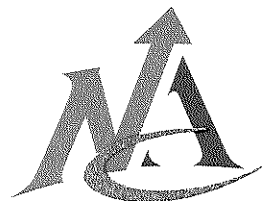


St Matthew's Academy  
Jacks Road  
SALTCOATS  
KA21 5NT  
Head Teacher – Mr S Colligan  
Tel: 01294 606680



North Ayrshire Council  
Comhairle Siorrachd Àir a Tuath

Our Ref: SC/HB

Date: 20 October 2020

Dear Parent/Carer,

### **Online and Email: Acceptable Use Policy**

As part of our learning and teaching programmes in St Matthew's Academy, pupils are offered supervised access to the internet and an email account via Glow (the Scottish schools intranet). Before being allowed access to the Internet, all pupils should obtain parental permission. Both child and parent should sign and return the Microsoft Form which has been sent out, as evidence of approval and their acceptance of North Ayrshire's regulations on this matter.

As you will know, the internet enables pupils to explore thousands of libraries, databases, and bulletin boards, as well as providing a wealth of resource materials and opportunities for collaborative work using Glow.

Within our school access to the internet is via a filtered service provided by North Ayrshire Council. This means that the software is in place to block any access to potentially harmful Internet sites. During the school day, teachers carefully supervise internet access when required, guiding pupils towards appropriate learning materials, in the same way that parents and carers will do, in the evenings and at weekends. I would be grateful if you would read the appended "Acceptable Use Policy" and complete and return the permission form.

The form should be returned to the school within one week of receiving this letter.

Yours faithfully

**S Colligan**  
HEAD/TEACHER

## INTERNET AND E-MAIL ACCESS: ACCEPTABLE USE

North Ayrshire Council must ensure that any pupil who has access to Internet and e-mail systems whilst on school premises, use the Internet and e-mail in a responsible manner and is aware of and conforms to the rules of acceptable usage. It is not possible to develop a complete set of rules about what is, and what is not acceptable. All use, however, should be consistent with the school ethos, code of conduct and this agreement.

1. Pupil access will be supervised.
2. Access will be permitted during school hours and supervised extra-curricular activities
3. Internet use will be for educational purposes only, via a monitored and filtered service
4. Transmission involving any of the following material is strictly forbidden:
  - Copyright material without permission of the author
  - Materials related to any criminal activity or subversive organisation
  - Threatening, obscene or adult orientated materials
  - Abusive or offensive language
  - Derogatory remarks about any individual's race, age, disability, religion, national origin, physical attributes or preferences
  - Malicious software, including any computer virus, spyware or malware
  - Photographs of another pupil or member of staff without their express permission
5. Pupils will comply with the general etiquette rules of the Internet community and e-mail use including:
  - Being polite and using appropriate language
  - Keeping own login and password details safe and secure
  - Ensuring that if password has been compromised that it will be reported to a member of staff and steps taken to change it
  - Not divulging personal details about themselves or others in line with Data Protection Act regulations which include name, address, telephone number or any photographic material
6. Pupils should not attempt to:
  - log onto any computer system using an alternative ID or continuing to use a machine where another person is logged on
  - use systems or access to harass or disrupt others
  - hide their identity online
  - download and/or install any unapproved software, system utilities or resources
  - circumvent Council security controls for any purpose
  - use proxy sites on the Internet
  - log on as staff or an administrator
  - establish a computer network using Council facilities
  - reply to spam emails and to delete them immediately

## MONITORING

The school will monitor use of the Internet on its premises via electronic means. North Ayrshire Council and its service providers, log and audit usage of computers and systems which includes Internet use and other use of internal and external systems. Backup files may be kept which permanently record this usage. With good cause, the Council may monitor, record and report on Internet use. Any reports of misuse from the Council service provider will be investigated.. Inappropriate use will be reported to the Head Teacher and will result in immediate withdrawal of access to the Internet and other possible sanctions.

The Council reserves the right to randomly search the Internet for inappropriate material posted by pupils and to act upon it.

All instances of inappropriate use will also be reported to North Ayrshire Council Education and Youth Employment and parents may be contacted the Head Teacher in the event of such a breach.