



ST LEONARD'S CHURCH of ENGLAND PRIMARY SCHOOL



Moor Lane, PADIHAM, Burnley, BB12 8HT

Responsible Internet Use Statement (Staff Use) 2015-2016

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet should supervised by an adult at all times.
- All pupils are aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with pupils.
- All pupils using the Internet have written permission from their parents (Access User Policy Reply Slips).
- Any websites used by pupils should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age-appropriate.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Headteacher/Computing Co-ordinator.
- In the interests of system security staff passwords should only be shared with the network manager.
- Teachers are aware that the school system tracks all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users.
- Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials, which are in breach of these.
- Photographs of pupils should, where possible, be taken with a school camera and images should be stored on a centralised area on the school network, accessible only to teaching staff.
- School systems may not be used for unauthorised commercial transactions.

The Computing Co-ordinator keeps all staff informed and updated on issues relating to Internet Safety and attends regular courses. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants on a regular basis.

Print Name:		Date:	
Signature:			