

Outline of Implementation Procedures

Implementation of this policy should be carried out so that:

- Every user with Internet access is aware of it and understands its contents.
- Its regulations are enforced throughout their area of responsibility
- Breaches can be reported in a safe and confidential manner.

It is recommended that each school appoint an officer with overall responsibility for ensuring compliance. Under the authority of this officer, line managers should ensure that staff usage of the Internet and electronic mail is carried out in accordance with this policy. This officer should also have control over who, in that area of responsibility, has access to the Internet. This policy should form part of the induction programme of all school employees who will have access to computers in the course of their work.

Monitoring

The Council's Internet services provider continually monitors new sites with a view to barring access to sites promoting or displaying material, which contravenes this policy. Access to the Internet from School computers is also continually monitored. Annual reports detailing sites accessed by staff will be provided to that School. From time to time, the Internal Audit Section of the Borough Treasurer's Department will review the adequacy and application of these arrangements.

Reviewing this Policy

This Policy will be reviewed and re-issued at least annually as the use of the Internet in the Council develops. If you have any comments about this Policy, please pass them on to your Directorate ICT representative (or other representative nominated within your Directorate) in the first instance.

School Implementation Details

School Name;

Date of Governor approval of this Policy:

Member of staff in charge of this Policy: