

SUNCROFT NATIONAL SCHOOL

Policy Number: 11 - Internet Acceptable Use Policy

REV:2

Aims of the Acceptable Use Policy

- 1. To allow all users to access and use the Internet for educational purposes.**
This can include: e-mail and World Wide Web facilities.
The school activities can cover: Individual research/preparation of lessons/project work/homework assignments/communicating with other teachers and students.
- 2. Provide a mechanism by which staff and students are protected from sites, information and individuals which would undermine the principals and aims of the school.**
- 3. Provide rules which are consistent and in agreement with the Data Protection Act.**

The Acceptable Use Policy: Teachers

- Do not disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system.
- Do not give personal addresses, telephone/fax numbers of:
 - a. Any adult working in the school
 - b. Any students at the school
- Use of names of students or photographs of students will require written permission from parents.
- Do not download, use or upload any material and use material which is 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.
- Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate sexual content.
- Always respect the privacy of files of other users. Do not enter the file areas of other staff without their express permission.
- Be polite and appreciate that other users might have different view that your own.

The use of strong language, swearing or aggressive behaviour is not allowed.

- Arrange for suitable monitoring of students in your class or those students who you have given permission to use the Internet facilities.

General

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- The use of personal floppy disks, memory sticks, CD-ROMs or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

Equipment and Software

- All software and equipment (e.g. school cameras/software disks/printer disks etc.) should be clearly labelled and stored by the secretary in the school office.

Updated October 2010

SUNCROFT NATIONAL SCHOOL

Policy Number: 11 - INTERNET ACCEPTABLE USE REV:1

PERMISSION FORM

Please review the attached school Internet use policy, sign and return this permission form to the school.

Name of pupil: _____

Class: _____

PUPIL

I agree to follow the school Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's signature: _____

PARENT/GUARDIAN

As the parent and legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son/daughter or the child in my care to access the Internet. I understand the Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

Signature: _____

Date: _____