



Acceptable Use Policy

Document Created in conjunction with the E Safety Policy April 2016

Introduction

1. The purpose of this policy is to ensure that staff, Governors and parents at The Avenue Primary School understand the way in which the Internet onsite is to be used. The policy aims to ensure that the Internet is used effectively for its intended purpose, without infringing legal requirements or creating unnecessary risk. Users should read this policy alongside the E Safety Policy and other Safeguarding Policies available on the school's website

Scope

2. The policy applies to all internet users and administrators of The Avenue Primary School
3. On evidence provided an employee may be disciplined. At the same time, if a user's conduct and/or action(s) are illegal, the user may become personally liable in some circumstances.

Policy statement

4. The Avenue Primary School encourages users to make effective use of the Internet. Such use should always be lawful and appropriate. It should not compromise The Avenue's information and computer systems nor have the potential to damage the school's reputation.

Use of Internet facilities

5. The Avenue Primary School expects all users to use the Internet responsibly and strictly according to the following conditions: For the purposes of this document, Internet usage means any connection to the Internet via Web browsing, external email or news groups.

Users shall not visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- a. pornography (including child pornography)
 - b. promoting discrimination of any kind
 - c. promoting racial or religious hatred
 - d. promoting illegal acts
 - e. any other information which may be offensive to colleagues
6. The Avenue Primary School acknowledges that in certain planned curricular activities, access to otherwise deemed inappropriate sites may be beneficial for educational use (for example investigating racial issues). Any such access should be pre-planned and recorded so that it can be justified if required.

7. Incidents which appear to involve deliberate access to Web sites, newsgroups and online groups that contain the following material will be reported to the police:
 - a. images of child abuse (images of children, apparently under 16 years old) involved in sexual activity or posed to be sexually provocative
 - b. adult material that potentially breaches the Obscene Publications Act in the UK
 - c. criminally racist material in the UK
8. If inappropriate material is accessed accidentally, users should immediately report this to the Head teacher, who will report it to the E Safety governor so that this can be taken into account in monitoring.
9. It is not permitted for users to:
 - a. use The Avenue facilities for running a private business
 - b. enter into any personal transaction that involves The Avenue Primary School in any way
 - c. visit sites that might be defamatory or incur liability on the part of The Avenue Primary School or adversely impact on the reputation of The Avenue Primary School
 - d. upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties
 - e. reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships
 - f. intentionally interfere with the normal operation of the Internet connection, including the propagation of computer viruses and sustained high volume network traffic (sending or receiving of large files or sending and receiving of large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the Internet
 - g. use the Internet for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate.

Monitoring

10. The Avenue Primary Schools Network Manager will monitor and audit the use of the Internet to see whether users are complying with the policy. Any potential misuse identified by The Avenue Primary School will be reported to the E Safety Governor.

Approved by the AAC

Date TBD

Review date Spring 2018