ST. HUBERT'S CATHOLIC PRIMARY SCHOOL

Internet and E-mail Usage Policy

Who is responsible for this policy?
Our internet and e-mail policy has been written by the ICT co-ordinator, building on the Sandwell MBC policy and government guidance. As with all school policies, this policy takes account of the school's distinctive Catholic ethos. It has been agreed by the SMT and approved by the governing body. It will be reviewed annually.

Why is internet use important?
The Internet is an essential element of 21st century life for education, business and social interaction. The school has a duty to provide students with quality internet access as part of their learning experience. In addition, teachers and indeed all school staff need to use the Internet for professional development and, in the case of classroom based staff, lesson preparation and research.

How will Internet use enhance learning?
The school Internet access is designed for pupil use and includes filtering appropriate to the age of the pupils. Pupils will be taught what is acceptable and what is not, and will be given clear objectives for internet use.
Internet access will be planned to enrich and extend learning activities in all curriculum areas. Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

How will pupils learn to use the Internet safely?
If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the ICT co-ordinator, using the note book provided. The co-ordinator will notify the ISP (service provider) in order that the filtering service can be updated and improved. Teachers should ensure that the use of internet derived materials by themselves and their pupils complies with copyright law. Children should also be taught, in an age appropriate way, to be critically aware of the materials they read on the internet, and older pupils will learn how to validate and check information and websites, in accordance with the QCA scheme of work.

How will E-mail be used?
The e-mail user agreement states that pupils:
- May only use their school based e-mail account on school systems.
- Must immediately tell a teacher or adult in charge if they receive offensive e-mail
- Must not reveal personal details about themselves in e-mails, such as surname, address or telephone number. They may only reveal the name of their school or age/ year group if their teacher has given permission (for example if e-mails are being sent to another school known to the teacher)
- Must not be involved in the forwarding of chain letters.

E-mail addresses will not include reference to any part of the child's name.

School Website
The only points of contact provided on the school website will be the official address and telephone number of the school and official e-mail contacts. Under no circumstances will staff, pupils' or parents' home information be published.
Photographs to be published on the website will be selected carefully and will not enable individual pupils to be identified. Photographs will only be published when parents have

given prior permission. In the case of staff, they too have the right to refuse to give permission for their photographs to be published.

Pupils' full names will not be used anywhere on the web site, and no names whatsoever will be associated with photographs.

The content of the website will be managed by the ICT co-ordinator in full partnership with the SMT.

Chat rooms

Pupils will not be allowed access to public or unregulated chat rooms. For the academic year 2002-03, no teacher will be using educational, regulated chatrooms with pupils. If the need arises for educational chatrooms to be used to deliver the curriculum, risk assessments will be carried out and consultation will take place before this policy is amended or updated.

New and developing technologies

Before any new technology or equipment is used, it will be risk assessed and examined for educational content. Where risks are involved or updates to the policy are required, consultation and approval from SMT/ Governors will always take place.

How will internet access be authorised?

All staff who work as teachers or support assistants, together with administrators will have internet access. The ICT co-ordinator will maintain an up to date record of all users. All users and in the case of pupils, their parents, must sign a user agreement, agreeing to the safety and protection rules established. Failure of a staff member or child/ child's parent to agree will prohibit internet usage. Parents will be fully briefed on how the school or teacher intends to use the internet.

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