



Date of last review: Summer 2023

Date of next review: Summer 2025

### **Responsible Internet Use**

These rules help us to be fair to others and keep everyone safe.

I will ask permission before using the Internet.

I will use only my own network login and password, which are secret.

I will only look at or delete my own work/files.

I understand that I must not use my own software or disks in school without permission.

I will only email people that I know or people that my teacher has approved.

The messages I send will be polite and sensible.

I will not play games unless allowed by my teacher.

I will not go on any websites containing or search for inappropriate content.

I will respect all computer hardware and report damage immediately.

I understand that I must never give my home address or phone number, or arrange to meet someone over the Internet whom I have never met.

I will ask permission before opening an email or an email attachment sent by someone I do not know.

I will not use Internet chat rooms.

If I see anything I am not happy with or I receive messages I do not like, I will tell a teacher immediately.

I understand that the school may check my computer files and Internet sites I visit.

I understand that if I deliberately break these rules, I may be banned from using the Internet and equipment.

### **IT Use and Filtering**

The school's IT systems and processes have a filtering system in line with KCSIE 23, a daily report is produced that highlights any 'hits' against a set of key words / phrases. Children all log on with a username on laptops or each individual ipad has a recognisable number that can be triangulated with the class teacher to identify the user. Filtering reports are dealt with by IT services, who provide an update to the HT. Children are dealt with on a case by case basis, with parents being informed as required.