



# Springdale First School

## E-communication policy

Sept 2013

### Pupil Year 1

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

Internet access is provided through South West Grid for Learning which 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 e-communication 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.

### What we agree to do

#### OUR GOLDEN COMMUNICATION RULES

When we use the internet at school and elsewhere we will follow our Golden Communication rules.

THINK BEFORE YOU CLICK.

Click on Hector if you have a problem.

Do not give out personal information.

Ask a trusted adult for help.

Do not go on Internet programs you shouldn't.

Do not send a message to somebody you don't know.

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

Use SWIGGLE to search the internet.

Our school ICT manager and our teachers will check that we are keeping to the rules.

### If we go on an unsuitable web-site by accident at school

- ◇ We click on 'Hector'<sup>1</sup>
- ◇ We tell an adult.
- ◇ The teacher will write down the name of the site, time and date of the problem.
- ◇ The teacher will exit from the site.

### If we go on a web-site or program we shouldn't 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

<sup>1</sup> Hector is the automated screen cover-up downloadable from [www.hectorsworld.com](http://www.hectorsworld.com)

### *What the school will do*

The school 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 preferred search engine for this is SWIGGLE and no-one should use Google images in class. 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.