

Acceptable Internet Use

Amington Heath Primary School and Nursery



Approved by: Headteacher

Date: March 2022

Last reviewed on:

Next review due by:

Staff and Other Adult Users

While using computers at Amington Heath Primary School and Nursery:

- My computer use will only be for activities necessary for carrying out the duties of my post and for responsible personal use as allowed by my employer.
- I will not use computers for personal use during directed teaching time.
- I will not attempt to download illegal material or attempt to access inappropriate sites, newsgroups or chat areas such as racist, pornographic or violent sites.
- I will respect the copyright of Internet and other resources.
- I will ensure that the content of emails I send will be professional and appropriate.
- I will not forward emails with inappropriate content.
- I am aware that the content of emails may be used in any disciplinary proceedings.
- I will log details of any inappropriate material I find on my computer or any inappropriate use of ICT facilities and pass these on to the Computing and Esafety lead and/or the Head of School.
- I will not use any computer in such a way as would disrupt the computer use of others.
- I will not interfere with any computer or network security measures the school may have in place.
- I will keep secure any passwords or confidential information entrusted to me as part of my duties.
- I will respect copyright of downloaded materials.
- I will not divulge any confidential information which I encounter as part of the duties of my post, except when inappropriate material or use has to be reported.
- I am aware that the breach of this policy may lead to disciplinary procedures.

All of the above apply equally to the use of school computers being used away from the school site.

Users should be aware that monitoring and random checks are made on all computer use and e-mail messages sent and received.

All rules relating to computer use apply to computer networks and stand-alone computers/devices in the school.

These rules also apply to all information sent electronically within the school, including text messages or pictures sent by mobile phones.

Linked policy

Staff handbook

Safeguarding

Keeping Children Safe in Education

Esaftey

Computing

Social Networking

Whistle Blowing