



The Mill Primary Academy

INTERNET / EMAIL / ICT : ACCEPTABLE USE POLICY



Networked ICT resources, including Internet access, are available to pupils and staff in the school. All users are required to follow the conditions laid down in this policy. Any breach of these conditions may lead to withdrawal of the user's access and in some instances could lead to criminal prosecution. Any breach of the conditions will also be considered a disciplinary matter and could lead to dismissal for members of staff.

ICT resources are intended for educational and professional purposes, and may only be used for legal activities consistent with the rules and expectation of all within the school. Any use of the network/ emails/ social networking sites that would bring the name of the school or Tkat into disrepute is not acceptable and should be carefully considered as bringing the school into disrepute could lead to dismissal.

The reputation of the school matters a great deal as does the reputation of each individual who works in the school. It is absolutely essential that all staff, either paid or voluntary, use social networking sites, and other forms of electronic communication, responsibly and ensure that neither their personal or professional reputation, or the school's reputation, is compromised by inappropriate postings.

Any communications or content published that causes damage to the school, any of its employees or any third party's reputation may amount to misconduct or gross misconduct to which the school Disciplinary Policies apply.

No member of staff should be 'friends' on social network sites with any parents or pupils for purposes of safe guarding, confidentiality, reputation and ensuring a professional distance is maintained at all times.

The school expects that staff will use new technologies as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the use of such resources. **Independent pupil use of the Internet or the school's intranet will only be permitted upon the parent consent form being signed when the pupils join the school (copy of relevant section below).**

ICT and responsible use of	
As part of everyday learning your child will have access to a range of ICT resources, the Internet and email. All use of ICT is restricted by a filter that is managed by WSCC. We believe that being able to use Computers, the World Wide Web and e-mail effectively are essential skills in a modern world. Access to all of these resources is a privilege, not a right. It is important that your child respects this and uses all equipment in an appropriate manner.	
Your child understands that they must use the ICT resources in a responsible manner.	YES / NO
They have permission to use the internet when in school.	YES / NO
They know that if they are using emails that the language they use should be appropriate to school.	YES / NO
Your child knows that they must never disclose personal information such as age, address, or arrange to meet someone either by the internet or on the web.	YES / NO

Conditions of Use

1 **Personal Responsibility**

Access to the networked resources is a privilege, not a right. Users are responsible for their behaviour and communications. Staff and pupils will be expected to use the resources for the purpose for which they are made available. Users will accept personal responsibility for reporting any misuse of the network to the **ICT co-ordinator and head teacher**.

2 **Acceptable Use**

Users are expected to utilise the network systems in a responsible manner. It is not possible to set hard and fast rules about what is and what is not acceptable, but the following list provides some guidelines on the matter:

- a) Accessing or creating, transmitting, displaying or publishing any material (eg. Images, sounds or data) which is likely to cause offence or is inappropriate in content, or that would create needless anxiety.
- b) Accessing, or creating, transmitting or publishing any defamatory material.
- c) Receiving, sending or publishing material that violates copyright laws or Data Protection Acts.
- d) Transmitting unsolicited material to other users (including those on other networks).
- e) Unauthorised access to data and resources on the school network system or other systems.

3 **Damage**

Any malicious attempt to harm or destroy any equipment or data of another user or network connected to the school system will result in loss of access, disciplinary action and, if appropriate, legal referral. This includes the creation or uploading of computer viruses. The use of software from unauthorised sources is prohibited and software should not try to be loaded onto the school systems; all requests for changes needs to go through JSPC who provide out IT support.

4 **Media Publications**

Named images of pupils must not be published unless parents have given permission (eg. Photographs, videos, TV presentations, web pages etc.) Named pupils work will only be published (eg. Photographs, videos, TV presentations, web pages etc.) if parental consent has been given. (This information is held on the consent form).