



## St Gregory's Catholic Primary School

### Acceptable Use Policy for Computers including use of Internet & E-mail

#### **Introduction**

The following policy governs the acceptable use of computers including the internet and e-mail. It highlights the *personal responsibility* of the computer user, whether it is for completing work on a computer or using the Internet.

#### **Objectives**

- Set guidelines for acceptable use of equipment, hardware and software, so staff and pupils are aware of what is acceptable and not acceptable.
- Allow staff and pupils the chance to access computer equipment, the Internet and e-mail, as and when they wish, for educational purposes.
- Protect pupils and staff from undesirable information, particularly World Wide Web
- Provide rules which are consistent, and in agreement with Data Protection Act

#### **Guidelines for General Computer Use**

- The following guidelines set out the acceptable use of equipment and use of computers around the school. This is to provide an environment where computers are accessible to staff and pupils when needed.
- Demand for access is always likely to be greater than the resources available with regard to computers, a timetable is in place which is regularly reviewed and modified. Pupils receive at least one hour per week.

#### **Passwords**

Passwords are the responsibility of the user and in no circumstances should be disclosed in any way. No passwords are required for pupils to access the schools networked computers. Adults in school should contact the headteacher should they suspect any misuse of their password.

#### **User areas**

User areas are the responsibility of the user. File space is given to users based on the requirements of the work they are doing. It is hoped that pupils will keep their user area tidy and get rid of any unwanted or out of date files. If there is any doubt whether or not a file may be saved then ask a member of staff.

An example of an illegal file would be a game or programme downloaded from the Internet.

#### **Computer damage**

Any incident of damage to computers needs to be reported to a member of staff immediately.

## **Use of Internet and e-mail**

St Gregory's Catholic Primary School uses a filtered, broadband Internet service provider for e-mail and Internet access. These are seen as an integral part of a large majority of schemes of work to enrich and extend learning activities. Pupils will be allowed to use the Internet to search for information and resources to meet their learning objectives in school. Pupils are unlikely to see inappropriate content in books due to selection by publisher and teachers. This is not the case with the Internet. Pupils will need to be aware there is no regulatory authority body for the Internet. Anyone anywhere can publish material. It is not censored for opinion, bias or validity of information.

Pupils will be taught how to use e-mail to communicate with people they know and those they do not. The following forms a code of conduct require computer users at St Gregory's to follow:-

- The work/activity on the Internet must be directly related to your schoolwork
- Private use of the Internet in school is forbidden
- Do not disclose to anyone, any password or login name you have been given
- Do not give out personal address, telephone numbers of any person at the school
- The use of names or photographs of pupils on the school website will require written permission from parent(s).
- No games are to be played on the network unless under direct supervision from a member of staff or with permission at ICT clubs
- Do not download, use or upload any material that is under copyright. Always seek permission from the owner before using any material from the Internet. If in doubt, or you cannot obtain permission, do not use the material
- In no circumstances should you view, upload or download any material which is likely to be unsuitable for children or schools. This applies to any material of a violent, dangerous, racist or inappropriate sexual content. If you are not sure about this, or any other materials, you must ask your teacher.
- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive approaches is forbidden. Do not state anything that could be interpreted as libel.
- Use of chat rooms (unless used for a specific lesson under supervision from a teacher) is forbidden.
- Use of social media sites, such as Facebook and Twitter, or web based e-mail, such as Hotmail is forbidden.
- St Gregory's Catholic Primary School will always endeavour to supervise pupils at all times. This may include supervision by teachers or support staff. Computers will be placed in public places where screens are visible, and all users must agree to random checking on computer records of sites visited or files kept on user areas
- On discovering unsuitable material the WWW. Address and the content must be reported without delay to a member of staff who turn in will inform the teacher/ headteacher/ ICT co-ordinator. This site will then be filtered
- Internet use at school will be monitored regularly

- The school will work closely with parents, the LEA, DfE and the Internet service provider to ensure systems to protect pupils are reviewed and continuously improved
- The use of attachments to e-mail is forbidden for personal use and permission must be sought by pupils for attachments to be sent or received for schoolwork
- Staff will have open, but monitored Internet access for research purposes and continued professional development
- When applicable, police and/ or local authorities may be involved. Early contact will be made to establish the legal position and discuss necessary strategies.

### **Consequences**

Failure to comply with these rules will result in one or more of the following:

- On the first breach of the code, a letter is sent home with a reminder of this policy, and the user loses use of Internet and e-mail.
- On the second breach, computer use is withdrawn for a month.
- On the third breach, computer use is withdrawn until parents discuss the matter with the headteacher

There are some circumstances in which the procedure will automatically start at stage 3. Once again it is seen as the pupil's responsibility to use computers, the Internet and e-mail appropriately and legally. It is hoped that with parents, pupils can discuss the possibilities and opportunities of its proper use and the advantages that it could bring their schoolwork.

### **Disclaimer**

The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. St Gregory's Catholic Primary School will provide a filtered Internet service. No system can be completely effective and a combination of approaches will be required to supervise adequately. All staff, governors, parents and advisers will work to establish agreement that every reasonable measure has been taken. As a result of the process involved in publishing information on the Internet, it is not possible to guarantee that unsuitable material will never appear on a computer screen. The school cannot accept liability for the materials accessed, or any consequence thereof.

If you do not understand any part of this Acceptable Use Policy, please contact the Headteacher or any senior member of staff.

Signed: K.Bickley

Date: November 2017