



# St. James' C.E. Primary School, Haslingden

ACCEPTABLE USAGE POLICY	
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*Growing in God's Love, Learning as we go.*

## Acceptable Usage Policy

ENDURANCE   FORGIVENESS   FRIENDSHIP   KOINONIA  
PEACE   THANKFULNESS   TRUST

To ensure the full protection of children using the intranet and the appropriate use of the intranet by teaching and non-teaching staff, the following stipulations have been put in place the SLT and the Online safety/Computing subject leader:

All users of the computers and iPads in school will abide by this policy.

- Internet access will be limited to the intranet. A centrally monitored walled garden of information screened for the safety of the people using it.
- Access to the intranet will be for all irrespective of age, race, gender, ability, religion, ethnic group or culture.
- The intranet is set up to 'smart filter' allowing limited use of search engines; this will hopefully shield children from undesirable material.
- Intranet access will only be allowed if sanctioned by the teacher, they and the IT technician will closely monitor it.
- Teachers will use accredited websites in the teaching of curriculum areas.
- Children will only use directed words supplied by teachers when using search engines.
- At no point will children use the intranet or any search engines unsupervised.
- Anything downloaded from the intranet must be acknowledged.
- Members of staff and their classes will only use the intranet for educational purposes.
- Pen drives must be checked for viruses and inappropriate material before being used in school.
- All users will pledge not to deliberately access unsuitable material and report anything found accidentally which is unsuitable to the SLT and IT technician.
- Appropriate procedures will be put in place if the security of the intranet is breached. The IT technician should be contacted and the usage will be stopped immediately until the breach has been solved.
- The protection of children's identity on the website is paramount and only children with parental permission and without names should be used.
- Social networking sites must not be available for access in school.
- Staff members must not be friends with current or ex pupils on social networking sites such as MSN Messenger or Facebook when using them in their own time.
- Personal email addresses must be kept from view from children.
- Staff must use and access their school email accounts.
- Class email addresses must be constructed by the IT technician.
- Sanctions  
Any deliberate breaches of the Acceptable Usage Policy will result in staff disciplinary meetings being held, pupil exclusion and withdrawal of access where necessary.
- Disclaimer  
Neither the school or BT Lancashire Services Lightspeed can guarantee the complete safety from inappropriate material.
- Reminder  
Any misuse of the intranet and possessions of certain undesirable material can lead to prosecution by the police.