

# St Augustine's Catholic Primary School

*As one family working together  
to be the best that we can be,  
we live, love and learn with Jesus.*

Agreed by Governors: October 2023

To be reviewed: October 2024

## INTERNET USAGE POLICY STATEMENT

### General

1. At St Augustine's, we recognise the fundamental importance of the internet as a tool in teaching and administration. The internet provides an invaluable resource for staff to enhance and extend their professional knowledge and for the pupils to learn from a multitude of resources.
2. To safeguard staff and pupils using the internet, three documents have been drawn up: e-mail Usage Policy Statement, Pupils using the Internet and Staff/Visitors using the internet. These policies will be available to all staff and users of the internet.

### Web Sites

3. Any possible references to children on our Web pages are by first name only.
4. On published photographs, parental permission will be sought for use on the school website. If appropriate, photographs will be taken from a distance.

### Using the Internet

5. All searches made on the internet are made through the BGfL (Entrust) and are filtered by the City's software packages and the Smoothwall Monitoring system.
6. Specific downloading of files is restricted to staff only and is done so under the permission of the IT manager or the Headteacher. Some programmes require automatic downloading and any such files are filtered by link2ict/Entrust.

7. No personal information of staff or pupils is allowed to be revealed in the use of the internet.
8. All members of teaching staff are expected to visit sites to be used during teaching sessions to check their suitability for the class of children for whom they are responsible.
9. All children need staff permission to use the Internet. Children are not permitted access to 'Newsgroups' or 'Chat Rooms'.
10. All internet access will be monitored by the IT Manager and Smoothwall Monitoring. The IT Manager will inform the Headteacher immediately of any misuse of the internet or e-mail facilities. The LA may also check internet access at any time.
11. Any member of the school community should immediately report anything disturbing or upsetting found on the internet.

I agree to this policy  
(Member of Staff)

.....

**MONITORING AND EVALUATION**

This policy will be reviewed annually by staff and governors or earlier if local or national directives are received.

# **St Augustine's Catholic Primary School**

(Birmingham Local Education Authority)

1. The City Council's policies on communications with the media or appearing to act as a spokesperson for the City Council apply also to e-mail communications.
2. Departments are encouraged to develop their own guides to proper etiquette and courtesy in the use of e-mail. These should include guidelines on the use of typography (eg the use of capital letters) and emotions to convey emotional content, as well as advice on the style of address and avoiding rudeness or unnecessary terseness.

## **Management Arrangements**

3. The use of e-mail to communicate via the internet or to external partner organisations will also conform to the relevant standards or policies for those activities.
4. In order to ensure compliance with this policy, the City Council may employ monitoring software to check on the use of e-mail services as well as, when appropriate software to check the content of e-mail to ensure that no serious breaches of the policy are condoned.

A Code of Practice will be published so that all e-mail users can be sure that these monitoring facilities are used only for the legitimate purpose of ensuring compliance with the City Council's e-mail policy and to avoid the risk of criminal or civil actions against the Council as a result of the actions of its employees, and not for purposes unconnected with the administration of the e-mail services. In the case of City Council employees, the provisions of the City Council's Disciplinary Code will apply to any breach of this Code of Practice.

5. All City Council sections and partner organisations will be required to observe the relevant provisions of the Data Protection Act (and any related legislation) and to conform, where appropriate, to the City Council's policies and procedures relating to Data Protection.

6. Partner organisations and others wishing to make use of the City Council's e-mail facilities will be required to agree in writing to observe this policy or one agreed by the City Council as equally acceptable.
  
7. This policy applies equally to all internal and external suppliers of E-Mail related services. Signed agreement to and compliance with this policy will be a condition of any contract or agreement for the supply of these services.

This document was produced by the City Council Internet Security Group.

I agree to this policy .....  
(Member of Staff)

**MONITORING AND EVALUATION**

**This policy will be reviewed annually by staff and governors or earlier if local or national directives are received.**

# St Augustine's Catholic Primary School

## Policy Statement for e-mail Usage

At St Augustine's Catholic Primary School, we accept and follow **the Birmingham City Council e-mail Usage Policy**. The Policy Statement is as follows:

### **General**

1. The City Council's e-mail systems are provided to support the City Council's activities. Access to e-mail systems is granted to City Council employees expressly on this basis. Services for e-mail may be used for non- Council activities if allowed by Council agreements with external agencies - such as in connection with agreed Trades Union activities - or if approved by departmental management as an acceptable working arrangement.
2. The use of City Council e-mail services for private commercial purposes or the unauthorized advertising of goods and services is **strictly forbidden**.
3. Services for e-mail are provided to support the use of simple messaging and the transfer of small documents to a limited number of users. Other services are available for the distribution of larger documents or workflow applications and should normally be used instead of e-mail.
4. Large file attachments, including large graphics or multi-media files, should not be moved by general e-mail without the prior agreement of Corporate Network Services. This is to ensure that proper capacity planning can take place on the network.
5. Documents generated by e-mail are not private property and so form part of the administrative records of the City Council. Messages should be deleted regularly but where they are retained indefinitely, they will conform to the standards for retention periods and destruction schedules.

6. Retained e-mail documents may have to be disclosed to individuals or outside agencies, as required by current Data Protection and Freedom of Information legislation.

### **Acceptable Use**

7. The use of e-mail must conform to all the relevant City Council policies including those on sexual and racial harassment and abuse. The City Council's e-mail services must never be used for abusive purposes.
8. The use of obscene, abusive or sexually explicit language or images is not acceptable; nor is the use of e-mail to transfer similarly offensive material.
9. Use of e-mail, even inside the City Council, is a form of publication. Individual employees as well as the Council are potentially liable to action for libel, defamation or breach of trust. The function of e-mail must not be used for potentially libellous or defamatory purposes.

# St Augustine's Catholic Primary School

## Guidance for Pupils using the Internet

St Augustine's has installed computers and internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- I will use my own login and password unless instructed otherwise by a teacher.
- I will not access other people's files.
- I will use the computers only for schoolwork, computer club and homework.
- Due to the threat of viruses, I will **not** bring any of my own devices into school.
- I will use only the internet if a teacher tells me I can.
- I will only e-mail people if a teacher has told me I can.
- Any e-mails I may send will always be polite and sensible.
- I will **never** give information about myself including my address or phone number.
- I will **never** arrange to meet anyone over the internet or through e-mails.
- To protect myself and others, I will tell my teacher if I see anything on the Internet with which I am unhappy or about messages I do not like.
- I understand that the school can and will check my computer files and the internet sites I visit.

# St Augustine's Catholic Primary School

## Guidance for Staff and Visitors Using the Internet

The network is owned by the school and is made available to staff to further their professional activities including teaching, research, administration and management.

- The school reserves the right to delete or examine any files held on computer systems and monitor any Internet sites visited.
- Access should only be made via the authorised account and password, which should not be made available to any one else.
- Any activity that threatens or corrupts the IT systems is forbidden.
- Internet use should be appropriate to professional development or to pupils' education.
- Sites and materials accessed must be appropriate to work in school.
- Users are responsible for all e-mail sent and contacts made that result in e-mail received.
- The same professional levels of language and content should be applied as for letters or other media when using e-mail.
- Posting anonymous messages and forwarding chain letters is forbidden.
- Copyright of materials and property rights must be respected.
- Legitimate private interests may be followed, providing the school is not compromised.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.

**All members of staff are to sign a copy of this document and return to the IT Manager.**

**Name:**

**Signed by IT Manager:**

**Signed:**

**Date:**