



Bushfield School
Rules for Responsible Internet Use

Adopted by Governors 13th February 2008

Bushfield Internet & E-Mail Policy

The Internet is becoming as commonplace as the telephone or TV in today's society, its effective use is an essential life-skill. The internet is an essential element in 21st Century life for education, business and social interaction. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils, our school has a duty to provide students with quality Internet access as part of their learning experience.

When using the Internet, young people need to be protected from dangers including violence, racism and exploitation. They need to learn to recognise and avoid these risks – to become "Internet wise". Pupils need to know how to cope if they ever come across inappropriate material.

A clear school policy is therefore required to help to encourage responsible use and to ensure the safety of our pupils. We have a requirement to provide pupils with as safe an Internet environment as possible and a need to teach them to be aware of and how to respond responsibly to the risks.

- ❖ School Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- ❖ All classes will be taught "Rules for Responsible Internet Use", at the beginning of a school year, and the skills needed in order to use the Internet appropriately.
- ❖ Internet access will be planned to enrich and extend learning activities, and pupils will be given clear objectives for all Internet use.
- ❖ Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.
- ❖ Supervision is the key strategy, aimless surfing should never be allowed – pupils should always use the Internet in response to an articulated need.
- ❖ If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.
- ❖ Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

Abuse of the System

Any transgressions of the rules which are minor can be dealt with by the teacher as part of normal class discipline. Other situations could potentially be serious and sanctions available include:

- ❖ An interview / counselling by Head of Year
- ❖ Informing parents or carers
- ❖ The removal of Internet or computer access for a set period of time.

Maintaining ICT system security

- ❖ Good password practice is required including logout after use.
- ❖ Virus protection for the whole network will be installed and updated regularly.
- ❖ Memory sticks may not be brought into school without specific permission and a virus check.
- ❖ The school ICT systems will be reviewed regularly with regard to security.

School Website Content

Our website aims to promote and reflect the school's image and ethos, and we will strive to ensure that all information is accurate and well presented.

- ❖ The point of contact on the Web site should be the school address, school e-mail and telephone number.
- ❖ Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified, pupils' full names will not be used anywhere on the Web site.
- ❖ Written permission from parents or carers will be obtained before photographs of pupils are published.
- ❖ The headteacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate.

Enlisting Parental Support

Internet use in pupils' homes is increasing rapidly, unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school may be able to help parents plan appropriate, supervised use of the Internet at home.

- ❖ A partnership approach with parents will be encouraged, with suggestions for safe Internet use at home.
- ❖ Advice on filtering systems and responsible use of the Internet will be made available to parents in newsletters and on the school Web site.



Rules for Responsible Internet Use

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

Using the School Network

- ❖ On the BUSHFIELD network, I will use only my own login which I will keep secret.
- ❖ I will use the Internet and computers for schoolwork and homework. If I wish to use them for any other purpose, I will check with a teacher first.
- ❖ I will not put a memory stick into a computer without permission.
- ❖ I will not take any food or drink near any computers.

Internet Use

- ❖ I know that the school may check my computer files and may monitor the Internet sites which I visit.
- ❖ I understand that if I deliberately break any of these rules, I could be stopped from using the Internet or school computers.
- ❖ I will report to an adult any inappropriate content on the internet or anything I see that am concerned about when using the computer



Responsible Internet Use

Rules for Staff and Students

The school computer system provided Internet access to students and staff. This Responsible Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

- ❖ Access must only be made via the user's authorised account and password, which must not be given to another person.
- ❖ School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- ❖ Copyright and intellectual property rights must be respected.
- ❖ Users are responsible for e-mail they send and for contacts made.
- ❖ E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- ❖ Anonymous messages and chain letters must not be sent.
- ❖ The use of chat rooms is not allowed.
- ❖ Irresponsible use may result in the loss of Internet access
- ❖ Instant Messaging may **not** be used on staff laptops.