
Nelson Mandela Primary School















Internet Acceptable Use policy



Rules for Pupils and Staff

The school's IT system provides internet access to pupils and staff.

Our Internet Acceptable Use Policy will help to protect pupils, staff and the school by clearly stating what is acceptable and what is not.

-  Network access must be made via the user's authorised account and password, which must not be given to any other person.
-  School Computer and Internet use must be appropriate to the student's education or to staff professional activity.
-  Copyright and intellectual property rights must be respected.
-  All work related emails must be sent using the authorized school account.
-  In the rare situation when the recipients email address is not a work related one please seek the approval from the Head teacher.
-  Users are responsible for e-mail they send and for contacts made.
-  E-mail should be written carefully and politely, as messages may be forwarded or printed and be seen by unexpected readers.
-  Anonymous messages and chain letters must not be sent.
-  The use of public chat rooms is not allowed.
-  The school IT systems may not be used for private purposes, unless permission has been given for that use.
-  Use for personal financial gain, gambling, political purposes or advertising is not permitted.
-  The security of IT systems must be respected
-  Only Data storage devices authorized by the school can be used on the school's network.
-  Irresponsible use may result in the loss of Internet access.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, OR the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.