

QUEEN'S COLLEGE PREPARATORY SCHOOL
(including Early Years Foundation Stage)



Pupil Internet Use Policy

Including Pupil Acceptable Internet Use Agreement

POLICY DOCUMENT

INTERNET ACCESS POLICY FOR PUPILS

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment. We expect all children at Queen's College Preparatory School (QCPS) to be safe and responsible when using any ICT.

At QCPS we understand the responsibility to educate our pupils on eSafety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

The Internet allows access to an almost unlimited amount of information. Some of this information is inappropriate for children and QCPS has taken the following steps to prevent access to such material.

1. The school will supervise girls at all times. Girls are not permitted to access the Internet without staff supervision.
2. We endeavour to embed eSafety messages across the curriculum whenever the internet and/or related technologies are used.
3. Pupils are made aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are taught about where to seek advice or help if they experience problems when using the internet and related technologies as part of both ICT lessons and PSHE.
4. Online activity is logged by the filtering software.
5. Filtering software is kept up to date to ensure that the girls do not have access to inappropriate material. However, due to the international scale and linked nature of information available through the Internet, it is not possible to guarantee that unsuitable material will never appear on a computer screen. QCPS cannot accept liability for the material accessed, or any consequences thereof.
6. All downloaded material is monitored frequently. Sites deemed unsuitable are brought to the attention of the network manager and these are blocked.
7. The use of Hotmail, Yahoo and similar e-mail services is not allowed for the girls.
8. Staff (but not pupils) have access to video sites like YouTube for educational purposes.
9. When girls are old enough to use email, this will also be logged. Please also note that in the case of emails sent by parents to the school, staff will not share emails with outside agencies without permission from the parent concerned but may share mail with other members of QCPS staff.



PREP SCHOOL ACCEPTABLE INTERNET USE AGREEMENT



- I will only use ICT in school for school purposes
- I will only use my own school e-mail address when e-mailing
- I will not tell other people my ICT passwords
- I will only open or delete my own files
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own details such as my name, phone number or home address
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT at school can be checked and that my parents may be contacted if a member of school staff is concerned about my online behaviour or eSafety.

Pupil name: _____

I have read the school 'rules for responsible ICT use'. My teacher has explained them to me.

I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.

This means I will use the computers, Internet, e-mail, online communities, digital cameras, video recorders, and other ICT in a safe and responsible way.

I understand that the school can check my computer files, and the Internet sites I visit and that if they have concerns about my safety, that they may contact my parent / carer.

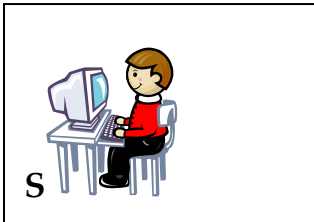
Pupil's signature _____

Class _____

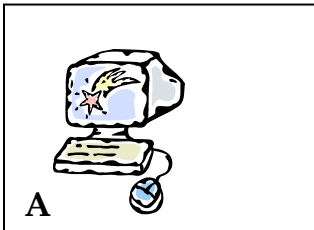
Date: _____



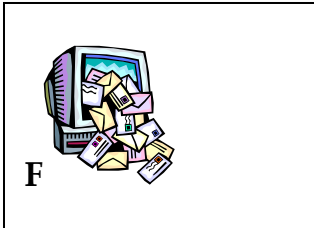
Think before you click
Pre Prep Acceptable Internet Use agreement



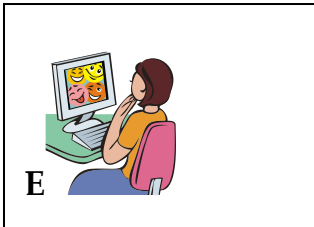
I will only use the Internet and email with an adult.



I will only click on icons and links when I know they are safe.



I will only send friends polite messages.



If I see something I don't like on a screen, I will always tell an adult.

Name:

Form: