

## **Internet Acceptable Use Policy Acklam Grange School**

**Please read this policy carefully as you will be deemed to be aware of its contents.**

The purpose of this policy is to ensure that users of Acklam Grange School understand the way in which the Internet is to be used.

The policy aims to ensure that the Internet/School Network is used effectively for its intended purpose, without infringing legal requirements or creating unnecessary risk.

The policy applies to:

All users and administrators of Acklam Grange School.

Acklam Grange School encourages users to make effective use of the Internet/School Network. Such use should always be lawful and appropriate. It should not compromise the Acklam Grange School's information and computer systems nor have the potential to damage Acklam Grange School's reputation.

### Use of Internet facilities

Acklam Grange School expects all users to use the Internet responsibly and strictly according to the following conditions: For the purposes of this policy, Internet usage means any connection to the Internet via Web browsing, external email or news groups.

Users shall not:

- Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials.
- Reveal or publicise confidential information, which includes but is not limited to: financial information, personal information, computer/network access codes and passwords
- Intentionally interfere with the normal operation of the Internet connection, including the propagation of computer viruses and sustained high volume network traffic (sending or receiving of large files or sending and receiving of large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the Internet
- Visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
  - pornography (including child pornography)
  - promoting discrimination of any kind
  - promoting racial or religious hatred
  - promoting illegal acts
  - any other information which may be offensive to colleagues

Acklam Grange School acknowledges that in certain planned curricular activities, access to otherwise inappropriate sites may be beneficial for educational use (for example investigating racial issues). Any such access should be preplanned and recorded so that it can be justified if required.

If inappropriate material is accessed accidentally, users should immediately report this to a Senior Technician so that this can be taken into account in monitoring.

Incidents which appear to involve deliberate access to Web sites, newsgroups and online groups that contain the following material will be reported to the police:

- images of child abuse (images of children, apparently under 16 years old)
- adult material that potentially breaches the Obscene Publications Act
- criminally racist material

#### Monitoring

Acklam Grange School will monitor and audit the use of the Internet to see whether users are complying with the policy. Any potential misuse identified by Acklam Grange School will be reported to the Senior Management Team. On evidence provided by Acklam Grange School, an employee may be disciplined. At the same time, if a user's conduct and/or action(s) are illegal, the user may become personally liable.

Users are to understand that their user area and Internet ID is their own responsibility and access to it should not be given to others. Passwords should not be shared or used by any other users.

If it is likely that a password has become known it should be changed immediately.

Staff who use school laptop computers at home should ensure that appropriate anti-virus software is installed and regularly updated. The laptops are intended for the use of staff only and must be kept securely stored.

Acklam Grange School is not liable for the loss or interception of personal information that is transmitted across the network. It is not advisable to use the network for entering credit card or other personal details which could be used in transactions.

Network services reserve the right to install remote connection software to all school computers and laptops.

Network services reserve the right to install network cameras to monitor misuse/damage to the school infrastructure.

Visitors should note that the school reserves the right to inspect, for inappropriate images and materials, any mobile devices which are brought onto site by pupils, staff and all other users and visitors to the site.

This policy is written in good faith with respect to all users to ensure the e-safety of the Acklam Grange School community.