



## **St Matthew's Primary School**

**Internet and eMail Acceptable Use policy for  
St Matthew's Primary School  
Staff**



## **Scope**

This document provides the acceptable standards for use of the Internet and eMail by all school employees. It applies to all school staff, whether employed by the Local Authority (LA) or the school.

## **Responsibilities**

### **Governing Body/ Headteacher responsibilities**

It is the responsibility of the Governing Body to both adopt and review this policy on an annual basis and to advise the Headteacher of any required changes.

Luton Borough Council will provide guidance on updating the policy as and when appropriate.

It is the responsibility of the Headteacher to publicise and make this policy available to all current and future schools staff, and to ensure that the standards within it are both monitored and enforced and to advise the Governing Body of any serious breaches of the policy.

It is the responsibility of both the Headteacher and the Governing Body to take corrective and disciplinary measures as are necessary when a breach of this standard occurs and to contact and co-operate with police and other law enforcement agencies where a breach of these standards constitutes a criminal act.

### **All schools staff responsibilities**

#### **Employees must adhere to these standards in following circumstances:**

- When working on schools premises at any time.
- When using equipment and utilities (hardware, software or email and internet access) provided by the school, the LA or Luton Borough Council at home or other locations
- In all electronic communications with colleagues or children and young people including communication via personal computers and mobile phones used at school or at home.
- Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, email, digital cameras, videos, webcams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

School employees must not accept as friends any current or past pupils of the school on social networking sites such as Facebook. This would not apply to current or past pupils that an individual employee is directly related to, e.g. their child, niece or nephew.

The standards apply regardless of whether access occurs during or outside of contracted work hours. The standards apply to all technology whether provided by the school or owned by the employee.

Employees must alert the Headteacher or a relevant senior member of staff where breach of these standards is suspected or known to have occurred.

**eMail Use**

E-mail is provided for business use. It is not a perk or means of entertainment. Content of all e-mails should be substantially related to workplace matters.

eMail should never be sent, forwarded or replied to where the content is adult, explicit offensive or otherwise inappropriate as specified in table 1.1 below.

*Table 1.1 Inappropriate e-mail content definitions*

Abusive	Bullying	Defamatory
Disruptive	Harmful to Council, LA or School morale	Harassing
Insulting	Intolerant	Obscene
Offensive*	Politically biased**	Sexual innuendo
Violent	Threatening	
<i>*Prohibited material will include any material which may be construed as offensive on the grounds of gender, race, ethnic origin, disability, sexuality, religion, transexualism, gender re-assignment, age, HIV status, size, stature, trade union membership/office or any combination thereof.</i>		
<i>**As school employees we must not demonstrate partiality for or against any political grouping or individual (this will not apply to union officials fulfilling an obligation on behalf of their professional association).</i>		

### **Internet Use**

Access to the Internet is similarly provided for business use. It is not a perk or means of entertainment. Sites and groups visited should be related to workplace matters.

Sites must not be accessed which contain inappropriate material as defined in table 1.2.

*Table 1.2 Inappropriate web content definitions*

Adult or explicit (including photo searches for such material)	Incitement (e.g. race hate or supremacist ideologies)
Chat rooms or Instant Messaging ( <i>except for educational purposes e.g. NCSL, BECTA or Grid Club</i> )	Personal ads or dating
Criminal skills or resources	Newsgroups and forums ( <i>except for educational purposes</i> )
Downloads of ring-tones, screensavers and games	Internet based peer to peer networks e.g. MegaUpload, MovieBox etc.
Downloads of freeware, shareware or evaluation packages ( <i>excepting by authorised persons as designated by the school and in compliance with copyright law</i> )	Hacking, virus writing or password cracking
Illegal drugs	Tasteless and offensive content such e.g. jokes, pictures or profanity
Gambling	Depiction or advocacy of violence or the use of weapons

### **Personal Use of Internet and e-mail**

The sending of emails that are wholly or substantially unrelated to school business should be restricted to out of school hours and designated breaks.

Access to Internet web sites that are unrelated to school business should be restricted to out of school hours and designated breaks.

Personal use of both eMail and the Internet must not breach any of the definitions of inappropriate use as defined in this document.

Use of the internet or eMail for personal use will be limited to outside directed time/working hours.

### **Conducting financial activities on the Internet**

While this policy does not specifically ban the use of the Internet for conducting personal financial transactions e.g. online banking, we warn against it. Residual information from such activities can be left on your computer hard drive and could subsequently be accessed by others. Neither the School, Virgin Media, RM Unify, the LA nor the Council accept any liability for any resulting loss or damage.

### **Consequences of breaching the standards laid out in this policy**

The use of eMail to send, view or store other inappropriate content (as defined in table 1.1) or provision of an email address to a 3<sup>rd</sup> party with the intention of receiving inappropriate content will constitute misconduct or gross misconduct.

Deliberate access to inappropriate web content (as defined in table 1.2) may constitute misconduct or gross misconduct.

Deliberate and repeated access to such material will constitute gross misconduct.

The use of eMail or the Internet for the preparation, commission or abetting of a criminal act will constitute gross misconduct.

### **Monitoring and reporting**

The school, Virgin Media, RM Unify, the LA, Luton Borough Council or any of their agents may monitor use of the Internet and eMail remotely.

Ratified by Governing Body on 10.07.17