

## ELMSTEAD PRIMARY SCHOOL

### 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, E-folio and World Wide Web facilities. The school activities can cover : Individual research /preparation of lessons/project work/homework assignments /communicating with other teachers, pupils and parents.

**2. Provide a mechanism by which staff and pupils are protected from sites, information, and individuals which would undermine the principles and aims of the school.**

**3. Provide rules which are consistent, and in agreement with the Data Protection Act.**

**4. Provide rules which are consistent with the acceptable procedures commonly used on the Internet, including those associated with netiquette.**

### The Acceptable Use Policy : Staff

1. Do not disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system.
2. Do not give personal addresses, telephone/fax numbers of any adult working at the school or any pupils at the school. Use of names of pupils, or photographs of pupils will require written permission from parents. This also applies to any work done by pupils, related to their education at Elmstead Primary School. This is recorded on the Parental Agreement Form.

3. Do not download, use or upload any material which is subject to copyright (E2Bn images are copyright free for use within school). 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.
  
4. 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.
  
5. Always respect the privacy of files of other users. Do not enter the file areas of other staff without their express permission.
  
6. Be polite and appreciate that other users might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed. Do not state anything which could be interpreted as libel.
  
7. Arrange for suitable monitoring of pupils in your class who have permission to use Internet facilities at school.
  
8. Ensure that all pupils have followed the correct eSafety procedures:
  - (i) before starting the session,
  - (ii) during each session, and
  - (iii) on completion of the session.
  
9. Ensure that social networking websites are used appropriately and there is no reference to school life which could breach confidentiality and/or professional guidelines. It is not acceptable to use social networking sites during school hours.

Elmstead Primary School recommends that staff do not include parents/carers of pupils currently on role at the school or ex-pupils under the age of 18 years as 'A member' of their social network.

It is not acceptable for any member of staff to have any pupil currently on role as a member of their social network.

10. Ensure that all communication on E-folio is appropriate.
  
11. Report any incident which breaches the Acceptable Use Policy immediately to the Head Teacher

<b><u>Acceptable Use Policy: Pupils</u></b>
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1. You must only access those services you have been given permission to use.
2. You must not access the Internet without a member of staff present.
3. All Internet searches must be carried out through safe search on e-folio.
4. The work/activity on the Internet must be directly related to your school work. Private use of the Internet in school is strictly forbidden. Do not disclose any password or login name you have been given, to anyone.
5. Do not give any personal details about yourself, anyone else or the school.
6. Do not download, use or upload any 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
7. Under no circumstances should you view, upload or download and material which is likely to be unsuitable for children or schools. If you are not sure about this, or any materials, you must ask the member of staff.
8. Always respect the privacy of files of other users. Do not enter the file areas of other pupils.

9. Be polite and appreciate that other users might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed.
10. Failure to comply with these rules will result in the following:  
A ban, temporary or permanent, on the use of the Internet facilities at school. A letter informing your parents of the nature and breach of rules.
11. Any other action decided by the Head and Governors of Elmstead Primary School.