

Moorside Primary School



Acceptable Internet Use – Protecting School Resources Agreement



MOORSIDE PRIMARY SCHOOL

PURPOSE, VISION & VALUES

Our Purpose

Moorside Primary is a school at the heart of our diverse community in the West End of Newcastle. We pride ourselves in being a caring school community where everyone is welcome. We strive to deliver an outstanding education for all our children. We help everyone to become caring and active citizens. We encourage everyone to thrive and achieve their full potential.

Our Vision

We want everyone in our school to work together to make us as good as any school can be. We want to create new opportunities for everyone to succeed. We want to create a culture which broadens all of our horizons. We want everyone to be able to tackle the challenges we will face in an ever changing world. We want all of our children to effectively engage with each other and with our community.

Our values

We all believe that

Our local community deserves a school they can be proud of
We are a caring community where everyone is welcome
We all value, respect and support each other
Our community has the right to be safe and healthy.
Our children should have the chance to enjoy and be enthused by their time in our school

We all work together to make sure that

Everyone always tries their best and take pride in all that they do
Everyone demonstrates good manners at all times
Everyone respects each other and show consideration
Everyone respects and cares for our environment and resources
Everyone celebrates each other's successes and achievements

Any staff member **provided or using** any IT equipment is responsible for that equipment. It is provided and owned by the school and should be used in a responsible manner. If teachers are responsible for class/pupils using IT equipment they need to be vigilant and monitor how children are using the equipment. Some staff may be authorised to have IT equipment at home in this case the staff member is responsible for that equipment and it needs to be included in their insurance – it is only loaned to that member of staff. Any IT equipment allocated to a member of staff needs to be “signed out” and in the case of damage (not wear and tear) may be responsible for its replacement.

All staff are expected to abide by the terms and conditions governing the acceptable use of IT equipment, whether that be in the school environment or equipment “loaded” and used at home. All staff are required to sign this Acceptable Internet use Agreement by signing and returning the Acceptable Internet Use Agreement Form.

The school reserves the right to examine any school property by a physical check. In the case of IT equipment the school has the authority to monitor the use of all school's computer systems and equipment, including the monitoring of web-sites, the interception of e-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer

systems and equipment is or may be taking place, or the system or equipment, is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Any member of staff using IT equipment (whether at home or at school) and engaged in internet activity, using school equipment, must comply with the following conditions:

- All staff should have an understanding of the basic conventions of internet use and be familiar with navigation techniques.
- All internet activity should be used for legal staff professional activity consistent with the aims, objectives and rules of the school and Local Authority. Personal use must still comply with the requirements of these guidelines and the Internet/E-mail Security Policy.
- Access in school should only be made via the authorised account and password, which should be kept private and not be made available to any other person.
- Access from home, and from terminals away from schools, should be made through reliable Internet Service Providers. All staff has a duty of care to ensure that every security precaution, including spyware and firewall are employed to ensure the safe use of the internet and e-mail services.
- Staff are personally responsible for the internet and email activity on any IT equipment loaned to them, as such, they must take every necessary measure to ensure that the integrity of this policy is not compromised by inappropriate use by third part users, including family members. *It is acknowledged that it is not possible to totally prevent accidental contact with inappropriate materials. In the event of any accidental occurrences, staff members should advise the Head teacher.*
- Staff should refrain from revealing their personal details, and home addresses or telephone number on the web or in dialogue with other Internet users.
- Activity that threatens the integrity of the school IT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all e-mail accounts from the laptop and for e-mails sent and for contacts made that may result in e-mail being received;
- 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 for personal financial gain, gambling, political purposes, advertising or any form of illegal activity is strictly forbidden.
- Staff should only download software with a direct business use which supports teaching and learning. Downloaded software should be properly licensed (where appropriate), and only used under the terms of that licence and in accordance with the schools own procedures.
- Copyright of materials must be respected, in accordance with the Copyright, Designs and Patents Act 1988.
- The terms of the school's Data Protection registration should be adhered to and users must clearly understand that there is a personal legal duty on them as well as the school.
- Use of the laptop or equipment to access inappropriate materials such as pornographic, racist or offensive materials, in line with the Computer Misuse Act 1990, Obscene Publications Act 1959 and 1964, the Protection of Children Act 1978, the Children Act 1989 and 2004, and the Sexual Offences Act 2003 is strictly forbidden.
- Laptops and other network devices should be regularly connected to the school's network system in order to benefit from the automatic updating of security and anti-virus software.

Sanctions

The misuse of school IT equipment, including laptops, iPads, e-mail, and the internet are serious offences. The school and LA have a duty of care to monitor the use of e-mail and Internet activity to prevent unlawful action and the distribution of offence material.

Breaches of the conditions could lead to disciplinary action and the withdrawal of internet access and loan privileges. Serious misuse may constitute a breach of the conditions of service and could lead to dismissal on the grounds of serious misconduct and possible criminal prosecution.

Acceptable Use & Protecting School Resources Agreement

I have read the Acceptable Use & Protecting School Resources agreement and agree to abide by the conditions. I understand that the misuse of schools computer equipment, E-mail and Internet systems are serious offences and could lead to disciplinary procedures, up to and including dismissal. I also understand my responsibilities of protecting school resources.

Full name

Signed Date

I have the following IT equipment personally assigned to me (this does not include class/Year group allocation)

Model

Serial

I understand that I am responsible for this equipment

Signed

Date

Internet Reporting Form
Internet Incident Log Report

Name of person

Name of School

Laptop \ iPad Details:

Make: Model _____ Serial Number _____

Location

Internet service Provider

Date and Time of incident

Site accessed
Explanation

Length of time spent at visit

Action undertaken

Date of report

Reported to Head teacher on the Date

SignedDate

Action

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