

Milton Road Primary School

Acceptable use policy

There can be no doubting the benefit of schools accessing the Internet. However, the openness and diversity of the Internet makes it increasingly difficult for schools to monitor the resources the children are using without some form of software or hardware package. The following are a set of guidelines designed to help to ensure that children at school are accessing the Internet safely.

All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

- Guidelines for safe Internet use will be displayed near all computers
- Children are responsible for their own good behaviour on the Internet
- Teachers may review files and communications to insure users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.
- Teachers will guide pupils towards appropriate materials
- Children are not allowed to reveal their personal details, home addresses and telephone numbers on the web or in dialogue with other Internet Users
- Children do not have individual email addresses which access outside of the Cambridgeshire education system. Teachers are responsible for monitoring all external email to classes.
- Children do not engage in conversation or dialogue with other users on the Internet without permission or supervision from their teacher.
- All access to the Internet is through a filtered service provided through Shire Hall
- Children may only use search engines recommended by teachers
- A teacher should supervise all access to the Internet
- Downloading of files is restricted to staff, or children under supervision
- Children have no access to newsgroups

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Using others' passwords
7. Trespassing in others' folders, work or files

8. Intentionally wasting limited resources

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet use
2. Additional disciplinary action may be added in line with existing policy and practice in inappropriate language and behaviour
3. When applicable, police or local authorities may be involved

This policy will be revised by: