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**SECTION H
STAFF RELATED POLICIES AND PROCEDURES**

(Governors' Resources Committee)

H5 STAFF SAFETY & WELLBEING

H5.3 Internet Usage (Pupils and Staff)

Reviewed and Amended January 2016

Approved Unamended by
Governors' Resources Committee
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INTRODUCTION

Alder Grange owns the ICT system. It is made available to students because the school wants to give them the best educational experience and to open up as many appropriate sources of learning as possible. The ICT system, and the Internet in particular, offers considerable opportunities for this.

However, it opens up several dangers for those who do not fully understand how it works and the law regarding the use of the Internet is increasingly complex. This Agreement has been drawn up, after much careful thought and consultation, to protect all parties – students, staff and the school.

THE AGREEMENT

1. The school is legally responsible for all ICT and Internet activity carried out on its hardware and software. The school reserves the right to monitor any Internet sites visited.
2. The school reserves the right to examine and delete any files that may be held on the school system.
3. **Therefore** all system users should study, accept and sign this Agreement and return it to the ICT Curriculum Leader. (Failure or refusal to do so **must** result in denial/withdrawal of Internet and/or ICT access.)
4. All Internet activity should be appropriate to the educational work being done.
5. Access to the Internet may only be made through the authorised account and password.
6. Under NO circumstances should one student's password be revealed to, or used by another person.
7. Under no circumstances must a student access another person's file.
8. Any activity that threatens the integrity of the school ICT system(s), or activity which threatens or corrupts other systems, is strictly forbidden (including importing disks, CDs or other files unless permission is granted in advance).
9. Users are responsible for all e-mail sent, and for contacts made that may result in e-mail being received. Students must abide by the safety guidelines laid down.
10. Use for personal financial gain, gambling, political purposes or advertising, is forbidden.
11. The ordering of chargeable items over the Internet is forbidden and any costs incurred through inappropriate use of the Internet will be recovered from the student or their parent or carer.
12. Copyright of all materials (whether printed or otherwise performed) must be respected.
13. Posting anonymous messages and forwarding "chain" letters/messages is forbidden.
14. The sending of offensive e-mails is forbidden and will be treated as the criminal offence it is.
15. Any and all e-mails to a member of staff must be sent via the school e-mail system.
16. All current guidelines regarding students' safety and confidentiality must be followed at all times. This will normally include **not**:
 - (a) giving a home address, telephone or mobile 'phone number;
 - (b) arranging to meet someone unless a parent, carer or teacher has agreed.School staff may check my computer files and may monitor the Internet sites visited.
17. Contacting staff via personal e-mail is strictly forbidden unless sanctioned in advance by the Head of School. The sending of any inappropriate e-mail will be treated as a serious offence.
18. The highest standards must be observed in all messages sent via the Internet, as they may be forwarded inadvertently or incorrectly and may not be retrieved – any unpleasant

material or messages received must be reported, confidentially, to help protect **all** students.

19. Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
20. Buying anything over the Internet from a school account is prohibited.
21. This agreement should be regarded as legally binding. Failure to keep to the agreement may lead to the immediate withdrawal of Internet and ICT access to the user, and legal proceedings.



RESPONSIBLE INTERNET USE

Please complete, sign, and return to your Form Tutor

Student Name: **Form:**

STUDENT'S AGREEMENT

I have read and understand the Internet Use Agreement for Students.

I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed: **Date:**

PARENT'S OR GUARDIAN'S CONSENT FOR INTERNET ACCESS

I have read and understood the Internet Use Agreement for Students and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed: **Date:**

(Please print name):

**PARENT'S OR GUARDIAN'S CONSENT FOR WEB
PUBLICATION OF WORK AND PHOTOGRAPHS**

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed: **Date:**