

# GLENCORSE PRIMARY SCHOOL

*'A small school building big dreams'*

## INTERNET POLICY

### **Pupil Access to the Internet**

The school encourages use by pupils of the rich information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society in which our youngsters will grow.

On-line services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, teaching and library materials could be carefully selected by staff. All such materials would be chosen to be consistent with national policies, supporting and enriching the curriculum, while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the pupils. Internet access, as it may lead to any publicly available site in the world, will open classrooms to electronic information resources which have not been selected by teachers as appropriate for use by pupils.

Information research skills are now fundamental to preparation of citizens and future employees during the Information Age. The school expects that staff will begin to investigate possibilities and blend use of such information as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the appropriate use of such resources.

Access to on-line resources will enable pupils to explore thousands of libraries, databases and bulletin boards while exchanging messages with pupils throughout the world. The school believes that the benefits to pupils from access to information resources and increased opportunities for collaboration exceed the disadvantages.

The school supports the full involvement of parents in education and will therefore, as part of the usual information delivery, keep parents informed of this development as a teaching and learning resource.

Internet access, in common with all other learning and teaching methodology, will be monitored and evaluated by each individual member of staff, by appropriate school and Council bodies and Her Majesty's Inspectorate.

## **SCHOOL PROCEDURES**

### **Resource Development**

In order to match resources as closely as possible to the school curriculum, teachers need to review and evaluate resources. Midlothian, through its staff development programme and online support, will provide appropriate guidance to staff.

All pupils will be informed by staff of their rights and responsibilities as users, either as individual users or as a member of a class or group. Where possible, pupils will be pointed in the direction of appropriate resources for study. While pupils may be able to move beyond those resources to others that have not been evaluated by staff, they will normally be provided with guidelines and lists of resources particularly suited to learning objectives. Pupils may pursue research independent of staff supervision only if they have been granted permission to do so. Permission is not transferable and may not be shared.

### **Code of Conduct**

The school has developed a set of guidelines for Internet use by pupils. This code of conduct will be made available to all pupils and kept under constant review. All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of online access and their responsibilities towards pupils.

## **PUPIL GUIDELINES**

### **General Guidelines for Internet Use**

Pupils are responsible for good behaviour on the Internet, just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Teachers' permission is required. Access is a privilege, not a right and access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour any agreements that are signed.

Computer storage areas will be treated like school jotters. Staff may review work and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers will always be private. In particular, all Internet access and electronic mail will be monitored and recorded.

The following statements apply to all pupils however, at Glencorse Primary School during classroom activities, teachers will normally guide pupils toward appropriate materials. Work to be published on the schools website, blog, etc will be checked and sanctioned by a member of staff.

## **Security**

Pupils must not.....

- Send or display offensive messages or pictures
- Use obscene language
- Harass, insult or attack others
- Violate copyright, data protection or computer misuse laws
- Use others' passwords
- Trespass in others' folders, work or files
- Intentionally waste limited resources.

## **Safety**

Pupils must not.....

- Give out any personal information such as address, telephone number or the name of the school without the teacher's permission
- Agree to meet in person anyone met online
- Send a photograph or anything else without first checking with the teacher and/or parents
- Respond to any messages that are nasty or make them feel uncomfortable.

**Pupils must.....**

- Inform the teacher if bad language or distasteful pictures are seen online
- Inform the teacher or parent if they come across any information that makes them feel uncomfortable.

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Dear Parent,

**RESPONSIBLE INTERNET USE**

As part of your child's curriculum and the development of ICT skills, we are providing supervised access to the Internet. We believe that the use of the World Wide Web, e-mail, school website and school blog is worthwhile and is an essential skill for children as they grow up in the modern world.

All school computers are connected to the Midlothian Council network, which operates a filtering system that restricts access to inappropriate materials. Whilst every endeavour is made to ensure that suitable restrictions are place on the ability of children to access inappropriate materials, some material accessible via the Internet, may contain items that are inappropriate.

We would be grateful if you could read the attached policy, based on Midlothian Council's guidelines and discuss them with your child. Please sign and return the form below and return to your child's teacher.

Many thanks for your help and support.

Yours sincerely

Julie Barnes  
Headteacher

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**GLENCORSE PRIMARY SCHOOL**

Pupil\_\_\_\_\_

Class\_\_\_\_\_

**PUPIL'S AGREEMENT**

I have read and understand the school rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed \_\_\_\_\_

Date\_\_\_\_\_

**PARENT'S CONSENT FOR INTERNET ACCESS**

I have read and understood the school rules for Responsible Internet Use and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials.

Signed\_\_\_\_\_

Date\_\_\_\_\_