



# **Internet Usage Policy**

Author/owner: CEO  
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# Three Saints Academy Trust

## Internet Usage Policy

### Internet usage policy

This Internet Usage Policy applies to all staff, pupils and visitors who have access to computers and devices that have access to the internet. Use of the Internet by the fore mentioned users is permitted and encouraged where such use supports the goals and objectives of The Three Saints Academy Trust. Access to the Internet is a privilege and all users must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action. All staff are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder and to ensure pupils also abide by these rules.

### Computer, email and internet usage

- All users are expected to use the internet responsibly and productively. Internet access is limited to work-related activities only and personal use is not permitted.
- Work-related activities include research and educational tasks that may be found via the Internet that would help in a user's role.
- All Internet data that is composed, transmitted and/or received by The Three Saints Academy Trust is considered to belong to the trust and is recognised as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- Any equipment, services and technology used to access the Internet on the Trust's domain will be monitored and filtered via the web filtering software.
- Emails sent via the Trust email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- All sites and downloads are monitored and will be blocked by Agilisys if they are deemed to be harmful.
- The installation of software must be approved by the Headteacher.

### Unacceptable use of the internet by employees includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via the Trust email service.
- Stealing, using, or disclosing someone else's password without authorisation.

- Sharing confidential material, confidential information, or proprietary information outside of The Three Saints Academy Trust.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers.

(see Social Media policy)

- Knowingly introducing malicious software onto the network.
- Sending or posting chain letters, solicitations, or advertisements not related to Academy purposes or activities.
- Passing off personal views as representing those of the organisation.

(see Social Media policy)

If an employee is unsure about what constituted acceptable Internet usage, then he/she should ask his/her Computing Team Leader for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of the Trust network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by the directors.

## User compliance

I understand and will abide by this Sample Internet Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Signed \_\_\_\_\_

Date \_\_\_\_\_