



William Reynolds Primary E-Awareness Policy

The use of technology is an integral part of our curriculum and provides children with the technological skills they will need to live in our modern world. At William Reynolds Primary School we use computing skills across all curriculum areas this involves using the internet to look at sources of information. This is done in as safe a way as possible, using search engines that are appropriate for children and under adult supervision. Part of our Computing curriculum is E-awareness and this provides children with the knowledge of how to keep safe when using the internet.

Our ethos

The school believes that the benefits to pupils accessing the resources of the Internet, far exceed the disadvantages. Ultimately, the responsibility for setting the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians. Whilst we embrace technology we are not in favour of children using social- network sites such as Face book. Cases in other schools across the country show that such sites are at the core of cyber-bullying and so we would strongly advise parents not to allow their children access and will inform parents and the local community support officers if we find these are being used in this way.

The E-Awareness curriculum

The Telford and Wrekin network allows for some site-filtering, this along with supervision and fostering a responsible attitude in our pupils in partnership with parents enables our children to use technology in as safe a way as possible.

The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons.

Staff review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught and the ICT subject leader will assist in the dissemination of this information.

Pupils may be restricted to sites which have been reviewed and selected for content before being allowed to openly search on the internet.

Pupils will have the opportunity to exchange information via e-mail. They will be taught how to use the address book, how to attach files to an email and how to follow conventions of politeness.

As pupils gain experience, they will be taught how to use searching techniques to locate specific information for themselves. Comparisons will be made between researching from different sources of information, (CD Rom, books, WWW).

Pupils' Access to the Internet

William Reynolds Primary uses a "filtered" Internet Service provided by Telford and Wrekin, which minimises the chances of pupils encountering undesirable material. We will only allow children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen.

Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils the expectation we have of them. The ICT subject leader and Senior Leaders will be responsible for monitoring the use of devices using Impero software, which allows staff to view pupil's screens remotely.

Expectations of Pupils using the Internet

- All pupils are expected to read and agree the 'Think then Click' agreement.
- At William Reynolds, we expect pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access and language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to switch off their screen and report it immediately to a member of staff, so that the Service Provider can block further access to the site.
- Pupils are expected not to use any rude language in their e-mail communications and contact only people they know or those the teacher has approved. They have been taught the rules of etiquette in e-mail and are expected to follow them.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
- Pupils should not access other people's files unless permission has been given.

- Computers should only be used for schoolwork and research unless permission has been granted otherwise.
- No programs on disk or CD Rom should be brought in from home for use in school. This is for both legal and security reasons.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

Please read these agreements with your child and return the last page to school.

Key Stage 1

Think then Click

These rules help us to stay safe on the Internet

- ❖ We only use the internet when an adult is with us.
- ❖ We can click on the buttons or links when we know what they do.
- ❖ We can search the Internet with an adult.
- ❖ We always ask if we get lost on the Internet.
- ❖ We can write polite and friendly emails to people that we know.

Key Stage 2

Think then Click

We expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access and language they choose to use.

- ❖ We ask permission before using the Internet.
- ❖ We only use websites approved by an adult.
- ❖ We tell an adult if we see anything we are uncomfortable with.
- ❖ We immediately turn off the screen if we not sure about a website.
- ❖ We send e-mails that are polite and friendly.
- ❖ We never give out personal information or passwords.
- ❖ We never arrange to meet anyone we don't know.
- ❖ We do not open e-mails sent by anyone we don't know.
- ❖ We do not use Internet chat rooms.
- ❖ We do not download anything.
- ❖ We ask before printing anything out.

□

Internet Access and Publication of Children's Work Agreement

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the E-Awareness Rules have been understood and agreed.

Pupil's Agreement

Pupil:

Class:

- I have read and I understand the school E-Awareness rules.
- I will use the computer, network, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school E-Awareness rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task. I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Please sign below to agree that your child can safely use the internet in school to support them with their learning.

Signed:

Date:

Please print name: