



Guidelines for the Use of the Internet

Dated: March 2011

Introduction

It is important that schools prepare young people for a world increasingly dependent on the use of technology in the workplace, at home, and for leisure. Teaching children to make effective use of the Internet is part of the National Curriculum and an important aspect of becoming skilled in the use of ICT.

However, schools should adopt and enforce strict guidelines for the use of the Internet in schools to protect children from potential harm from some material that exists on the Internet, and from some people who may try to communicate with them using the Internet.

It is important to protect children from exposure to such material and people.

Websites containing potentially harmful material will be filtered to the best of our ability before reaching the desktop (using the LBBB filter), but the Internet can be used in many ways other than just viewing web pages. Although some of these uses pose real dangers to children, others would not be considered harmful but could still be inappropriate use of school resources.

The Trinity Acceptable Use and e-Safety Policy makes it clear what is and what is not acceptable use of the Internet in school, and the steps taken to ensure that guidelines and rules are enforced.

The Policy will also govern the use of the Internet by school teaching and non-teaching staff, governors and visitors while on school premises

Pupil guidelines for Internet use

General

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

The Internet is provided for pupils to conduct research and communicate with others. 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.

It is vitally important that pupils remain safe while online and must never communicate with anyone that they do not know and trust.

Computer storage areas will be treated like school lockers. Staff may review files and communications to insure that users are using the system responsibly. Users should not expect that files stored on servers or disks would 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.

The following are not permitted:

- 1. Sending or displaying offensive messages or pictures**
- 2. Using obscene language**
- 3. Harassing, insulting or attacking others**
- 4. Damaging computers, computer systems or computer networks**
- 5. Violating copyright laws**
- 6. Using others' passwords**
- 7. Trespassing in others' folders, work or files**
- 8. Intentionally wasting limited resources**
- 9. Using non-approved chat rooms and instant messaging services.**

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities.

Guidelines for Internet use

General

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a 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.

It is vitally important that pupils remain safe while online and must never communicate with anyone that they do not know and trust.

Computer storage areas and floppy disks will be treated like school lockers. Staff may review files and communications to insure that users are using the system responsibly. Users should not expect that files stored on servers or disks would 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.

The following are not permitted:

- 10. Sending or displaying offensive messages or pictures**
- 11. Using obscene language**
- 12. Harassing, insulting or attacking others**
- 13. Damaging computers, computer systems or computer networks**
- 14. Violating copyright laws**

15.Using others' passwords

16.Trespassing in others' folders, work or files

17.Intentionally wasting limited resources

18.Using non-approved chat rooms and instant messaging services.

Sanctions

4. Violations of the above rules will result in a temporary or permanent ban on Internet use.

5. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

6. When applicable, police or local authorities may be involved.