

# Federation of Mowden Schools (Academy Trust)

## Using the Internet and Digital Media Use

## Policy and Guidelines

2019

Dear Parent/Carer

## **Responsible Internet Use**

As part of pupils' curriculum enhancement and the development of ICT and computing skills, Federation of Mowden Schools (Academy Trust) is providing supervised access to the Internet including e-mail. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children growing up in the modern world.

Federation of Mowden Schools (Academy Trust) are taking positive steps to deal with the risks of internet use. Our school Internet access provider, Durham County Council for Learning, operates a filtering system that restricts access to inappropriate materials. This may not be the case at home. To help you in this respect we enclose a sheet of school rules for responsible and safe Internet access.

**Whilst every feasible step is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.**

**I hope that you will agree that the opportunities offered by this technology far outweigh any potential risk. We would be grateful if you could read the consent form so that your child may reap the benefits of using the Internet at school.**

I attach copies of the Rules for Responsible Internet Use and Digital Media Use that we operate at Federation of Mowden Schools (Academy Trust). Please take time to read and discuss these with your child.

Yours sincerely

Mr P King  
Headteacher  
Federation of Mowden Schools

## **Using the Internet**

### **As a School we will...**

- Make pupils aware of their roles and responsibilities
- Ensure that, wherever possible, websites have been monitored prior to them being used with pupils
- Teach a programme of digital literacy across the school
- Make pupils aware of their responsibility for the communications they send
- Ensure that an appropriate level of Internet filtering is provided to minimise the possibility of accessing inappropriate content
- Monitor pupil usage of the Internet, where necessary
- Ensure that if photographs of pupils are published on the Internet, they are not annotated with their full names or other personal information (such as address and/or phone number)
- Provide appropriate sanctions for pupils who intentionally break the rules of this policy

### **As a parent, I will...**

- Ensure that my child/children understand the importance of following the school's rules for using the Internet

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

## **Rules for Responsible Internet Use**

**The school has installed computers and Internet access to help our learning.**

**These rules will keep everyone safe and help us be fair to others.**

- I will only use my own login.
- If I have been given a password I will keep this a secret.
- I will not access other people's computer account or their work.
- I will use the computers only for schoolwork and homework.
- I will not bring memory sticks into school without permission.
- I will only use websites which my teacher has given me permission to go on.
- When I am using a computer, I will always be polite and sensible.
- I will not give my full name, home address, e-mail address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- I will tell a teacher if I see something inappropriate or that makes me unhappy.
- I understand that the school can check my computer files and the Internet sites I visit.
- Be aware that information on an Internet web site may be inaccurate or biased.

**Think then click!**

## **Digital Media Use**

The Senior Leadership team have discussed how photographs and videos are used to record events and celebrate achievements at Federation of Mowden Schools (Academy Trust). There are two types of situations where photographs are taken:

- a) staff and pupils taking photographs of school trips, visits, sporting fixtures and special events
- b) public situations where the school allows parents and others to take videos and photographs (including local newspapers)

Sadly, we have to take care that any images or photographs taken in school are never misused and reduce the risk of this occurring whenever possible whilst, at the same time, keeping a sensible balance.

1. **Individual pupils will not be named or include other data such as home address/telephone numbers.**
2. **We will never use images or photographs that may cause offence, embarrassment or distress to the child or their parent/guardian.**
3. **We may use the photographs to add to our website, Facebook page or add to school displays.**
4. **We will only use images of pupils in suitable dress.**
5. **If Federation of Mowden Schools (Academy Trust) has any doubts concerning the appropriateness of a photograph or image, we will, of course, contact parents/guardians and gain written consent before its use.**
6. **Parents/guardians may take photographs or videos of special events; HOWEVER, these must not be shared on-line, sold or distributed.**

### **Parent photographs – STRONG REMINDER**

Families are reminded not to share photographs and videos which include other children on social media. If a parent ignores this they will be prevented from attending future events.

Having read this Policy, I do hope that you feel reassured that Federation of Mowden Schools (Academy Trust) has done all that it can to ensure the safe and proper use of images and photographs.

We would be grateful if you could complete the Consent Form - Responsible Internet Use. The completion of the form is a requirement at Federation of Mowden Schools (Academy Trust).

Any parent/guardian who wishes to change their position either by withdrawing consent already given, or giving consent for the future, must do so in writing, addressed to the Headteacher.