



Springdale First School

E-communication policy

Sept 2013

Pupil -Year 4

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 people's on-line identity.

What we agree to do

OUR GOLDEN COMMUNICATION RULES

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

THINK BEFORE YOU CLICK.

Be Responsible.

If something on the internet makes you feel unsafe or upset tell a trusted adult.

Do not give out your personal information.

Do not give out friends personal information.

Click on Hector if you have a problem and ask a trusted adult for help.

Do not go on Internet programs you shouldn't.

Do not go on Facebook.

Do not accept as a friend or send a message to somebody you don't know.

Do not trust or talk to strangers on the internet.

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

Do not download something without checking with a trusted adult first.

Do not post unkind/rude messages.

Do not upload photos to the internet without checking with a trusted adult first.

Keep your password private.

Get a trusted adult to check a game web-site before you join.

Use SWIGGLE as your search engine.

Always log off the computer when you have finished working.

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'¹
- ◇ 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 an unsuitable web-site or program on purpose 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
- ◇ The IT Manager and Headteacher will consider the action to be taken

¹ Hector is the automated screen cover-up downloadable from 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.

I will follow our Golden Communication rules to help keep myself and others safe on-line.

Signed _____ Class _____

Name _____