YSGOL GYNRADD YSTUMLLWYNARTH
OYSTERMOUTH PRIMARY SCHOOL

Achievement Through Challenge/Cyflawni Trwy Herio

Policy for: Acceptable Use of the Internet

Safer Use of the Internet

Key Stages 1 and 2

1) Pupils must **not** have access to the Internet passwords. If pupils discover passwords then Internet use should be suspended until the password has been changed.

2) Pupils **must** always be supervised when working on the Internet.

3) Computers with Internet access must be placed in a well-monitored area and positioned so that the screen is visible.

4) All World Wide Web sites **must** be checked by the teacher for appropriate content prior to use with pupils.

5) Suitable sites should be book-marked.

6) All Internet use should be through directed, focused tasks.

7) Internet access is only allowed when there is a teacher in the room.

8) Great care must be taken when using Internet Search Engines.

9) Teachers must carry out searches prior to the pupils using the same Search Engine and search parameters.

10) Close supervision is essential if Search Engines are used.

11) Gateways (sites which provide links to other sites) such as NGfl Cymru are preferable to Search Engines.

12) Pupils should be made aware that a record of their Internet use is held on the computer and Internet server.

13) On the school website, pictures of the pupils must not be published with their names. If pictures of pupils are put on the web site then they must be in groups of at least 5.When a child starts at the school , their parents are given a 'Photograph Consent Form' which gives them the opportunity to inform the school if they do not want their child's photo on the web site in any situation.

14) Teachers and pupils must be aware of the potential dangers of e-mail, especially with regard to communicating with strangers.

15) Initial use of the e-mail facility should be confined to internal use only i.e. pupils communicate with each other.

16) If external contact is made initial e-mail contacts must always be made by the teacher.

17) All e-mail messages received must always be checked by the teacher first.

18) All unsolicited e-mail messages, especially those with attachments should be regarded as suspicious.

19) Teachers must be aware of the existence of copyright in all media.

20) Pupils must not pass personal details e.g. home telephone numbers or addresses to anyone over the Internet.

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