

Acceptable Computer and Internet Use Statement at Cranham Primary School(Staff)

The computer networks and laptops are owned by the school and are made available to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden:

No software is to be installed except by the ICT Co-ordinator or D&D technician under guidance.:

No hardware peripherals are to be added except by the ICT Co-ordinator or D&D technician under guidance

All files / removable drives brought from outside school, by adults or children, should be virus scanned before use

All e-mail attachments will be virus scanned automatically as they are opened and any virus found must be reported to the ICT Co-ordinator – **THIS IS MOST IMPORTANT.**

In all cases treat e-mail attachments with suspicion – even if you know the sender

Do not respond to any unsolicited messages you receive, as they are probably sent by a computer using randomly generated e-mail addresses. If you respond, the sender knows that he has contacted a valid e-mail address and we will be bombarded with 'spam'

Microsoft NEVER send unsolicited e-mails. If you receive one purporting to be from them it **will** contain a virus.

- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. **Messages using the school domain name should be regarded in the same way as letters written using headed paper.**
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected and acknowledged.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Use of the network to access inappropriate or illegal websites is forbidden.
- The school web site can be accessed by anyone on the Internet. Under no circumstances must the full names or contact details of pupils or staff be divulged on web pages. No

photographs of personnel or pupils will be published on the website without written permission.

- It is the responsibility of each member of staff to ensure that parent helpers are made aware of substance of this document.
- All pupils at Cranham are too young to be members of social networking sites such as Facebook (13), Instagram (13) and Snapchat (13). It is therefore forbidden for all members of staff to be 'friends' with any pupil on a Social Network Site. It is also vital that all staff know that any message posted online could potentially be read by anyone. Therefore, it is forbidden for staff to discuss issues regarding school in this way. It is also important to realise that any posting online carries the same legal weight as a comment overheard in public.

Pupil guidelines for Computer and Internet use

- I will not use a computer without permission and I know that I am not allowed in the computer room without a member of staff.
- I will be responsible and show good behaviour when using the computer.
- I will not 'log on' or use passwords to gain access to the computer or to access the Internet or e-mail without permission.
- I will only use the Internet or e-mail as instructed by the teacher.
- For the safety of everyone, I will report anybody who disobeys the rules to a teacher.
- I will not read other peoples e-mail or use their files, without their permission.
- I realise that teachers will read all my e-mail and will be able to access/alter all of my computer work.
- I will look after all the equipment and only use it when instructed by a teacher.
- If I do not keep to the rules I may be stopped from using computers and my parents/guardians will be informed.
- I will only use internet access when allowed to do so and there is a member of school staff present.

- 📄 I know that I am too young to be a member of Facebook, Instagram, Snapchat and many other similar sites.

Additional Information and Important Procedures:

All incidents of improper use of ICT (including cyber-bullying, access of inappropriate materials, whether intentional or accidental) are recorded (Staff Information>Internet Safety>Online Incident Log)

School Internet Monitoring software is active and reports abuse to designated people (Head of school DSL)

Internet safety training for pupils is a regular component of our curriculum for pupils

Updates on e-safety are at least annual for staff

Parents are distributed information from school about keeping their children safe on-line at least annually