

Redbridge High School
Acceptable Internet Use Statement
For Staff , Placements and Visitors 2010-2011

The computer system is owned by the school and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management.

The school's Internet Access Policy has been drawn up to protect all parties -the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff, Placements and Visitors requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the Headteacher for approval.

- All staff are reminded of their responsibilities as members of the school community that they must not bring themselves or the school into disrepute by any untoward use of internet or any media communications systems, for example, Facebook, Bebo etc.
- All Internet activity should be appropriate to staff professional activity or the student's education;
- Access will only be made available via the server through your authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Use for personal financial gain, including financial transactions, gambling, political purposes or advertising is forbidden; and will result in disciplinary action.
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;

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- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden, and will result in disciplinary action.
- **Warning all Internet connectivity can be monitored.**

Full name; -

Position: -

Signed; -

Date; -

Notes for Teachers

Managing Internet Access in the Classroom

1. The Internet should be seen as an extension of the school library which facilitates resource sharing, communication and innovation. There are lists of useful addresses to sites in the ICT. Suite.
2. The issues of responsibility that arise from use of the Internet should be addressed before access is given.
3. All users should be aware of and adhere to an agreed code of practice.
4. Pupil access should always be supervised and monitors placed where the screen can be viewed from a distance
5. Teachers should consider checking pupils' Internet searches and using history pages to monitor access
6. Teachers should consider selecting web sites as part of their lesson planning in order to guide children's searches
7. Contributions to web pages should be original work and should be checked for accuracy before being submitted.
8. Staff members must check with Head teacher before placing photographs on the Internet.
9. Teachers should make sure that the pupils have logged out of there account ready for the next pupil or class access.

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10. Teachers have to continuously monitor that the pupils have not clicked on any advertisements or banners as these could lead to dangerous sites.

Guidelines for Pupils

A. Using The Computer

1. Make sure you have permission to use the computer
2. Remember to log into the computer and supply the correct password (To gain Internet access).
3. Save your work regularly
4. Ask an adult to help you if there is a problem with the computer
5. Close all programmes when you have finished and leave the computer ready for someone else to use and remember to log off the computer
6. Use the computers with care. They are there for everyone to use
7. Never ever switch of a PC by the Wall or by the machine, whilst the PC is on.

B. Internet and e-mail

1. Use 'Bookmarks' and 'Favourites' to save interesting sites
2. Ask before you print anything and note the source
3. Do not give personal information about yourself (e.g. name, address or location) to anyone
4. Tell an adult if you come across anything that makes you feel uncomfortable.