, the class teacher is responsible for monitoring the content of emails and discussing with children appropriate and inappropriate messages. Issues regarding the use of media for bullying will also be discussed during circle time and assemblies. It should be recognised that use of ICT for pressuring individuals can occur at all levels and all staff should be aware of the effect that potential access via email might have on individuals receiving mail.

Children should be given the following guidelines in order to avoid online bullying:

Be careful about giving out your mobile phone number, email address or any other personal details and ask those who have them never to pass them on.

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Dear Parents/Carer,

As you may be aware, use of the internet is becoming an increasingly important part of our school curriculum. Children are encouraged to research information to support the topics they are studying and to become aware of the dangers and benefits of internet use.

A filtering system is in place which restricts access to inappropriate materials and children are guided and supervised by members of staff. We have a clear set of rules for responsible ICT use which children will be made familiar with and copy of which is attached to this letter.

Please read through the rules and raise any queries or issues you might have with myself (Miss Heng). I will be happy to clarify or discuss this with you. We need signed permission in order that your child can continue to use and benefit from the information which the internet can provide.

Please sign the permission slip below and return it to your child's class teacher as soon as you can.

Thank you for your support

Head Teacher  
Miss. K. Heng



**Internet use permission slip**

I agree to my child using the internet, email and other Information Communication Technology facilities at school in accordance with the Rules for Responsible ICT use.

Childs name \_\_\_\_\_

Parent/Carer's name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_