FRONT STREET COMMUNITY PRIMARY SCHOOL

SAFE USE OF INTERNET & EMAIL POLICY
September 2024

Policy & Staff Code of Practice for
The Safe use of the Internet and Email

This Policy and Code of Conduct provides a guide for adults working in Front Street Primary School (including staff, governors, students, volunteers and visitors) about safe and acceptable use of Internet and Email. All staff are expected to be familiar with the content of these documents and understand their responsibilities in ensuring their own safe use of the internet and email.

This Policy and Code of Practice is formally issued and in appropriate cases may be used as part of the School/Gateshead Council's disciplinary process.

Access to the Internet and email is provided to facilitate the business of the School, and its use is encouraged to make our communications more efficient and effective and reduce the amount of paper we use. The School does allow limited personal use of the Internet and email for staff under the conditions outlined in item 5 below.

To protect yourself, the school and Gateshead Council from any legal implications, this Policy and Code of Practice for the use of the Internet and Email has been established. This Policy applies to all communications you send via an electronic network (e.g. email, on-line services, instant messaging, or the Internet), whilst on the school premises or using school provided access codes (to email or internet).

Conditions of Use

1)   You must access the Internet and email using your own network and email user IDs and passwords and you must not disclose your network or email user ID and password to anyone else for security reasons (see point 4). Teacher iPads must be password protected at all times to protect the content and prevent unauthorised access via pupils or visitors to school.

2)   You must access the Internet only via an approved school Internet connection, these connections have firewalls and filtering software that prevents access to unacceptable sites and protect both individuals, the school and Gateshead Council from malicious activities.

3)   You must only use approved email and messaging systems to send and receive messages.

4)   Email/Internet communication is another form of publishing and libel laws still apply. All statements must be true and you must take care to ensure that they cannot be misconstrued. You can be personally liable for this, which is why you should not divulge your password(s) to anyone else or leave any PC you are using unattended in a way that may enable unauthorised access. You must observe copyright and license agreements when sending information via the Internet or email.

5)   Personal use is offered as a privilege and not a right. When you are using the Internet and/or email at work for private use, you are still identifiable as an employee of the

Front Street Primary School as well as Gateshead Council. You should not therefore engage in any activities that could bring the school or Gateshead Council into disrepute. Personal use of the system, for browsing the Internet or sending external email messages to friends or family, should be moderate and in your own time, provided that:

- teaching groups and staff preparing lessons have priority use of the computers and
- that you do not have a timetabled commitment, organised school meeting or other work responsibility.

6) Email activities and all usage of the Internet are logged, details are recorded of words searched for, web pages accessed or attempted to be accessed, files downloaded and images viewed. You should be aware that monitoring includes any personal use of the Internet and email.

7) You should be aware that access to your email mailbox might be granted to appropriate authorities following a request from the Head teacher, Chair of Governors or police.

8) If you are using school provided email facilities at home you must ensure that your virus protection software is enabled before downloading or opening attachments to emails.

9) Staff **must not** discuss school related business, or communicate with any student or parent, family member or carer of children in the school, on any form of social networking website or text / mobile messaging service.

10) As with any other form of recorded communication (texting, e-mail etc) if staff choose to use social networking websites, staff must be aware that communication which brings the name of the School (its employees or pupils) into disrepute could result in disciplinary action being taken against them.

Restrictions

You are not permitted to do any of the following:

11) Intentionally visit websites that contain: violence; nudity or partial nudity; or racist, pornographic, sexually explicit, offensive or otherwise objectionable or illegal material.

12) Send any obscene, defamatory or illegal material. If you receive any such material, report this to a member of the Senior Leadership Team immediately.

13) Attempt to circumvent security and monitoring procedures eg by using proxy sites.

14) Send or forward email chain letters or download unauthorised software, images, video or music files etc.

15) Use email to broadcast personal messages such as non-school social events and personal advertisements.

16) Use email/Internet communications or any form of e-commerce to enter into a contractual commitment on behalf of the school unless you are explicitly authorised to do so.

17) Use the Internet or email for commercial or private business use.

18) Allow pupils in school to access the internet via a teacher / adult log on either through a computer, or via the teacher iPads (which use the staff wifi network, therefore have a lower level of filtering).

Please remember:

Failure to follow this Policy and Code of Practice may result in disciplinary action. This could lead to your dismissal on the grounds of gross misconduct. Where it is thought that an illegal act may have been committed the Police will be informed.

Email best practice guidelines ·

✇	Save paper. Use email to send messages and copies of agendas and minutes to colleagues and external contacts, rather than faxes or paper. Only print a copy if essential; i.e. an important message or where a permanent record is required.
✇	Think before writing. All communications should be treated as formal and not informal. Do not put anything in an email that you would not put in a traditional letter or memo. Check grammar and spelling, especially when sending messages externally, as mistakes look just as unprofessional on screen as they do on paper.
✇	Be concise. Long messages encourage the receiver to print them out – this defeats the object of email.
✇	Check content of your message. Ensure that it is factual and cannot be misconstrued. Be polite – remember that face to face humour may not work electronically!
✇	Check the addressee list. Check that you are sending the message to the right person, especially when sending or forwarding messages to large numbers of people. Once it has gone, you cannot retrieve it.
✇	Acknowledge receipt of external emails. Reply to external messages straight away so that the sender knows that you have received them.

I have read and understand the **Front Street Primary School Policy and Code of Practice for Staff use of the Internet and Email in Schools.** I am aware that should I contravene this Code of Practice, I may be liable to disciplinary or criminal proceedings.

Name …………………………………………………………………………….

Signed …………………………………..			**Date** ………………….