



Farsley Farfield Primary School

INTERNET ACCEPTABLE USE POLICY

General context

This policy applies to all staff and children of Farsley Farfield Primary School and to those offered access to school resources. This document, which covers internet, intranet and e-mail use and which does not form part of the contract of employment, may be subject to amendment from time to time.

The internet system (i.e. internet, intranet and e-mail) is the property of Farsley Farfield Primary School and is be subject to monitoring and access by the School at its discretion. All access to the internet and email system is automatically logged. The school will always use an Internet Service Provider that meets high security standards including web filtering and virus protection.

Use of the internet system by school employees is permitted and encouraged where such use is suitable and is in accordance with the goals and objectives of the school. Abuse of such use may lead to disciplinary action being taken.

The internet system is to be used in a manner that is consistent with the school's ethos, rules and regulations and as part of the normal execution of an employee's job responsibilities.

Generally, the internet system should be used for business purposes. Reasonable personal use is permitted. However, users may be subject to limitations on their use of such resources.

The distribution of any information through the internet system may be subject to the scrutiny of the school. The school reserves the right to determine the suitability of this information.

Specific restrictions

Users shall not:

- I. Visit internet sites that contain obscene or other objectionable materials. The accessing or downloading of pornographic material is prohibited and is likely to constitute gross misconduct, likely to lead to dismissal. Staff and children may not access, or seek to access any materials that contravene the aims of the Prevent Agenda and all members of school have a duty to report any related concerns.
- II. Make or post indecent, demeaning or disruptive remarks, proposals or materials on the internet system.
- III. Copy, share, forward or display any material, whether internal or external, that is obscene or defamatory or which is intended or likely to harass or intimidate another person.
- IV. Disclose any information that is confidential to the school, for example parents' personal details.
- V. Represent personal opinions as those of the school.
- VI. Upload, download or otherwise transmit software or any copyrighted materials belonging to parties outside the school or to the school itself.
- VII. Download any software or electronic files without implementing virus protection measures that have been approved by the school.
- VIII. Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.
- IX. Examine, change or use another person's files, output, user name or password for which they do not have explicit authorisation.

The use of computing resources is subject to UK law and any illegal use will be dealt with appropriately. The school retains the right to report any illegal violation to the appropriate authorities.

In addition to those restrictions above, staff and governors will not knowingly be 'friends' on Facebook or similar service with any Farfield child or former pupil under the age of 21 unless there is a direct family link. Where there is a close family friendship, these 'friendships' should be registered with the school office. Privacy settings should be set to high. If a member of staff or governor is a 'friend' with a parent at the school, the same confidentiality rules apply as would be expected with a conventional relationship. Members of staff will not engage with non staff members in any online discussion of school business. Staff and Governors must be conscious of the need to project a professional image in their publicly viewable online activity.

Farfield will disseminate good safe online practice through messages in assemblies, on all class blogs (e-safety guidance) and during computer lessons.

Below are the rules for responsible internet and e-mail use which are published around the school.

Rules for Responsible and Safe Internet and E-Mail Use

At Farfield, access to the computers and to the internet is a privilege. The school computers and the internet are primarily used for learning. These rules will help us to be fair to others and keep everyone safe. Failure to follow any of these rules will result in your access to the school network being restricted or denied.

On the school network, staff and Junior children will only use their own personal username and password, which they will keep secret. Generic 'Rainbow accounts' will only be used by infants and guests in public areas that are easily monitored.

I will not look at or delete other people's files. Staff will look at pupils' files for marking and assessment purposes.

I will not bring CDs, DVDs or USB devices into school without permission.

Pupils will only e-mail people they know, or that a member of staff has approved.

The messages I send will be polite and sensible.

When using e-mail or the internet, pupils will not give their full name, home address or phone number, or reveal the personal details of anyone else.

I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

I will not use internet chat facilities (such as MSN Messenger), chat rooms or webmail in school (such as Hotmail, Yahoo!Mail or AOL Mail).

If I see anything on the internet I am unhappy or uncomfortable with, or if I receive messages I do not like, I will tell a member of staff immediately.

I know that the school may check my computer files and e-mails and may monitor the internet sites I visit.

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. Files and e-mails stored on the school network are property of the school not the user.