

Internet Code of Practice – September 2022

The school has provided computers, laptops and tablets for use by pupils and staff. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Equipment

- Do not install, attempt to install or store programs of any type on the devices without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media such as USB sticks.
- Do not connect mobile equipment to the network (e.g. laptops, tablets etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not eat or drink near computer equipment.

Security and Privacy

- Do not disclose your passwords to others, or use passwords intended for the use of others. This includes your network password, or your login details for educational sites such as Seesaw or My Maths.
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
- Do not use the computers in a way that harasses, harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
- Computer storage area will be accessible to appropriate staff members. Staff may review files and communications to ensure that users are using the system responsibly.

Internet

- Do not access the Internet unless for study or for school authorised / supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet.
- Never arrange to meet anyone unless your parent/guardian or teacher goes with you. People you contact online are not always who they seem.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed,
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which could destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.

Please read this document carefully. Only once it has been signed and returned will access to the Internet be permitted. If any pupil violates these provisions, access to the Internet will be denied and the pupil will be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

Pupils' Internet Code of Practice

- I will only use the internet when supervised by a teacher or adult.
- I will never tell anyone I meet on the internet my home address, my telephone number or my school's name, unless my teacher specifically gives me permission.
- I will never send anyone my picture without permission from my teacher/parents/carers.
- I will never give my password to anyone, even my best friend and I will log off when I have finished using the computer.
- I will never arrange to meet anyone in person without first agreeing it with my parents/teacher/carers.
- I will never hang around in an Internet chat room if someone says or writes something which makes me feel uncomfortable or worried, and I will always report it to a teacher or parent.
- I will never respond to unpleasant, suggestive or bullying e-mails or bulletin boards and I will always report it to a teacher or parent.
- I will not look for bad language or distasteful images while I'm online and I will report bad language or distasteful images to a teacher or parent if I come across them accidentally.
- I will always be myself and will not pretend to be anyone or anything I am not.
- I know that my teacher and the Internet service provider will check the sites I have visited.
- I understand that I can access only sites and material relevant to my work in school and that I will not be able to use the Internet if I deliberately look at unsuitable material.
- I understand that I will not be able to use the Internet if I deliberately hack into the schools' or other systems.
- I know that the posting of anonymous messages and the forwarding of chain messages is not allowed.
- I know that the contents of my e-mail messages will be monitored by the Network Manager
- I may not download software from the Internet (including screen savers, games, video clips, audio clips).
- I know that information on the Internet may not always be reliable and sources may need checking. Web sites may be sponsored by advertisers.
- I will not use e-mail to send or encourage material which is pornographic, illegal, offensive or annoying or invades another person's privacy

Pupil's Name..... School

I have read the Pupils' Code of Practice and I have discussed it with my son/ daughter/ ward. We agree to support the school's policy on the use of the Internet.

Signed (Parent/Guardian/Carer) PupilDate

Teacher Guidelines

The school has provided computers, laptops and tablets for use by teachers. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all teachers, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Equipment

- Do not install, attempt to install, or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media (such as USB sticks, flash drives etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect mobile equipment to the network (e.g. laptops, tablets etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not eat or drink near computer equipment.

Security & Privacy

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet your home address, your telephone number or your school's name, or send them your picture.
- Do not use the computers in a way that harasses, harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
- Computer storage areas will be accessible to appropriate members of staff. Staff may review files and communications to ensure that users are using the system responsibly.

Internet

- Do not access the Internet unless for school activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed,
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of the Senior Leadership Team.

Please read this document carefully. Only once it has been signed and returned will access to the Internet be permitted. If any teacher violates these provisions, access to the Internet will be denied and the teacher will be subject to disciplinary action.

Teachers' Internet Code of Practice

This code of practice applies to the use of the Internet for learning and the way in which Internet Safety is modelled to your class. Correct procedures for personal internet use are outlined in the Staff Code of Conduct and the Staff Handbook.

- Teachers should be familiar with the school's Network, Internet, e-mail and web site creation policies and the pupils' code of practice for Internet use.
- Teachers should closely monitor and scrutinise what their pupils are accessing on the internet including checking the history of pages.
- Computer monitor screens should be readily visible by the teacher, so they can monitor what the pupils are accessing.
- Pupils should have clear guidelines for the content of e-mail messages, sending and receiving procedures.
- Use of the Internet should be supervised by a teacher or adult.
- Pupils should be taught skills and techniques to enable efficient and effective use of the Internet.
- Pupils should have a clearly defined focus for using the Internet and e-mail.
- If offensive materials are found the monitor should be switched off, any printed materials or disks should be confiscated and offensive URLs should be given to the Mrs Allen who will report it to the Internet Service Provider.
- Virus protection has been provided by the school as viruses can be down loaded accidentally from the Internet. Pupils bringing work from home, on USB sticks could also infect the computer and the Network.
- The recommended ISP will check sites visited by schools.
- It is recommended that pupils do not use open forums such as newsgroups or chat rooms.
- Disciplinary action may be taken if the Internet is used inappropriately e.g. for accessing pornographic, racist or offensive material for personal financial gain, gambling, political purposes or advertising.
- Software should not be downloaded from the Internet (including screen savers, games, video clips, audio clips).

I have read the Code of Practice for pupils and teachers and I am familiar with the school's policy on the use of the Internet, e-mail, the creation of web sites and network security.

I agree to abide by these policies and the Teacher's Code of Practice.

Name.....Signed.....Date.....