St Aidan's Catholic Primary School

Acceptable Use Policy for the Internet and Electronic Mail by St Aidan's School Staff

"The children are at the centre of all that we do and their potential to achieve is recognised.

At St Aidan's we seek to work together with parents, parishes and the local community to create an environment where we can all grow together, feel valued and develop self-esteem and a sense of responsibility." (Mission Statement)

Introduction

This document sets out the terms and conditions under which users will:

- Access the Internet
- Make use of resources / information on the Internet
- Disseminate information arising out of the Internet
- Disseminate information via the Internet
- Communicate using the Internet

This document applies to all staff to whom the Internet is available via accounts set up by the school and includes both networked and stand-alone computers within Schools with access to the Internet.

Purpose

The primary purpose of this document is to establish a set of rules and regulations to enable all school users of the Internet to do so for the benefit of their school.

Additionally, this document aims to safeguard the school and its employees. Specifically to:

- Minimize (and where possible eliminate) the school's legal liability for the acts of employees using the Internet.
- Minimize (and where possible eliminate) the threat of damage to school property and or reputation by acts of employees using the Internet.
- Educate staff on their duties and obligations to the school and each other when using the Internet and the consequences of breaching them.
- Protect employees if this policy is breached by accident

School Responsibilities

Implementing this Policy

- Every user with Internet access is aware of it and understands its contents,
- Its regulations are enforced throughout the school,
- Breaches can be reported in a safe and confidential manner.

Under the authority of the Head teacher, line managers should ensure that staff usage of the Internet and electronic mail is carried out in accordance with this Policy. The Head Teacher should also have final control over who in the school has access to the Internet. This Policy must also form part of the induction programme of all School employees who will have access to computers in the course of their work.

Warning against Deliberate Misuse of the Internet

The Internet is a valuable resource. It also presents significant dangers to the School from staff who may choose to abuse it. Whilst each case will be judged on its own merits, the following warning is issued to all staff:

(a). Any member of staff who commits a breach of any School Policy, as a result of unauthorized use of the Internet (including electronic mail) will face disciplinary proceedings. Staff needing clarification on policies, financial and other regulations should consult their line manager. Additionally:

(b). If the School discovers that a member of staff has committed a criminal offence or has been party to the commission of one as a result of unauthorized use of the Internet, the Police will be contacted immediately,

(c). The School will in no way indemnify a member of staff who has incurred any liability as a result of unauthorized use of the Internet. The School will seek financial redress from members of staff whose unauthorized use of the Internet causes the school to suffer a loss.

Protection of staff acting in good faith

It is fully recognized that a member of staff may accidentally breach this Policy whilst acting in good faith and in the course of their duties as a member of staff of the School. If a member of staff suspects this to be the case, they MUST notify their line manager IMMEDIATELY so that action can be taken to
prevent or minimise damage.

Authorized Uses of the Internet

The school permits staff to use the Internet in connection with the following purposes only:

- The delivery of services which the school offers,
- The management of school resources,
- The performance of an individual's duties as a member of the school community

Please note that users may be asked to justify accessing any site.

Unauthorized uses of the Internet

Whilst an act that does not fit the above categories will be considered an unauthorised use of the Internet, users attention is drawn to the following:

Strictly prohibited acts

- The copying of software files from the internet should be kept to a minimum. No executable files should be copied from the internet. Software downloads must only be carried out by a member of staff who is capable of ensuring that it is not faulty, is not infected with a virus and that all copyright requirements are met. If there is any doubt, the Computing Manager should be contacted. Do not access any sites or download or print any files displaying material that the user

knows to contravene the School's Equal Opportunities Policy. If such a site is accessed inadvertently, a manager should be informed immediately.

- No persons in or out of schools hours, on the school site, should access URLs that may be deemed as unacceptable in a primary school situation. The Head teacher is responsible for the ruling regarding the suitability of a site that others may find offensive.
- Do not access any site that involves any form of gambling or betting,
- Do not access any sites which provide a discussion or "chat" forum which does not fit the authorized uses listed above,
- Do not order any goods via the Internet without consulting your line manager (please note that to do so may result in a breach of the formal procurement requirement in Financial Regulations),
- Do not respond to surveys on the Internet on behalf of the School without consulting your line manager,
- Do not open a subscription account on the Internet on behalf of the School without express permission of the head teacher,
- Do not allow anyone other than an employee of the school to use the Internet via the user's PC.
- Do not use electronic mail for communication other than for purposes set out in Authorized Uses of the Internet, above,
- Do not leave PCs in a state where it would be possible for someone other than the normal user (or other legitimate user) to access the Internet,
- Do not leave your PC unattended whilst it is on the Internet.

It is the responsibility of all users to report any unauthorized acts to their line manager as soon as it comes to their attention. Line managers must inform the Head teacher of the breach who in turn should investigate the breach.
Additionally, users are requested to follow the principles of good practice set out below:

Internet

- Do not reveal your own (or any other person's) personal details eg. home address, telephone number over the Internet,
- Connection time on the Internet must be of the shortest possible duration,
- Keep a record of sites that may be of use to your school and inform your Computing coordinator of them.

Electronic Mail

- Electronic mail should only be used in the course of your work even if this account is used outside work hours or premises.
- Electronic mail is not a person-to-person communication, always use appropriate language.
- Never use electronic mail to send or forward chain letters or any material which may contravene School policies (e.g. jokes, pictures of a racist or sexist nature)
- Keep messages as brief as possible.
- Only copy messages (i.e. cc or bcc) to people where it is of direct relevance.
- If you are attaching documents, always state the format (e.g. Word 97 or Excel 2000) of the file you are attaching in the body of the electronic mail message. In general Word and Excel are the most commonly used applications across Croydon Schools.
- At least once a week, ensure that all unwanted electronic mail messages are deleted from the INBOX, Sent and Trash folders.

Monitoring

The Schools Internet Service Provider (ISP) continually monitors new sites with a view to barring access to sites promoting or displaying material that contravenes this Policy. Access to the Internet from School's computers is also continually monitored.

Reviewing this Policy

This Policy will be reviewed and re-issued at least annually as the use of the Internet in the School develops.

Reviewed February 2023.