

# Abercarn Primary School

## Student Internet Publishing

### Statement of Purpose

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Abercarn Primary School is pleased to offer our students access to the World Wide Web and other electronic networks. The advantages afforded by the rich, digital resources available today through the Internet outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved. Internet safety is also an important concern.

When enrolling in Abercarn Primary School, every parent grants permission to allow their child to access the Internet at school following the guidelines of the Caerphilly County Borough Council, Education Department User Access Policy. In recent times, Internet-based resources have become more interactive, allowing students to publish work, visible to a wider, often global audience through resources such as a classroom blog or wiki.

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging, podcasting and video production offer an authentic, real-world vehicle for student expression. Publishing student pictures and work on websites promotes learning, collaboration and provides an opportunity to share the achievements of students. Images and products of students would only be included on school websites without identifying captions or names. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected e-mail, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

### Internet Safety

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- **Parents and Users.** Despite the best efforts of supervision and internet filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. **Every user must take responsibility for his or her use of the network and Internet and avoid these sites.**
- **Personal Safety.** In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet without a parent's permission.
- **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.
- **Active Restriction Measures.** Caerphilly Education Department utilises filtering software and other technologies to prevent students from accessing websites that are (1) obscene, (2) pornographic, (3) harmful to minors and; (4) Anti-social, or promote illegal activity. The use of anonymous proxies to bypass content filters is strictly prohibited and will be considered a violation of the acceptable use policy. **The school also monitors the online activities of students, through direct observation and/or technological means.**

### Student Use of New Web Tools

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Blogging/Podcasting Terms and Conditions:

- The use of blogs, podcasts or other web 2.0 tools is considered an extension of the classroom. Therefore, **any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.**
- Students contributing to the class blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their content. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers).
- Comments made on class blogs must be moderated by the teacher and - if deemed inappropriate - deleted.
- Links to external web sites from the class blog or from a blog comment are to be checked to verify they are appropriate for a school setting.
- **Students who do not abide by these terms and conditions may lose their opportunity to take part in the class blog project and lose internet access privileges as specified in the School Discipline Policy.**

### School Responsibilities

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- Will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum.
- Use of networked resources will be in support of educational goals.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Provide alternate arrangements for students who do not have access to use the internet at home..

## TERMS AND CONDITIONS

Pupils wishing to access the World Wide Web facilities provided on the network must agree to act in a considerate and responsible manner as defined in this contract. The ICT Technician may review files and communications to maintain the system and ensure that pupils are using the network responsibly. Pupils should not expect that files stored on school servers will always be private.

### INAPPROPRIATE BEHAVIOUR DEFINED

- Accessing, displaying offensive messages or pictures or other inappropriate material. Should pupils encounter such material by accident, they must report it to a member of staff immediately.
- Accessing Internet chat rooms, newsgroups, games or materials not pertaining to work needs
- Subscription to any services or ordering of any goods over the Internet.
- Accessing E-mail through services NOT provided by the school without prior permission. This includes services such as HOTMAIL, FREESERVE, YAHOO etc.
- Downloading or installing any software (shareware/freeware or software demos) onto school network drives or local computers.
- Violating copyright laws by copying, saving or redistributing copyrighted material. This includes any other illegal activity.
- Using other's passwords or accounts, even if another person allows it.
- Trespassing in others folders, work, files or vandalising the data of another user.
- Intentionally wasting limited resources by printing materials not related to school work.

Access to network services is given to pupils who agree to act in a considerate and responsible manner. Parental or guardian permission is required. The use of the network is a privilege, not a right, and should be treated as such.

Any action taken by a pupil which is a violation of this contract will be subject denial of Internet facilities and/or network privileges. Your signature(s) on the attached agreement is/are legally binding and indicate that the terms and conditions of the agreement have been fully understood by all parties who have signed. If there is something that you do not understand, please contact the ICT Technician at Abercarn Primary School on 01495 244566 for advice.

Parents, please retain the terms and conditions (this page) for your records. The attached agreement must be signed and returned to school to permit your daughter's/son's in-school use of the WWW and other network resources.

Mr L P Greenslade  
ICT Department  
Telephone: 01495 244566  
Twitter: @AbercarnPS\_MrG

## Please Return This Form

### PUPIL AND PARENTAL CONTRACT

This contract replaces any previous agreement and will remain valid until your child leaves Abercarn Primary.

DATE:	_____
PUPIL'S FULL NAME:	_____
YEAR GROUP:	_____

#### PARENT OR GUARDIAN:

As the parent or guardian of this pupil I have read and agreed to the Terms and conditions of the **Acceptable Use Policy**. I understand that this access is designed for educational purposes and the pupil named above is expected to use the resources according to the specified guidelines. I have discussed these guidelines with my daughter/son and believe that he/she understands them. I also recognise that Abercarn Primary has done everything in its power to protect pupils from inappropriate information available on the Internet and I will not hold Abercarn Primary responsible for materials my daughter/son may acquire on the network.

I hereby give my permission for the pupil named above to use the Internet at Abercarn Primary and certify that the information contained in this form is correct.

I understand that a copy of this agreement will be kept on file at Abercarn Primary.

Name of PARENT/GUARDIAN: \_\_\_\_\_  
RELATIONSHIP TO PUPIL: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

From time to time, **ABERCARN PRIMARY** photographs may be displayed on the school's website. If you object to your daughter's/son's picture being displayed in this way, please tick this box.

#### PUPIL:

I have read the **Acceptable Use Policy** and will abide by these rules. Having discussed it with my Parent(s)/Guardian(s), I understand why the Internet is available at Abercarn Primary and also understand that I must follow these rules when I use the computers. I know that if I do not follow the rules, I may not be permitted to use the Network and/or the Internet and disciplinary action and/or appropriate legal action may be taken.

PUPIL'S FULL NAME: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_