**Wribbenhall School**

**Staff Internet Acceptable Use Policy**



Re-Written: Spring Term 2020

Date of Next review: Spring Term 2021

**To be read in conjunction with:**

Wribbenhall School Prospectus

**Approved by:**

Proprietor: Ellis Wells

17th February 2020

Staff Internet Acceptable Use Policy

Applies to: All teaching and support staff, volunteers, overseers and community users both onsite and via external access to the ICT Network services.

# INTRODUCTION

Various projects have proven the educational benefits of Internet access, which allows users to explore thousands of sites with curriculum content, resources such as databases, videos and online books. Users can exchange messages with other learners and teachers throughout the world.

# THE POLICY

This policy will be reviewed in a copy is available upon request from the school office.

This policy is formed as a contract between the school and the users of Wribbenhall Schools ICT facilities and describes where and how the facilities can or cannot be used. By logging onto the ICT network systems within the school the user is accepting the conditions of this policy and agreeing to compliance with the relevant legal acts relating to the use of computer systems.

# INAPPROPRIATE MATERIALS

Neither the school nor the Internet service provider (ISP) can give any guarantee of 100% safety from inappropriate materials available through the ICT network facilities.

# LEVELS OF SECURITY PROVIDED/MONITORING

The logging and monitoring of web content and other associated web-based services on site is provided by the school. All web pages sites/services accessed or attempted to be accessed are therefore logged by the school and are periodically examined and reported upon.

In addition to the Internet filter and monitor systems there are also other general monitoring systems within school, which capture screenshots when a violation is detected. If the user was using the Internet at the time a capture will be taken and may be used in accordance with this policy as appropriate

# EQUALITY OF ACCESS

Wribbenhall School believes in equality of access to all staff and pupils within the school. As such, all staff members have access via the various computing resources within the school. All pupils have access to their computers and laptops located throughout the school.

# EXPECTATIONS OF THE USER

1. The user is expected to follow all the conditions of this policy and take a responsible approach to any resources that he or she may have access to.
2. Access to the Internet is to be appropriate to either the staff members professional activity or to the community user’s educational needs.
3. Access to the Internet is a privilege and not a right of the user and so requires a responsible attitude and acceptable behaviour to be demonstrated.
4. Users are responsible for good conduct and appropriate communications over the Internet and network.
5. it is assumed and required that all users will comply with established school standards.

# RULES FOR RESPONSIBLE INTERNET USE

1. Uses will only access the Internet using their own login name and password as provided which they must keep secret at all times.
2. The use of Internet and any associated email facilities is intended for educational or professional staff activity purposes.
3. Users will not take part in any newsgroups, chat rooms or other social networking sites unless these are directly related to a staff member's professional activity.
4. Any downloaded or material content viewed and incorporated into work must be fully referenced. Permission for inclusion of Copyright content must be sought from the owner of the material, if this is not obtained this content must not be used.
5. Under no circumstances should You view, upload or download any material which is unlikely to be suitable for children. This applies to any material of a violent, racist, obscene, dangerous or inappropriate sexual content as defined within current legislation.
6. You will not use the Internet or the services to harass, libel, defame, slander, impersonate or otherwise abuse or bully another person.
7. If any unpleasant material or messages are sent to you, this must be reported to the proprietor. Any such reports are treated as confidential.
8. School resource is are not to be used to subscribe to or purchase any equipment or services through the Internet unless you have been specifically authorised to do so as part of your professional duties.
9. Uses must not undertake any activity that contravenes school rules or government legislation.
10. Any personal views that are communicated over the Internet or via email must be endorsed and cleared by the proprietor, prior to sending, notifying the recipient(s) that these are not the view(s) of the school.
11. Users acknowledged that all activity on the Internet is logged and monitored by the school, SOPHOS and other subscribed-to Internet Service Providers

# SANCTIONS FOR BREACH OF THE POLICY

1. Any breach of these conditions may lead to withdrawal of Internet or general network access rights and could lead to disciplinary action and possible criminal prosecution.
2. In the case of employee’s breach of the conditions it may constant constitute a breach of conditions of service and could lead to dismissal on grounds of misconduct.
3. If any breach of conditions is discovered the following sanctions may be enforced: -

* Temporary or Permanent ban from Internet Access.
* Incident reported to LADO.
* Additional disciplinary action in line with school disciplinary policies
* Ban from using computers within school.
* Other external agencies may be contacted.
* Dismissal proceedings instigated.
* Criminal proceedings instigated.

Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_/\_\_\_/\_\_\_

Authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proprietor Date: \_\_/\_\_\_/\_\_\_