



# Acceptable Use of ICT & the Internet Policy

Policy reviewed: *Spring 2024*  
Policy valid until: *Spring 2025*  
Policy owned by: *The Headteacher*

Headteacher: \_\_\_\_\_

For and on behalf of the Governing Body: \_\_\_\_\_

## **Policy status**

Statutory with annual review. The school reserves the right to change this policy from time to time as may be deemed necessary.

## **Consultation**

This policy was established and reviewed by the all school staff in consultation with the Governing Body.

## **Responsibilities of pupils**

- Pupils are responsible for good behaviour on the internet, just as they are in a classroom or a school corridor. General school rules apply.
- The internet is provided for pupils to conduct research and communicate with others. Access is a privilege, not a right. We feel that access to the internet requires responsibility.
- Individual users of the internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards.
- Pupils should read (with their parents) and then sign, the school agreement at the start of the academic year.

## **Roles and responsibilities of staff**

- Computer storage areas will be treated as school property. Staff may review files and communications to ensure that users are using the system responsibly.
- In school, teachers will guide pupils towards appropriate materials.

## **Roles and responsibilities of parents**

- Outside of school, families bear responsibility for guidance as they must also exercise with information sources such as television, phones, movies and other potentially offensive media.
- Parents should read (with their child) and then sign, the school agreement at the start of the academic year.

## **The following are not permitted**

1. Sending or displaying offensive messages or images
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, devices, computer systems or computer networks
5. Violating copyright laws
6. Using passwords belonging to other people
7. Trespassing in others' folders, work or files
8. Intentionally wasting limited resources

## **Rules**

The following rules are displayed prominently in classrooms. Parents are provided with a copy of these rules at the start of every academic year. They are asked to read through these rules with their child(ren) and both are asked to sign to show that they understand and agree with them.

1. I will ask permission before using the internet.
2. I will only use websites my teacher has chosen.
3. I will only e-mail people my teacher has approved.
4. I will only send e-mails that are polite and friendly.
5. I will never give out my home address or phone number.
6. I will never arrange to meet anyone I don't know.
7. I will never open an e-mail sent by anyone I don't know.
8. I will never use internet chat rooms.

9. I will tell the teacher if I see anything that I am unhappy with.
10. I will not bring any portable data into school.
11. I will not download programme files from the internet.
12. I understand that school may check the computer files and may monitor the sites that I visit.

## **Sanctions**

- Violations of the above rules will result in a temporary or permanent ban on internet use, access to Hwb or use of the school computers in general
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- When applicable, the Police or the Local Authority may be involved. The school may exercise its right to monitor the use of the school's computer systems, including access to web sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.