



Acceptable Use of the Internet Policy

The policy aims to ensure that the internet is used effectively for its intended purpose, without infringing legal requirements or creating unnecessary risk. Users should read this policy alongside the other Northfield Manor Primary Academy policies: e.g. E-Safety and Computing Policy.

The policy applies to all users and administrators at Northfield Manor Primary Academy.

On evidence provided by the school, an employee may be disciplined by their employer. At the same time, if a user's conduct is illegal, the user may become personally liable in some circumstances.

The school encourages users to make effective use of the internet. Such use should always be lawful and appropriate.

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

Northfield Manor Primary Academy expects all users to use the Internet responsibly and strictly according to the following conditions: For the purposes of this document, internet usage means any connection to the internet via Web browsing, external email or news groups.

Users shall not:

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

Northfield Manor Primary Academy acknowledges that in certain planned curricular activities, access to, otherwise deemed inappropriate, sites may be beneficial for educational use (for example investigating racial issues). Any such access should be pre-planned and recorded so that it can be justified if required.

Incidents which appear to involve deliberate access to websites, 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) involved in sexual activity or posed to be sexually provocative
- * adult material that potentially breaches the Obscene Publications Act in the UK
- * criminally racist material in the UK



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

- * Use Northfield Manor Primary Academy facilities for running a private business.
- * Enter into any personal transaction for which the school could be subsequently liable.
- * Visit sites that might be defamatory or incur liability on the part of Northfield Manor Primary Academy or adversely impact on the image of Northfield Manor Primary Academy.
- * Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties.
- * Reveal or publicise confidential or proprietary information, which includes, but is not limited to: Financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships.
- * 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
- * Use the internet for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate

Monitoring

Northfield Manor Primary Academy will monitor and audit the use of the Internet to see whether users are complying with the policy. Any potential misuse identified will be reported to the Head Teacher and appropriate action will be taken.

Agreement:

Staff are asked to sign a Code of Conduct for ICT when they begin their employment at the school and then annually as recognition of their agreement to adhere to this policy. Children and parents are asked to agree and sign Online Safety Rules when the child starts school and then annually. Children in Reception are taught the rules and sign them when they fully understand the meaning of doing so.

Review: This policy is reviewed at least annually.

Date agreed by the Governing Body: 4/12/17

Signed: David Duff

(Chair of the Governing Body)