**Acceptable Internet Use Statement**

The Governing Board of Jakeman Nursery School has adopted this policy to help the meet its responsibilities for safeguarding and educating children, for regulating the conduct of employees and for complying with legislation covering the use of information and communication technologies and digital and mobile devices. The computer devices are owned by our schools and are made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The Internet Access Policy of our schools has been drawn up to protect all parties – the pupils, the staff and the schools. Our schools reserve the right to examine or delete any files that may be held on its computer devices or to monitor any Internet sites visited which is monitored through it software called Futures Cloud (formerly Policy Central’). Staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the Head of School or Head Teacher for approval.

• All Internet activity should be appropriate to staff professional activity or the pupils’ education;

• Users to be aware that all internet access is monitored by ‘Futures Browser’ software. All inappropriate use is flagged up and reported to the Head of School and Head Teacher for investigation, if necessary.

• Access should only be made via the authorised account and password, which should not be made available to any other person;

• Activity that threatens the integrity of the ICT systems of our schools, or activity that attacks or corrupts other systems, is forbidden;

• Users are responsible for all email sent and for contacts made that may result in email being received; • Use for personal financial gain, gambling, political purposes or advertising is forbidden;

• Copyright of materials must be respected;

• Posting anonymous messages and forwarding chain letters is forbidden;

• As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters and other media;

• Use of the network to access inappropriate materials such as pornographic, racist or offensive materials is forbidden.

Our Acceptable Internet Use Statement is linked to our eSafety Policy and Keeping Children Safe in Education 2018 and should be read in conjunction with this statement. Staff members and visiting professionals are asked to sign a copy of this Statement once the policy has been read. Access is then granted by the Head of School/ Executive Head Teacher. Staff MUST sign this statement. It is then placed in their personnel file. I have read and understood the Acceptable Internet Usage Statement of Jakeman Nursery School:

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYING SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SENIOR STAFF COUNTER SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Policy Adopted: 23.09.2019

Date for next renewal: Autumn Term 2020

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sean Delaney

 **Chair of Governors**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ David Aldworth

 **Executive** **Head Teacher**