

# **Parkside Middle School**

## **Internet & E-mail Policy.**

### **Internet**

All pupils have access to the Internet. Our service provider filters this connection and they are responsible for making sure that all available sites are of a suitable nature for young children.

Pupils are encouraged to use the Internet responsibly. During lessons pupils use the Internet to improve their understanding and learning. They are taught how to use Search Engines efficiently when using the Internet for research. During clubs or other activities where no precise learning activity is taking place pupils have the opportunity to explore the net freely although school rules should still be followed.

Downloading software from the Internet is not allowed. Appropriate action will be taken if necessary within the school rules.

### **E-mail**

Every pupil in the school has e-mail address provided by the school. It is the pupils' responsibility to keep usernames and passwords available yet secure. Every opportunity is made to provide pupils with logical and easy to remember details for this purpose.

When using e-mail, pupils must ensure that no foul language is used and that the medium is not used for the purpose of bullying. It is not possible for e-mail messages to be checked before being sent and any injury caused due to e-mail messages is not the responsibility of the school. If pupils are found using e-mail for unsavoury purposes their e-mail access will be disabled and appropriate action will be taken within the school rules.

Pupils are able to contact individuals and organisations outside of school via e-mail. However, this is solely the responsibility of the pupil and the school cannot be held responsible for any event caused by pupil misuse of e-mail. Again, if pupils are found using e-mail for unsavoury purposes their e-mail access will be disabled and appropriate action will be taken within the school rules.

### **Additionally**

Pupils are not allowed to use chat rooms or any other forms of online communication without direct staff supervision. Any messages left on bulletin boards are not the responsibility of the school. Pupils are not allowed to use the Internet for financial transactions. The pupil or their family must deal with any consequences of such actions.

All pupils and staff will be required to sign an Acceptable Use Policy which will be developed in consultation with the School Council.

All pupils in KS3 are trained in Internet Safety Awareness using resources provided by CEOP and all pupils in the school have lessons in how to keep safe online appropriate to the age group.