



SAFE INTERNET USE – VISITORS POLICY

The school computer system provides Internet access to third parties, that is other than staff and students. This E-mail and Internet Use Good Practice policy will help protect third parties, students and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- Memory sticks / USB pen drives must not be brought into school unless permission has been given.
- Copyright and intellectual property rights must be respected.
- Users must respect the work of others, which might be stored in common areas on the system. Conversely, users should always try and store their files and data in their own secure area or on removable media. Files and data stored in common areas of the system must be transferred at the earliest opportunity to the user's own area. Such files will be regularly removed from the system.
- Users are responsible for e-mail they send and for contacts made. E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property. Anonymous messages and chain letters must not be sent.
- Users should report any unpleasant material or messages received. The report will be confidential and will help protect others.
- The use of public chat rooms is not allowed.
- The school ICT systems may not be used for private business purposes, unless the Principal has given permission for that use. Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Irresponsible use may result in the loss of Internet access.
- Access to You Tube content is restricted to lesson times only to ensure that pupil use can be supervised by staff. By default, access will be unavailable throughout the day unless specifically requested by a member of staff via the IT Helpdesk.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Tor View School	
Responsible E-mail and Internet Use	
Please complete, sign and return to the School Business Manager	
Name:	Address:
Agreement	
I have read and understand the school 'E-mail and Internet Use Good Practice - Rules for ICT Users' document. I will use the computer system and Internet in a responsible way and obey these rules at all times.	
Signed:	Date:

	Name/Initials:	Date:
Written By:	Tor View	
Reviewed:	Kelly Morgan	18.04.18