



## Internet – Acceptable use Policy

### Outline

- **Networked resources, including internet access, are potentially available to children and to all teaching, non teaching and office staff in the school**
- **All users must follow the conditions in the policy**

Any **child** who does not follow the guidelines may lose the right to use the networked resources and to access the Internet. Any breach of the conditions will also be considered a disciplinary matter.

Any breach of the conditions of the policy by a **member of staff** may lead to withdrawal of the user's access and in some instances could lead to criminal prosecution. Any breach of the conditions will also be considered a disciplinary matter.

- **These networked resources are intended for educational purposes** and may only be used for legal activities consistent with the rules of the school.
- Any expression of a personal view about the school or County Council matters in any electronic form of communication must be endorsed to that effect
- Any use of the network that would bring the name of the school or County into disrepute is not allowed
- The school expects that staff will use new technologies as appropriate within the curriculum and that staff will provide guidance and instruction to children in the use of such resources
- **Independent pupil use of the internet or the school's intranet** is not allowed. All access will be for educational purposes only and under adult direction and supervision
- It is the teacher's responsibility that the internet facilities in the class room will be closed down at the end of each session [ie lunch time and end of school]
- Use of the internet by staff for private research is permitted outside school hours ie 8am – 8.45am and 3.30pm – 6pm

## Conditions for Use

- **Personal Responsibility**

Access to the networked resources is a privilege, not a right. Users are responsible for their behaviour and communications. Staff and children will be expected to use the resources for the purposes for which they are made available. Users will accept personal responsibility for reporting any misuse of the network to the Headteacher

### **Acceptable Use**

Users are expected to utilise the network systems in a responsible manner. It is not possible to set hard and fast rules about what is and what is not acceptable but the following list provides some guidelines on the matter

### **Unacceptable Use**

- a. Accessing or creating, transmitting, displaying or publishing any material [e.g. images, sounds or data] that is likely to cause offence, inconvenience or needless anxiety
- b. Accessing or creating, transmitting or publishing any defamatory material
- c. Receiving, sending or publishing material that violates copyright laws or Data Protection Acts
- d. Transmitting unsolicited material to other users [including those on other networks]
- e. Unauthorised access to data and resources on the school network system or other systems
- f. User action that would cause corruption or destruction of other users' data, or violate the privacy of other users, or intentionally waste time or resources on the network or elsewhere

### **Additional guidelines**

- a. Users must comply with the acceptable use policy of any other networks that they access
- b. Users must not download software without approval of the ICT co-ordinator

### **Network Etiquette and Privacy**

Users are expected to abide by the rules of network etiquette. These rules include but are not limited to, the following

- a. **Be polite** – never send or encourage others to send abusive messages
- b. **Use appropriate language** – users should remember that they are representatives of the school on a global public system. Illegal activities of any kind are strictly forbidden. Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
- c. **Privacy - do not reveal any personal information** [e.g. home address, telephone number] about yourself or other users. Do not trespass into other users files or folders.

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- d. **Passwords – do not reveal your password to anyone.** If you think that someone has learned your password then contact the ICT co-ordinator.
  - e. **Electronic Mail** - it is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Do not send anonymous messages
  - f. **Disruptions** – do not use the network in any way that would disrupt use of the network by others
  - g. **Other Considerations** – be brief in your notes, cite references for any facts you present
- **Services**  
The school will not be responsible for anything which may inadvertently go wrong on the system eg working on a document, the system crashes and you lose the document.
  - **Security**  
Users are expected to inform the Headteacher immediately a security problem is identified. Do not demonstrate the problem to other users. Users must login with their own user id and password, where applicable, and must not share this information with other users. Users identified as a security risk will be denied access to the internet.
  - **Wilful Damage**  
Any malicious attempt to harm or destroy any equipment or data of another user or network connected to the school system will result in loss of access, disciplinary action and, if appropriate, legal referral. This includes the creation or uploading of computer viruses. The use of software from unauthorised sources is prohibited.
  - **Media Publications**  
Named work and images of school children will not be published without written permission from parents/guardians being obtained. Named images of pupils will only be published once we have received written consent on the 'Consent Form for Photography and Images of Children'.

Agreed by Standards Committee

Signed: ...Rachel Chambers. (Chairperson)

Reviewed: February 2015; 11<sup>th</sup> February 2016; February 2017

**Parental Permission Form for Internet Access & Media / Electronic Release Form**

As the parent / legal guardian of .....  
I do / do not\* give permission for my child to access networked computer services such as electronic mail and the Internet. I understand that children will be held accountable for their own actions. I also understand that although the school will take reasonable steps to ensure that my child is appropriately supervised, according to age and responsibility, I will not hold the school or County Council responsible for inappropriate material, which my child may obtain, despite such reasonable supervision. I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring information and media. I agree to report any misuse of the network to the school.

\* Please delete as appropriate

Name: (in print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_