

Burnham-on-Crouch Primary School **Guidance for the Safe Use of the Internet** **at School and at Home**

The school has installed computers with Internet access to help our learning. Burnham-on-Crouch Primary School uses the Essex County Council's filtered (locked) Internet service, to minimize the chances of pupils encountering unsuitable material when in school. 'Locked' systems make many websites inaccessible and although this ensures pupils' safety in school it does not encourage the pupils to take responsibility for their actions or prepare them for dealing with systems that are not locked. Ofsted have identified that best practice occurs in schools where pupils are helped from an early age to assess the risk of accessing sites and therefore gradually acquire skills that will help them adopt safe practices even when they are not supervised. At Burnham-on-Crouch Primary School, we feel that the best recipe for success lies in a combination of site-filtering, of supervision, and by fostering a responsible attitude in our pupils in partnership with parents.

School Rules for Responsible Internet Use in School

These rules will help keep us safe and help us be fair to others. We are sure that these rules are very similar to those that you already have in place and expect children to follow at home.

- I will ask permission from a member of staff before using the Internet or checking e-mail.
- I will use the computers only for schoolwork and homework.
- I will not access other people's files.
- I will not bring floppy disks, USB/pen drives or CD-ROMs into school unless I have permission.
- I will tell my teacher immediately if I see anything I am unhappy with or I receive a message I do not like, because this will help protect other pupils and myself.
- I will not give my full name, my home address or telephone number, or arrange to meet someone, while using the Internet at school.
- I will only open e-mails when I know who they are from. (Remember you have no way of checking whether they are who they say they are!)
- I will only e-mail people I know, or people my teacher has approved.
- The messages I send will be polite and sensible.
- I will only send an e-mail when it has been checked by a teacher.
- I understand that e-mail messages I receive or send may be read by others.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that what is acceptable at school might not necessarily be the same as at home, but the advice should be similar.



Additional Guidelines for Safe Internet Use at Home

These guidelines apply whether children are using their own or family computers or games consoles. Whilst the school actively teaches children about how to make the right choices and stay safe on the Internet, supervision of children's use of the Internet while at home remains the responsibility of each parent or carer.

- **NEVER** tell anyone you meet on the internet your full name, home address, telephone number or school name.
- **NEVER** arrange to meet anyone you contact on the internet without taking a parent with you.
- **ALWAYS** tell your parents if you see anything which makes you feel uncomfortable.
- **REMEMBER** that people you meet on the internet may not be what they claim to be. If anyone sends you an email or puts something on a chat room site that makes you feel uncomfortable, tell your parent, carer or another responsible adult.
- **REMEMBER** it is better to stick to familiar websites but if you need to conduct a search of the whole internet, stick to search engines designed for children such as 'yahooligans'.
- **REMEMBER** that to use MSN, Facebook or other social networking sites you need to be at least 13 years old, and that to lie about your age to gain access to these sites is identity fraud, which is a criminal offence.

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I have read the guidelines and understand that I must use the Internet and Netbook safely both at school and at home;

Child's name _____

Class _____

Child's signature _____

I have read and understood the guidelines issued and acknowledge that it is my/our responsibility as parents to monitor my/our child's use of the Internet and all the functions of the Netbook whilst at home.

Parent / Carer name _____

Parent / Carer signature _____