E-communication policy   Golden Rules for Using the Internet   Sept 2017

E-communication includes access to web-sites, e-mail, blogs, news feeds, on-line learning environments, documents and forms, sound, video and digital photography, mobile phones and electronic newsletters.

At Springdale First School we use e-communication technologies to allow us to learn more effectively both with our ICT lessons and across our other subjects. The purpose of using these technologies is to raise our standards and to help us to achieve good progress.

Access to E-Communication technologies

Our Internet access includes a filtering service,this means that it is difficult to access unsuitable web-sites within school.

When we use the internet at school we will be under the guidance of an adult at all times.

We will be taught to use digital technologies safely and responsibly in order to reduce the risk to ourselves and others.

We will be taught to check information before accepting that it is true.

We will be taught to question peoples' on-line identity.

OUR GOLDEN COMMUNICATION RULES

When we use the internet *anywhere* we will follow our Golden Communication rules.

THINK BEFORE WE CLICK

Be Responsible.

Do not give out personal information.

Use SWIGGLE to search the internet.

Ask a trusted adult for help.

Do not go on programs you shouldn't, especially games for older players.

Don't let friends sign you up for things on the internet.

Do not talk people online that you do not know.

Do not be unkind on the internet.

Do not go on websites you do not know/trust.

Do not leave your computer logged in to your account.

Do not share your password.

If we go on an unsuitable web-site by accident at school
- ◇ We click on 'Hector'[1]
- ◇ We tell an adult.

If we go on a web-site or program we know we shouldn't go on at school
- ◇ The teacher will write down the name of the site/program and pass it to the IT manager or Headteacher with times, dates (if known) as soon as possible
- ◇ IT Manager and Headteacher will consider the action to be taken

[1] Hector is the automated screen cover-up downloadable from www.hectorsworld.com

At school the staff will take all reasonable precautions to ensure that pupils access appropriate material. Staff will be particularly careful when pupils are undertaking their own research, especially when searching for images. The search engine children will use is SWIGGLE. Teachers and support staff will check that the agreed search plan is followed.

E-communication Security

Photographs/work posted on sites will not identify individual children, nor will full names be used.
Any new e-communication technologies will be thoroughly tested before being made available for pupils to use.

Rules for Online Safety are posted near every computer.