



HERON PARK PRIMARY ACADEMY

SP15

INTERNET ACCESS AND USAGE

Approved by: Governing Body

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Heron Park Primary Academy

Policy on Internet Access and Usage

To enable all school based employees to use the facilities of the internet/intranet appropriately.

Key points

- To protect the school/college from inappropriate use of the internet
- To provide guidance to employees on permitted and non permitted activities
- To assist the school/college and County Council in avoiding legal liabilities from inappropriate usage

1. Who does this policy apply to?

- All teaching and support staff employed directly in schools and colleges
- All other users of the school/college's internet system including casual/agency workers and contractors, parents, volunteers and governors

2. Can I use the County Council's internet links for personal use?

It is important for users to remember that the County Council's internet links are intended for school/college and County Council business use.

Personal use of the internet is permitted providing that:

- Usage is not used in school time
- Usage does not interfere with the performance of the user's school duties
- Usage does not relate to a private business or other commercial interest
- Usage does not contravene any of the school/County Council codes, policies or procedures governing standards of conduct.

Members of staff spending, what their Headteacher considers to be, an unreasonable amount of time on private use, or otherwise abusing this concession or who use the internet in normal working hours, may have their permission to use the system for personal purposes withdrawn for a period of time or permanently. They may also be liable to disciplinary action. (NB in the case of Headteachers, the chair of governors will take this decision)

If you use the internet and enter your personal credit/debit card details you do so at your own risk.

3. Is there anything that the internet must not be used for?

Examples of inappropriate and non-permitted use of the Internet are shown below. NB This is not intended to be an exhaustive list:

- Visiting web sites that contain obscene, hateful or other objectionable material or distributing/forwarding such material that breach Equal Opportunities Policies,
- Gambling,
- Conducting illegal activities,
- Soliciting for personal gain or profit,
- Representing personal opinions as those of the school/college,
- Downloading or playing internet games,
- Using 'chat rooms' or Social Networking Sites.

School employees may not use the internet/intranet for illegal purposes such as distributing prohibited material (for example pornography) or using the internet to violate personal privacy.

4. What do I do if I accidentally access sites that breach this policy?

It is recognised that staff may be able to access such sites by mistake when using search engines or when firewalls have not been able to prevent it. Where mistakes of this nature occur, staff must immediately notify the Headteacher/principal in writing, (NB in the case of a Headteacher they must notify the chair of governors).

5. Should I consider any other related policies?

This policy should be read in conjunction with the following documents:

- Electronic Mail Use Policy
- Anti-fraud and Corruption Policy
- Data Protection Act 1998
- Freedom of Information Act 2000

6. Is the school monitoring and managing internet usage?

All internet use can be monitored including personal usage.

7. What will happen if I contravene this policy?

If there is evidence that a user is not adhering to the guidelines set out in this policy, the school/college of County Council reserves the right to take disciplinary action up to and including termination of employment and/or legal action.