

# St. Paschal Baylon Catholic Primary School



## Acceptable Usage Policy

## Staff and Pupils

- When using the internet all users must comply with copyright, libel, fraud, discriminations and obscenity laws and all school staff are expected to communicate in a professional manner, consistent with the rules of behaviour governing employees in the education sector.
- Staff are expected to use the laptops, computers and I pads, as appropriate within the curriculum. Staff are not permitted to install or store any type of programme without permission. Staff should not view, download, or store files which may be considered offensive owing to their sexual, racial or religious nature. Any such behaviour will be considered gross misconduct and may result in disciplinary action or dismal.
- Pupils are responsible for their good behaviour on school computers, I pads, or other technology in school and off the school premises. Although access to the internet is an important part of the curriculum, pupils who fail to maintain acceptable standards of use may find their internet access restricted or withdrawn.
- Staff will ensure that pupils know and understand that no internet user is permitted to:
  - ✓ Retrieve, send, copy or display offensive messages or pictures
  - ✓ Damage, computers, laptops ,I pads or other technology
  - ✓ Violate copyright laws
  - ✓ Use another's password
  - ✓ Trespass in another user's folders, or work files
  - ✓ If any unsuitable sites or images are accidentally encountered, this must be reported to the Head Teacher immediately.

## Location and Supervision

- Access to the internet provided to staff and pupils will be through a filtered service provided by Liverpool Council. All users will be aware that the school and local authority can and does track and record the sites visited.
- Whilst using the internet at school, pupils will be supervised. Pupils in EYFS and KS1 will always be directly supervised. Children in KS2 will be asked to do independent internet research. **They may, but only after being taught internet safety, and signed the pupil acceptable usage policy.** Although these children will not be directly supervised, there should still be an adult responsible for checking their progress.

- Staff should check any websites they allocate for children beforehand. Including any suggested internet searches.
- E-Safety is to be of paramount importance and children should fully understand why internet rules exist and the importance of achieving them.
- Network administrators (MGL) may review files and communications to maintain the system and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the internet itself, users must not expect files stored on school or internet servers to be private.

### Examples of Acceptable and Unacceptable Use

Online activities which are **encouraged** include:

- The use of email for communication between colleagues, teachers, other schools and agencies. Using our school email.
- If using Hotmail, or Google email etc, care should be taken to access these outside class hours, because of the risk of 'spam' or unsuitable advertising.
- Use of internet to investigate and research school subjects, cross curricular themes and topics.
- The development of pupils' competence in ICT skills and general research.

Online activities which **are not** permitted include:

- Searching, viewing and or retrieving materials that are not related to the aims of the curriculum.
- Copying, saving or redistributing copyright materials.
- Subscribing to services or ordering goods or services, unless specifically approved by the Head Teacher
- Publishing, sharing or distributing any personal information about a user.
- Any activity that violates a school rule.

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ICT Co-ordinator

