

Pupil Acceptable Use Policy for Internet and E-mail

Weston Hills C of E Primary School operates the following policy on use of the internet by pupils at the school:

1. Pupils must obtain the permission of parent(s) / guardian(s) before they can be allowed to use the Internet or education E-mail service. The Parental Permission Form must be signed and returned to school.
2. Pupils should only use the school computer systems for those activities and services (Internet and E-mail) which they have been given permission to use.
3. Pupils must only use the school computers with the permission of a member of staff.
4. Activities which use the Internet during taught lessons will be directly related to school work. Use of the Internet outside of taught lessons is at the discretion of a member of staff who will set guidelines and rules for its use.
5. The internet is not to be used to access anything which is illegal or anything that someone else may find offensive. If you are unsure, or if you come across anything you feel is inappropriate, you should turn your computer monitor off and let your teacher know.
6. Pupils must only use the user name and password that they have been given, do not allow anyone else to use your details.
7. Social networking is not allowed in school.
8. Pupils should not download and use material or copy and paste content which is copyright.
9. The Internet access is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly. Under no circumstances should pupils attempt to view, upload or download any material that is likely to be unsuitable for children or schools. Pupils have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.
10. Pupils will be taught to respect the privacy of files of other users. They will be taught not to enter, or attempt to enter without permission, the file areas of other pupils or staff.
11. Parents are asked to explain the importance to their child of these rules for the safe use of the Internet and to sign and return to the school the Parental Permission Form. No disks from home can be used on systems in school unless they have been virus scanned.
12. It is the policy of the school not to identify individual children in photographs used in local newspapers or on the Internet, unless parental

permission is granted. For pictures used on web sites any images used are of groups of pupils.

13. You should never try to bypass any of the security in place, this includes using proxy bypass sites. This security is in place to protect you from illegal sites, and to stop others from hacking into other people's accounts.
14. Mobile telephones should not be in school, if you need to bring a telephone into school for after school, then it must be handed into the school office until the end of the school day.

Policy updated: Spring 2011

Policy updated: Spring 2015

Parent's Statement

As a parent/guardian of I acknowledge that I have read the Acceptable Use Policy on student use of the Internet and have discussed it with my child. I understand that this access is designed for educational purposes. I recognise that, whilst every effort will be made to monitor student use of the Internet, it is impossible for Weston Hills Church of England Primary School to continually monitor and restrict access to all controversial materials. I further acknowledge that, whilst questionable materials exist on the Internet, the user must actively seek it and therefore is ultimately responsible for bringing such material into the school. I therefore do not hold the staff, head teacher or governors of Weston Hills Church of England Primary School responsible for any such materials acquired from the Internet.

My child may/may not use the Internet as part of their school studies.
(Please delete as appropriate).

Signed Date

Parent/Guardian of

Class