



# Skippers Hill Manor Preparatory School

## **Internet Acceptable Use Policy**

*(Please also refer to Safeguarding Policy for further detail )*

Providing access to the internet in school raises educational standards. Pupils and staff will have access to web sites world-wide including art galleries and museums which offer educational resources.

All staff involved in supervising or teaching children accessing the internet will be provided with the school Internet Acceptable Use Policy. The school policy will be available to everyone who is a stakeholder in the school to read and is available on the school website: <http://www.skippershill.com/admissions/policies-and-procedures/>

In common with other media, material that is unsuitable is available on the internet. To avoid access to these unsuitable materials the following measures are to be adopted:

- No pupil is allowed on the computers at anytime without supervision by a teacher
- Children using the internet will be working with a class or subject specialist teacher and will be supervised at all times
- All staff will guide the students to sites which are appropriate for their age and maturity
- Staff will be particularly vigilant when pupils are undertaking their own search and will check that the pupils are following the agreed search plan
- Pupils will be taught through their ICT and other lessons to use the internet responsibly to reduce risk to themselves and others
- Rules for responsible use will be reinforced to the students throughout the curriculum
- The ICT coordinator will monitor the effectiveness of internet access strategies
- The Head -teacher will ensure the policy is implemented effectively

Methods to quantify and minimise risk will be reviewed with colleagues.

The main server has an effective filter to ensure authenticity and suitability of sites. The school also uses the GoGuardian monitoring and filtering system to ensure that pupils are protected and monitored.

It is the experience of other schools that these measures are highly effective. However due to the international nature and linked scale of the internet, it is not possible to totally guarantee that particular types of material will never appear on screen.

A very important element of the rules and responsibility of internet use is that students will tell the teacher in charge of the class if they accidentally access material they are uncomfortable with.

The school can not accept liability for the material accessed or consequences thereof through misuse.

It is important that pupils play their part in minimising the risk by following the instruction of the teacher in charge of the class. If pupils abuse the privilege by failing to follow the rules or failing to follow the agreed search plan then sanctions will be taken against the pupil. Access to the internet could be denied for a short period or in the worst situation indefinitely and parents or carers informed.

Access to the internet is a privilege not a right and so requires a responsible attitude and acceptable behaviour is to be demonstrated.

### **Rules**

- Students should not enter the Library without a teacher present.
- Pupils are to use the internet for school work and homework only.
- Pupils will only use the internet with the permission of their teacher.
- Users will use the sites they have been directed to and follow the searches agreed by the teacher.
- Students will not access newsrooms/chatrooms at any time and e-mails can only be accessed through the teacher and will be used in their school work.
- Only approved e-mail addresses generated for the benefit of teaching are to be accessed by students and teachers on school computers. No personal e-mails are to be accessed at any time.
- Pupils will not download any materials unless specifically agreed by the teacher.
- Pupils must log off the internet at the end of a session and all stations must be shut down. The teacher will ensure this happens and also turn off any relevant peripheral equipment as directed by the ICT Co-Ordinator.

Reviewed by MH

June 2017