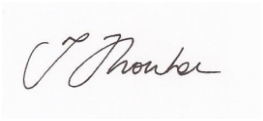
WHEATFIELDS
Primary School

Policy	**Acceptable Use Policy (Pupils)**
Ratification date	**2nd July 2015**
Next review date	**July 2018**
Signatories	 **Head Teacher** **Chair of Governors**

WHEATFIELDS PRIMARY SCHOOL
ACCEPTABLE USE POLICY

1. Staff and Pupils

When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all school staff (both teachers and support staff) are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.

Pupils are responsible for their good behaviour on school computers, just as they are on and off school premises. Although access to the Internet is an important part of the curriculum, pupils who fail to maintain acceptable standards of use may find their internet access restricted or withdrawn.

Staff will ensure that pupils know and understand that no Internet user is permitted to:

- retrieve, send, copy or display offensive messages or pictures;
- use obscene or racist language;
- harass, insult or attack others;
- damage computers, computer systems or computer networks;
- violate copyright laws;
- use another user's password;
- trespass in another user's folders, work or files;
- intentionally waste resources (such as on-line time and consumables);

If any unsuitable sites or images are accidently encountered, this must be reported to the Head Teacher immediately. This must be reported to the relevant organisation.

2. Location and Supervision

Access to the Internet provided to staff and pupils will be through a filtered service (currently via the LA). All users will be aware that the school and local authority can and does track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users.

Internet access for pupils will be available only on computers that are in highly used areas of the school such as classrooms, library and resource areas. Machines which are connected to the Internet will be in full view of people circulating in the area.

Whilst using the Internet at school, pupils will be supervised. They will not necessarily be directly supervised, but there will still be an adult responsible for checking on their progress.

Pupils will be asked at times to do independent work involving internet research, but only after being taught Internet Safety. Any websites allocated for children to use will be checked by staff beforehand. In particular any suggested Internet 'Searches' will be checked and filtered by the LA service.

Pupils will be instructed in appropriate use of the Internet and why associated rules exist. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on school or internet servers to be absolutely private.

3. Examples of Acceptable and Unacceptable Use

On-line activities which **are encouraged** include, for example:

- ✓ the use of email and computer conferencing for communication between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), between schools and industry; if using hotmail email accounts, care should be taken to access these outside class hours, because of the risk of unsuitable advertising or 'spam' email
- ✓ use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;
- ✓ the development of pupils' competence in ICT skills and their general research skills.

On-line activities which **are not permitted** include, for example:

- × searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers;
- × copying, saving and/or redistributing copyright protected material, without approval;
- × subscribing to any services or ordering any goods or services, unless specifically approved by the school;
- × playing computer games or using other interactive 'chat' sites, unless specifically assigned by the teacher;
- × publishing, sharing or distributing any personal information about a user (such as: home address; email address; phone number, etc.);
- × any activity that violates a school rule.