

# Bournes Green Infant School

## Children's Internet Code of Conduct



Written and approved by the Governing Body in Autumn 2017  
This policy will be reviewed in accordance with our Review Timetable

Signed .....

Dated .....

**Chair of Governors**

# Bournes Green Infant School

## Internet Code of Conduct

Dear Parents,

The statutory National Curriculum requires pupils to learn how to locate, retrieve and exchange information using information technology. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail. Computer skills are vital to access life-long learning and employment; indeed computing is now seen as an essential life-skill. The Government wants every child to have access to the wealth of cultural, social and intellectual material to be found on the internet.

As part of our curriculum we encourage the children to make use of educational resources available on the Internet. Access to the Internet enables pupils to conduct research and obtain high quality educational resources and other information from around the world. The children will also have the opportunity to send e-mails. Children will be taught that improper use of e-mail and its content will not be condoned.

To guard against accidental access to materials which are inappropriate, the schools access to the Internet is via the Southend on Sea approved broadband which provides an appropriate firewall and filtered service. During lesson time teachers will guide children towards specific materials and educational resources. However, it is not possible to provide a 100% assurance that pupils might not accidentally come across material which would be inappropriate.

There may be occasions when children place written work and or images on the internet, however, no identifiable personal data, other than first names will be included.

We believe that the educational benefits to children from access to the internet, in the form of informational resources, opportunities for collaboration and interactive means of communication far outweigh the potential disadvantages. If you have any concerns about the computing curriculum please contact the school.

Our E-Safety Policy is available on our school website, [www.bournesgreeninfants.org](http://www.bournesgreeninfants.org)

We would ask for you to discuss the attached Internet Code of Conduct with your child/ren and then return the attached form to the school office.

Yours sincerely,

Mrs C Sheern  
Headteacher

## Internet Code of Conduct

This code of conduct applies at all time when using the school's Information Technology (IT) equipment.

The school's IT equipment is provided for children to use as an educational resource. To ensure safe use of the resource users must comply with this Code of Conduct.

- The internet must only be used with the supervision of a member of the school's staff.
- Personal details such as full names, telephones numbers and home address must not be entered on any website or when sending an e-mail.
- When using e-mails or other forms of communication children are to be polite and respectful at all times.
- A member of staff must be told if children see, hear or read anything on the internet or e-mail that makes them feel uncomfortable.
- Children must check with a member of staff before: sending an e-mail, completing any forms or opening e-mail attachments.
- Children should always ask for help if they are not sure what to do when messages are displayed e.g. warning messages.
- Eating and drinking is not allowed whilst using IT equipment.
- Children should always treat IT equipment with care.

Please note that photographs of individual children will not be published on any website, however photographs of groups of children identified by a group name may be.

If you have any concerns about your child's work or photograph being published on a website or have any other concerns relating to the use of IT please contact the school.

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## Internet Code of Conduct

Child's Name \_\_\_\_\_

Class \_\_\_\_\_

I have read the Internet Code of Conduct with my child and accept that my child will be required to adhere to this code when using IT equipment.

Signature \_\_\_\_\_

Date \_\_\_\_\_