



Member of staff responsible: C Allton  
Date policy written: April 2018  
Date approved by the full Governing body:

Date to be reviewed: April 2019

## E-mail and Internet Use Good Practice

### Rules for ICT Use

The school computer system provides Internet access to students for learning. This E-mail and Internet Use Good Practice statement will help protect students and the school by clearly stating what is acceptable and what is not. This is relevant to the school website and the use of the Purple Mash website.

- School computer and Internet use must be appropriate to the student's education.
  - Access must only be made via the user's authorised account and password, which must not be given to any other person.
  - External hard drives must not be brought into school unless permission has been given.
  - Copyright and intellectual property rights must be respected.
  - Users must respect the work of others, which might be stored in common areas on the system. Conversely, users should always try and store their files and data in their own secure area or on removable media. Files and data stored in common areas of the system must be transferred at the earliest opportunity to the users own area. Such files will be regularly removed from the system.
  - 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.
  - Users should report any unpleasant material or messages received. The report will be confidential and will help protect others.
  - The use of public chat rooms is not allowed in school at all times.
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## **St John with St Michael CE Primary School**

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- The school ICT systems may not be used for private business 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 organisations or individuals.
- Irresponsible use may result in the loss of Internet access.
- The use of phones in school is not permitted in school by the pupils unless stated by the staff. Telephones will be confiscated if children bring them into the school premises.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of websites, the interception of emails 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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**E-Safety Consent Form St John with St Michael CE Primary**

**For Students**

<p><b>St John with St Michael CE Primary School</b> <b>Responsible E-mail and Internet Use</b> Please complete, sign and return to the school secretary</p>	
Pupil:	Form:
Pupil's Agreement I have read and understand the school 'E-mail and Internet Use Good Practice - Rules for ICT Users' document. I will use the computer system and Internet in a responsible way and obey these rules at all times.	
Signed:	Date:
Parent/ Guardian Please print name:	
Parent / Carer's Consent for Web Publication of Work and Photographs I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.	
Signed:	Date:

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