



Federation of St Mary's and St Thomas of Canterbury Catholic Primary Schools

Responsible Internet Use

Rules for Staff and Students

The school computer systems provide Internet access to students and staff. This Responsible Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not. Staff must ensure that they have read and work within the E-safety policy.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organizations or individuals.
- Irresponsible use may result in the loss of Internet access.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, 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 system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.



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Pupil Acceptable Use Policy

All pupils must follow the rules in this policy when using school computers and information technologies)

Pupils that do not follow these rules may find:

- They are not allowed to use the computers,
- They can only use the computers if they are more closely watched.

Their teachers will show pupils how to use the computers.

Information Technology Rules	
1	I will only use polite language when using the computers.
2	I must not write anything that might upset someone or give the school a bad name.
3	I know that my teacher will regularly check what I have done on the school computers.
4	I know that if my teacher thinks I may have been breaking the rules they will check on how I have used the computers before.
5	I must not tell anyone my name, where I live, or my telephone number - over the Internet.
6	I must not tell my username and passwords to anyone else but my parents.
7	I must never use other people's usernames and passwords or computers left logged in by them.
8	If I think someone has learned my password then I will tell my teacher.
9	I must log off after I have finished with my computer.
10	I know that e-mail is not guaranteed to be private. I must not send unnamed e-mails.
11	I must not use the computers in any way that stops other people using them.

12	I will report any websites that make me feel uncomfortable to my teacher or a member of staff.
13	I will tell my teacher or a member of staff straight away if I am sent any messages that make me feel uncomfortable.
14	I will not try to harm any equipment or the work of another person on a computer.
15	If I find something that I think I should not be able to see, I must tell my teacher straight away and not show it to other pupils.

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Using a computer with another person's username and password.
- Creating or sending on the Internet any messages that might upset other people.
- Looking at, or changing work that belongs to other people.
- Waste time or resources on school computers.
- Sending text messages to other pupils which they find upsetting.

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Student User Agreement Form for the Student Acceptable Use Policy

I agree to follow the school rules when using the school computers and technologies. I will use the network in a sensible way and follow all the rules explained by my teacher

I agree to report anyone not using the computers sensibly to my teacher.

I also agree to tell my teacher or another member of staff if I see any websites that make me feel unhappy or uncomfortable.

If I do not follow the rules, I understand that this may mean I might not be able to use the computers.

Pupil Name: _____ Year _____

Pupil Signature: _____

Parental Signature: _____