

## **NORFOLK HOUSE SCHOOL: Internet and E-mail Access Policy**

### **INTRODUCTION**

This policy sets out the requirements with which your child must comply when using the School's e-mail and Internet services. Failure to comply with this policy will constitute a disciplinary offence and will be dealt with appropriately within the School's disciplinary procedures. The ultimate sanction is that the School reserves the right to suspend or permanently remove your child's access to some or all of the School's ICT facilities. This policy also applies to all school staff or other adults using the School's ICT facilities.

### **Monitoring**

The School reserves the right to monitor the use of the Internet and e-mail systems. If it is discovered that any of the systems are being abused and/or that the terms of this policy are being breached, appropriate disciplinary action will be taken.

### **Property**

Pupils and staff should treat any property belonging to the School with respect and reasonable care and report any faults or breakages to a member of staff.

### **Viruses**

Pupils and staff should be aware of the potential damage that can be caused by computer viruses. Pupils and staff must not introduce or operate any programmes or data (including computer games) or open e-mails from unknown or unidentifiable sources.

### **Passwords**

Passwords protect the School's network and computer system. They should not be obvious, for example a family name or birthday. Pupils should not reveal their password to anyone. If a person suspects that someone knows their password they must change it immediately. Pupils should not attempt to gain unauthorised access to anyone else's user area or to any information which they are not authorised to access.

### **Leaving workstations**

If a person leaves their workstation for any period of time they should log off or lock their workstation.

## **INTERNET**

### **Misuse**

The School recognises the benefits to using the Internet in an educational environment. The Internet facility is provided for School related activities only. The School monitors the use of the Internet. If it discovers its use has been abused or is contrary to this policy, appropriate disciplinary action may be taken.

**Filtering** The School provides a filtered Internet service. The School has a very effective filter but, occasionally, the providers of undesirable material can find a way around a filter. Attempts to bypass or interfere with the School's filtering service will result in appropriate disciplinary action being taken.

### **Unsuitable material**

Viewing, retrieving or downloading of any material that the School considers inappropriate will result in appropriate disciplinary action being taken.

### **Cyber-Bullying**

By cyber-bullying, the School is referring to:

- Bullying by e-mail or texts; or messages, images, calls or images on mobile phones
- Use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites (including social networking sites)
- Hi-jacking e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms or on instant messaging services

Pupils should be aware that cyber-bullying is generally criminal in character and that English law does apply. The School will endeavour to resolve all matters without Police involvement but parents of victims do have the right to seek Police intervention.

### **Personal safety online**

Pupils should never reveal their full name or any address or contact details online, even if communicating with known acquaintances. Girls should be aware that the potential exists for predators to remain entirely anonymous and easily pose as someone else. Pupils should employ a healthy mistrust of anyone that they 'meet' online unless their identity can be verified. The use of chat rooms and social networking sites are not permitted in School.

## **E-MAIL**

### **Personal use**

E-mail is provided for School related purposes only. The School monitors the use of e-mail and disciplinary action may be taken if inappropriate use of personal e-mails are discovered.

### **Status**

E-mail should be treated in the same way as any other form of written communication. Anything that is written in an e-mail is treated in the same way as any form of writing. Pupils and staff should not include anything in an e-mail that is not appropriate to be published generally.

### **Inappropriate use**

Any e-mail message which is abusive, discriminatory on grounds of sex, race, disability, sexual orientation or religious belief, or defamatory is not permitted. The School will take no responsibility for any offence caused by a pupil or staff member as a result of downloading, viewing or forwarding inappropriate e-mails.

### **Legal proceedings**

E-mails are used as evidence in court proceedings, even if they are deleted, as copy may exist on a back-up system or other storage area.

### **Jokes**

Trivial messages and jokes should not be sent or forwarded using the School e-mail system. Not only could these cause distress to recipients but could also cause the School's network to suffer delays and/or damage.

**Review: September 2011**