Internet Safety Policy



2013-2014

**CATHCART STREET PRIMARY SCHOOL**

## Internet Acceptable Use Policy

This policy outlines acceptable use of the Internet and the Wirral Learning Grid.

All members of staff, pupils, students and all other users including Governors are required to follow all the conditions laid down in this policy. Any breach of these conditions may lead to withdrawal of the user’s access to the Wirral Learning Grid and in some extreme instances of misuse could lead to criminal prosecution. In the case of employees, any breach may also be considered a breach of the employee’s conditions of service, which could lead to dismissal on grounds of gross misconduct.
All users are expected to demonstrate a responsible approach to the use of resources available to them and to show consideration for other users both locally and with whom they may come into contact on the Internet.

Use of the Internet and facilities such as the electronic mail service are intended for educational purposes only. It must be recognised that any view communicated over the Internet is deemed to be a view of the school and in some circumstances the Council, akin to formal correspondence issued by post. Personal views about the school or Council business in an Internet communication should not be given or must be endorsed by the senior person in the school. No pupil should be identified directly by his or her email address. This will help to protect from unsolicited email.

The schools equipment and the Internet may only be used for legal activities consistent with the aims, objectives and rules of the school.

# Unacceptable Deliberate Use

The following activities, whilst not an exhaustive list, are unacceptable:

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

2. The access to or creation, transmission or publication of any data capable of being displayed or converted to such obscene or indecent images, sounds, data or other material.

3. The creation, transmission or publication of any material which is designed or likely to cause offence, inconvenience or needless anxiety.

4. The creation, transmission or publication of defamatory material.

5. The receipt or transmission of material which infringes the copyright of another person or infringes the conditions of the Data Protection Act 1984.

6. The transmission of unsolicited commercial or advertising material to other Wirral Learning Grid users, users of the Internet or any other network reachable via the Internet.

7. The deliberate unauthorised access to facilities, services, data or resources within the Wirral Learning Grid or any other network or service accessible via the Internet.

8. Deliberate activities with any of the following characteristics or that by their nature would result in:

1. Wasting staff or other users efforts or network resources, either in school or elsewhere on the Internet and the efforts of staff involved in the support of those systems.
2. Corrupting or destroying other users data.
3. Violating the privacy of other users (e.g. Data held on a network).
4. Disrupting the work of other users whilst they are using the equipment in school.
5. Using the Internet in a way that denies service to other users (for example, by overloading the connection to the network by unnecessarily, excessively and thoughtlessly downloading large files multimedia files).
6. Continuing to use any item of software after being requested to cease its use because it is disrupting the correct functioning of the school’s network or the Wirral Learning Grid or the Internet (for example, software designed to broadcast messages to all users of the Network).
7. The deliberate introduction of “viruses” to the Network.

9. Where the Internet is being used to access another network, any abuse of that network will be regarded as unacceptable.

10. Any use of the Internet that would bring the name of the school or the Local Authority into disrepute.

11. The school’s personal computers (including portables) must only be used to access the Internet through an officially authorised route. E.G. Using expensive telephone access without authorisation.

12. The user should only print essential resource material and should always check the length of a document is reasonable before printing.

13. The school’s internet service provider is Virgin Media through Wirral IT Services (Andy Thurlow) which provides a filter policy which has been authorised by default by the Wirral Local Safeguarding Children’s Board. Any further information can be found by ringing Wirral IT Services on 0151 666 5542.

Further information regarding the use of the school VLE can be found in the VLE Policy.

**Published:** September 2013

## Reviewed: September 2014

## CATHCART STREET PRIMARY SCHOOL

## USE OF THE INTERNET AND EMAIL

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent, legal guardian or carer of the above named pupil, I acknowledge that my son/daughter will have access to networked computer services such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable, but I accept that the school will do everything within its power to prevent my child from accessing such materials. I also accept my responsibility for making it clear to my son/daughter that they must follow the school’s instructions and guidance, and that he/she will report any questionable material they encounter to the teacher immediately.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent / Guardian

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When using the Internet and electronic mail, I promise to follow the instructions and guidance given by my parents, teachers and other adults at the school.

Child’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to school by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)