



**ST. ALBAN'S**  
CATHOLIC PRIMARY SCHOOL

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LEAD THE WAY

**Parent/Pupil  
Acceptable Use  
Agreement/Computer Code of  
Conduct Policy**

<b>Policy Agreed:</b>	<b>September 2018</b>
<b>Next Review:</b>	<b>September 2020</b>

## SCHOOL PROCEDURES

### School Rules

The school has developed a set of guidelines for Internet use by pupils. These rules will be made available to all pupils, and kept under constant review. All members of staff are responsible for explaining the rules and their implications. All members of staff are aware of possible misuses of on-line access and their responsibilities towards pupils.

### Pupil Guidelines for Internet Use – General

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks will always be private.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Children in school will not be granted access to any social networking sites. Please be aware that some social networking sites such as Facebook have a minimum registration age of 13 and unless set up correctly pictures and profiles can be viewed by any user worldwide.

### The following are not permitted:

- Sending or displaying offensive messages or pictures (messages that include swear words or are used to imitated or bully others, pictures that show inappropriate images e.g. people swearing).
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer peripherals (cables, mouse, keyboard, headset and monitor) or computer networks.
- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources e.g. colour printing when not necessary, permission is needed before colour printing can be sent.
- Removing any of the wires from the computers of laptops unless asked by a member of staff.
- Emailing or forwarding on chain letters.

## Pupil Guidelines for Internet Use – Sanctions

- In the first instance the class teacher will speak to the pupil and the offence will be logged. Depending on the severity of the offence, parents may be called in or the child could be sent to see the Phase Leader, the Deputy Head or the Head Teacher.
- Violations of the above rules could result in a temporary or permanent ban on Internet use.
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- When applicable, police or local authorities may be involved.

## Internet Parent Expectations

### KS2 Children Only

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature	
Date	

### Parent

As the parent or legal guardian of the pupil signing above, I have understood the Parent/Pupil Acceptable Use Policy.

I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

I also understand that if I do not wish my child to access the internet on the school premises I need to inform the school in writing.

