



## St. Teresa's Catholic Primary School

### E-Safety and Acceptable Use Policy (Pupils) 2018

The digital system is owned by the school and is made available to students to further their education. This policy has been drawn up to protect all parties- the pupils, the staff and the school.

Broadband services are purchased from Essex County Council who deliver a filtering system to the school which meets current standards.

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

Pupils (or parents acting on behalf of young pupils) requesting Internet access should sign a copy of this Acceptable Use Statement and return it to the Headteacher for approval.

- ♣ All Internet activity should be appropriate to the pupil's education.
- ♣ The use of digital media to cause upset to another person is strictly prohibited.
- ♣ The use of school equipment to access social media sites is forbidden.
- ♣ Older pupils will be assigned a school-based email account and will be bound by specific protocols agreed at set-up.
- ♣ Users are responsible for all e-mails sent and for contacts made that may result in e-mail being received.
- ♣ Only e-mail from known and trusted sources to be opened.
- ♣ As e-mail can be forwarded or inadvertently sent to the wrong person, the same high standards of language and content should be applied as for letters or other media.
- ♣ Access should only be made via the authorised account and password, which should not be made available to any other person
- ♣ Posting anonymous messages and forwarding chain letters is forbidden.
- ♣ Activity that threatens the integrity of the school IT systems, or activity that attacks or corrupts other systems, is forbidden.
- ♣ Use of the school's digital facilities for advertising or personal financial gain is forbidden.
- ♣ Copyright restrictions must be respected.

Name of Pupil:

Signed (Parent/ Guardian)

Date