Bell's Brae Primary School

Acceptable Use of the Internet

June 2003

ACCEPTABLE USE OF THE INTERNET

THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL

Introduction

All pupil activity, when using the Internet in school, must be in support of education and/or research and must be appropriate to the educational aims of the school. Pupils who access the Internet from the school site are responsible for following the school guidelines on acceptable computer and Internet use.

Benefits

Access to e-mail and the Internet will enable staff and pupils to
- explore thousands of libraries, databases, museums and other sources of information
- exchange personal communication with other internet users around the world
- be included in government initiatives and global educational projects
- keep abreast of news and current events
- take part in live discussions with experts
- publish and display work by creating web pages

Effective use

Internet access will be planned to enrich and extend learning activities as an integral aspect of the curriculum.

Pupils will:
- be given clear objectives on Internet use
- be educated in responsible and effective Internet use
- be supervised appropriately
- learn to search for, and discriminate between, valid and inappropriate material
- learn to copy, save and use material found on the Internet without infringing copyright

Safety

Internet access at Bell's Brae Primary School is filtered by our Internet Service Provider (ISP). All schools in Shetland have been provided with the Schoolmaster system which is a managed and secure e-mail system. Pupils in Primaries 4 – 7 will be given individual e-mail addresses which they will retain for the duration of their time in school.

Personal Safety Guidelines

Pupils should
- never reveal personal information, either their own or others, such as home addresses, telephone numbers and personal e-mail addresses
- not use photographs of themselves on their web pages unless the parent or carer has given permission to do so
- never meet people in person that they have contacted on the Internet without parent/carer permission
- notify their teacher whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable
- be aware that the author of an e-mail or web page may not be the person they claim to be

Usage Rules and Guidelines

Privacy

Teachers and staff may review documents and files to ensure that pupils are using the system responsibly.

Software

Pupils should never download, load or install any software, shareware, freeware, or load any such software from floppy disks, unless they have permission from their teacher. Pupils may not copy other people's work or intrude into other people's files without permission. No floppy disks other than those issued and held by the school should be inserted in any school computer without first being virus checked by a member of staff.

Inappropriate materials or language

Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behaviour. A good rule to follow is never view, send, or access materials that you would not want your teachers or parents to see. Should children encounter such material, they should immediately report it to their teacher. Children will not be allowed in chat rooms except under the direct supervision of a teacher. Pupils should never use the computer to engage in activities which may be in violation of the law.

Sanctions

Minor infringements by pupils of the agreed Acceptable Use Policy may be dealt with by enforcing a temporary ban on Internet use or by additional disciplinary action in accordance with school policies. More serious incidents may need to involve the police.

Protecting Copyright

The problems of digital copyright are no different from other copyright issues. Just as copyright exists on printed materials, it also exists on materials on CD and items on the Internet.

(a) Software licences

Most licences for software do not allow any copying. Every copy of software on every computer must have an individual licence or be included in a site or network licence agreement. All paper licences for software are filed in the headteacher's office.

(b) Downloading from the Internet

The Copyright, Designs and Patents Act 1988 covers unauthorised downloading of software or copyright material. It is possible to download just about anything that appears on a website. However, unless express permission is given, you cannot use the material in any way you wish. Distributing downloaded material electronically (ie by e-mail) is no more acceptable than photocopying and distributing printed copyright material.

Many educational websites make clear that material can be downloaded and freely used for educational purposes but if there is any doubt the website should be contacted for permission. Teachers downloading material to use on worksheets should clarify with the website author that this is allowed.

SIC Electronics Communications Policy

All staff should be aware of the contents of this policy which applies to all SIC employees. A copy of this policy is available in each classroom and in the office.

Review of Acceptable Use Policy

This policy will be reviewed during session 2006-07

Acknowledgement

Material in this policy has been adapted from the North Mainland Cluster Internet Access Policy and from advice produced for Aberdeen schools.

Appendices

1 Rules for computer and internet use

2 Useful websites

3 Information for parents

APPENDIX 1 RULES FOR COMPUTER AND INTERNET USE

While using computers or the Internet at Bell's Brae Primary School

1 I will only use the computer for educational activities, obeying any instructions from staff. If I am not sure if I should do something, I shall ask a member of staff first.

2. I shall not deliberately do anything which causes needless expense, or wastes the time of the system administrator, school staff or technicians.

3. I shall not alter settings or install any software on any computer, unless a member of staff has clearly told me to do so. I shall obey rules about virus checking any disc brought in from outside school.

4. I shall never interfere with work or files belonging to anyone else, or do anything which hinders them from using the computer successfully.

5. While in school, I shall only use the e-mail address given to me by the school, and the SCHOOLMASTER e-mail system allowed by the school.

6. I shall treat other people with respect and not create, show or send items which are hurtful or offensive to anyone else. I will not use bad language in any messages I send.

7. I realise that many unsuitable sites on the Internet are blocked by a filtering system. However, I may occasionally find material which is unsuitable. If I find such material, I will not show it to other students but will tell a member of staff immediately.

8. I will only enter chat rooms under the direct supervision of staff.

9. I will obey the laws of copyright, by not copying or downloading material unless the owners have indicated that I can do so. If, as part of my work, I use material I have found on the Internet, or from a CD-ROM, I shall state where I found the material and not pretend it is all my own work.

10. I will not reveal the personal address, phone number or password of others, or myself, nor use another person's password.   If I am approached by anyone on the Internet, I shall not reply, but shall immediately tell a member of staff.

11. I understand that the use of the internet and e-mail will be monitored regularly by the Council.

APPENDIX 2 INFORMATION

GENERAL

Click Thinking – Scottish Executive advice (pack in school)
www.scotland.gov.uk/clickthinking

www.ltscotland.org.uk

PROTECTING CHILDREN

Becta Information Sheets on various topics
www.becta.org.uk

www.besafeonline.org

Superhighway safety
http://safety.ngfl.gov.uk

PROTECTING CONFIDENTIALITY

An Informal Introduction to the Data Protection Act 1984
Cardiff University

www.cf.ac.uk/uwcc

APPENDIX 3 INFORMATION FOR PARENTS

The internet can provide children with great opportunities to find out about the world, to research areas of interest and to contact others. At school we use a filtered Internet Service Provider (ISP) which blocks offensive sites. You will probably find that the ISP you use at home does not block offensive sites. To ensure that internet use does not cause any problems, a few simple rules should be followed:-

- Discuss family policy on acceptable sites so your children are clear about the kind of sites to avoid
- Keep the computer in a family room, not in a child's bedroom, where you can monitor its use
- Encourage children to tell you if they find anything offensive
- Explain to your children why personal details should not be given out over the internet
- Use filtering software to block offensive sites
- Use virus protection

Useful information can be found at

www.besafeonline.org

www.becta.org.uk

www.safekids.com

http://safety.ngfl.gov.uk

National Children's Charity has a section on keeping children safe online www.nch.org.uk