



King David Primary School

Acceptable Use of the Computers

There is a vast amount of information on the Internet. Some is extremely useful such as newspapers, encyclopaedias and numerous information sites. Some sites are inaccurate, but harmless, while others may be offensive. It is our aim at King David School to protect our pupils from accessing undesirable materials. However we cannot guarantee that such material will not be accessed, due to new sites being created daily. The school has the following procedure for controlling access:

- A filtering service (firewall) is installed on the connection to the Internet. This prevents access to large amounts of undesirable material.
- A member of staff will supervise pupils who are using the Internet. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen.
- If a pupil inadvertently accesses undesirable material he/she should report it to a member of staff so that the site can be filtered out.
- When pupils are taught to use emails, they are given a personal email account. Teachers have access to pupils' emails and other Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

Pupils' Use of computers in school

- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No programs on disc or CD ROMs should be brought in from home for use in school. This is for both legal and security reasons.
- Homework completed at home may be brought in on floppy disc or memory stick, but this will have to be virus scanned by the class teacher before use.
- Pupils should not access other people's files unless permission has been given.

Pupils' Use of the Internet

- At King David School, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- The use of CHAT (live conversation with other users of the Internet via a keyboard) is forbidden.
- Pupils must not arrange or agree to meet with someone in person whom they have contacted on the Internet.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the BGfL can block further access to the site.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.

Pupils' Use of Email

- Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. They have been taught the rules of etiquette in email and are expected to follow them.
- Pupils must not give out personal information online, such as their home address, telephone number or photograph.