

LETHBRIDGE PRIMARY SCHOOL

SWGfL INTERNET ACCEPTABLE USAGE POLICY

INTRODUCTION

Lethbridge Primary, like all 2,500 schools across the South West receives its Broadband Internet connection from the South West Grid for Learning (SWGfL). They have developed an array of policies, documents and services, in conjunction with the police, to help reduce the risks associated with the internet.

The purpose of this policy is to ensure that users of the South West Grid for Learning (SWGfL) understand the way in which the internet is to be used. The policy aims to ensure that the internet is used effectively for its intended purpose, without infringing legal requirements or creating unnecessary risk.

SCOPE

The policy applies to:

All users and administrators of the SWGfL services and/or infrastructure. This affects **all** users of the Internet in school; staff; pupils; parents and governors etc, not just our pupils

On evidence provided by the SWGfL, an employee may be disciplined by their employer. At the same time, if a user's conduct and/or action(s) are illegal, the user may become personally liable in some circumstances.

POLICY STATEMENT

The SWGfL encourages users to make effective use of the Internet. Such use should always be lawful and appropriate. It should not compromise the SWGfL's information and computer systems nor have the potential to damage the SWGfL's reputation.

Please read this policy carefully as you will be deemed to be aware of its contents.

USE OF INTERNET FACILITIES

The SWGfL expects all users to use the Internet responsibly and strictly according to the following conditions. *For the purposes of this document, Internet usage means any connection to the Internet via Web browsing, external email or new groups.*

Users shall not:

Visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- pornography (including child pornography)
- promoting discrimination of any kind
- promoting racial or religious hatred
- promoting illegal acts
- any other information which may be offensive to colleagues

- # Use the SWGfL facilities for running a private business.
- # Enter into any personal transaction that involves the SWGfL or member Local Authorities in any way.
- # Visit sites that might be defamatory or incur liability on the part of the SWGfL or member Local Authorities or adversely impact on the image of the SWGfL.
- # Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties outside of the SWGfL, or to the SWGfL itself.
- # Reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships.
- # Intentionally interfere with the normal operation of the Internet connection, including the propagation of computer viruses and sustained high volume network traffic (sending or receiving of large files or sending and receiving of large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the Internet.
- # Use the Internet for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate.

MONITORING

The SWGfL will monitor and audit the use of the Internet to see whether users are complying with the policy. Any potential misuse identified by the SWGfL will be reported to the connected establishment and/or relevant organisation.

Incidents which appear to involve deliberate access to Web sites, newsgroups and online groups that contain the following material will be reported to the police:

- # images of child abuse (images of children apparently under 16 years old) involved in sexual activity of posed to be sexually provocative.
- # adult material that potentially breaches the Obscene Publications Act in the UK
- # criminally racist material in the UK

SWGfL acknowledges that in certain planned curricular activities, access to otherwise deemed inappropriate sites may be beneficial for educational use (for example investigating racial issues). Any such access should be pre-planned and recorded so that it can be justified if required.

If inappropriate material is accessed accidentally, users should immediately report this to the SWGfL so that this can be taken into account in monitoring. This can be reported via ITSupport@lethbridgeprimary.co.uk who will log the incident and forward details to the SWGfL.

***Approved by Governors February 2017
To be reviewed January 2019***