Internet & Email Policy

'We seek to provide a Christian ethos and education which promotes the all round development of each child and enables them to achieve success and gain a sense of self worth'
Policy for the protection of Pupils and Staff
Using the Internet and e-Mail

This policy applies to all pupils, staff and other adults at St Laurence Church Junior School. It covers use of all computers including those taken off site.

1. St Laurence Church Schools endorse and apply Birmingham City Council’s Policy for the Acceptable Use of the Internet and E-Mail
2. We believe all obscene, offensive, illegal or inaccurate information is inappropriate
3. Our pupils will not feel or become uncomfortable, threatened or worried by material or information on websites or contained within e-mail
4. When using ICT we will not harass, insult, attack others, violate copyright, or trespass in others’ folders
5. The school has banned the use of ‘chat sites’ because they often contain inappropriate material
6. Pupils will not attempt to download materials from the net. Teachers will be aware of the risks of virus corruption from internet downloads
7. St Laurence Church School will never publish names of individual children. We will be careful to only publish photographs of groups of pupils and describe them as such (e.g. Children investigating a science problem)
8. Although Birmingham, acting as our Service Provider, provides the protection of a fire-wall, we understand that the prime responsibility of supervision of pupils rests with teachers
9. We ban the use of any computers in School linked to the internet with modems via telephone lines, using other service providers, thereby by-passing the filtered service.
10. All work related e-mails must use the school provided class (or teachers) e-mail account and teachers will be aware of the risks of virus corruption from e-mail attachments
11. Pupils using a computer will be supervised at all times including break-time and lunch-time and out of hours activities. This includes the ICT suite and classrooms
12. The school respects the Intellectual Property Rights (IPR) of pupils’ work and will gain permission from the pupils before any is published on the school website or internet
13. No floppy disks/CD’s/removable storage will be used before they are screened to ensure they have not been infected with a virus
14. Teachers will discuss the appropriate use of the internet and e-mail with their pupils and emphasis their responsibility for its use
15. Class teachers will include pupils’ responsible use of the internet and e-mail in their lesson plans
16. All users should understand that network activity and online communications may be monitored, including any personal and private communications made via the school network.
17. All users should be aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action

Guidelines and information for staff:
1. All staff will have the opportunity to discuss the school rules regarding responsible use of the internet and will be advised of the implications of misuse
2. Staff preparing work for pupils are required to report inappropriate material discovered during such preparation
3. All internet use should be appropriate to the ethos of the church and school
4. Deliberate misuse of computers is a matter of disciplinary action
Guidelines and information for parents

1. This document is available to inform parents of the steps the school is taking to protect their children while at school
2. Parents will be informed about the benefits of internet access at home as well as the dangers of their children having unsupervised access.

How the school will respond to incidents:

1. There is mandatory reporting of all incidents to the Headteacher and the ICT co-ordinator. The Headteacher will decide when parents' should be informed
2. Initially the Class teacher will deal with pupils involved in incidents with the support of the Headteacher and ICT coordinator. Pupils will not be denied internet access, as they have a right to a full curriculum, but they may be very closely supervised.
3. The ICT co-ordinator will contact Link2ICT with the URL of any inappropriate site. Link2ICT will block access to the site together with any aliases where appropriate

Reviewed by the Governing Body Annually

I have read and understand the information contained in the school and LA policies.

Signed ___________________________ Date ___________________________

This document will be reviewed annually or earlier if new information is available.