

SHOREFIELDS SCHOOL INTERNET POLICY

Conditions of Use

Expectations

It is expected that all users of the Internet, Teachers, pupils, students, parents and visitors be required to follow the conditions of this policy.

A responsible approach to resources should be shown.

All internet activity should be appropriate to staff professional activity or the pupils' education.

Use of the Internet and facilities such as the electronic mail service are intended for educational purposes only. Such communication should be honest, legal, decent and true. Any expression of a personal view about the school, an individual or another professional establishment in an Internet communication must be endorsed to that effect.

All users should show consideration for other users both locally and with whom they may come into contact on the Internet.

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Acceptable use of the Internet

Acceptable use of the Internet is characterised when the school ensures that the computer equipment and the Internet may only be used for legal activity consistent with the aims, objectives and rules of the school. In particular teachers should ensure that all pupils adhere to the rules.

Adjustment of system parameters is to be undertaken only by ICT staff e.g. settings that govern history and access to internet areas.

Conditions of Internet Use

The school and governing body have adopted conditions for Internet use, which are designed to maximise use of the Internet as a learning resource and prevent unacceptable behaviour and access to unacceptable materials.

Parents, guardians and carers have been made aware of the conditions of use.

Acceptable Use Policy will be available on the school server (a resume is included in the staff handbook).

All members of staff are responsible for familiarising themselves with these rules and for explaining them and their implications to pupils/students as appropriate.

The Internet policy is an integral part of the school ICT Policy. All pupils, staff and other users are required to follow the conditions laid down in the policy. Any breach of these conditions may lead to withdrawal of internet access rights and in the case of employees be a breach of the conditions of service leading to dismissal on the grounds of misconduct.

Use of internet and email facilities is intended for educational purposes only.

Teachers are responsible for their pupils' good behaviour on the Internet. They are responsible for behaviour and communication over the network. It is assumed that all users will comply with established school standards.

Internet facilities are provided for research and communications. Parental permission is required.

Internet storage areas and other stored materials are deemed to be accessible by staff who may review files and communications to ensure responsible use.

Pupils will be guided in their Internet use towards appropriate materials.

Rules for using the Internet

Staff/students/pupils will only access their own files/work/data.

Pupils will only use the internet when they have permission and/or are supervised by a teacher.

The internet will be used only for activities and work set by the school.

Students/pupils will only send emails approved by their teacher.

No anonymous e-mail messages will be sent.

All e-mail messages will be polite and responsible.

Pupils may take part in Newsgroups or forums approved and supervised by their teacher.

The privacy of all will be respected. No names, home addresses, telephone numbers will be published on the internet.

Acknowledgement will be given to the sources of materials included in any work.

No-one will search for unacceptable material from the internet.

Any unpleasant material or messages sent over the internet will be reported.

School resources will not be used to subscribe to any goods or services nor buy or sell using the internet in school.

No-one will take part in any activity, which contravenes school rules or government legislation.

Internet sites visited in school may be checked.

Unacceptable use of the Internet

The access to or creation, transmission or publication of any offensive, obscene or indecent images, sounds, data or other material.

The creation, transmission or publication of any material which can cause offence, inconvenience or needless anxiety.

The creation, transmission or publication of defamatory material.

The receipt or transmission of material such that this material infringes the copyright of another person or infringes the conditions of the Data Protection Act 1984.

Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems. Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received.

Use for personal financial gain, gambling, political purposes or advertising is forbidden.

Posting anonymous messages and forwarding chain letters is forbidden.

The transmission of unsolicited commercial or advertising material to other Net users.

The deliberate unauthorised access to facilities, services, data or resources via the Internet.