GOWERTON SCHOOL

ACCEPTABLE USE OF INTERNET PROTOCOL

Reviewed 11 December 2017

Acceptable Use of the Internet policy

Introduction

The media continually highlight problems and issues concerning the use of the Internet and whilst some of the media interest is 'hype', at times there is real cause for concern.

Currently, there is no <u>technical or software solution</u> that will <u>completely guarantee a 100%</u> restriction of undesirable Internet material. This is likely to remain the case for the foreseeable future, even using our filtering software Smoothwall

Even some sites with a supposed 'educational' theme have a hidden commercial agenda.

Most developmental work here is concerned with stopping access to pornography etc. Even here, total success is unlikely. Furthermore, political and violent material is often beyond the scope of most net filtering safeguarding programs.

As a result a school policy and guidelines to regulate the use of the Internet in the school, both by pupils in the school and employees of the school is needed.

Parent/pupil and school contracts will form the lynchpin of this "Acceptable User Policy"

This document also seeks to give guidance on staff access.

Included are:

- Draft letters for parents
- School policies and procedure

Parental permission letter

Dear Parent/Guardian

Internet Permission Form

As part of the school's IT programme, we offer Internet access during lessons.

Before being allowed to use the Internet all pupils must return the written parental permission proforma. Both pupil and parent **must** sign and return the enclosed proforma as evidence of parental approval and your acceptance of the school rules on this matter.

The Internet allows pupils:

- To explore thousands of libraries and databases
- To access bulletin boards
- To exchange messages with other Internet users throughout the world.

Both parents and pupils should be warned that when 'surfing' some material may contain items that are:

- Illegal
- Defamatory
- Inaccurate
- Potentially morally offensive

The LEA/School will take all reasonable steps to block inappropriate Internet sites. However, pupils may find ways – (despite all our best safeguards) – accidentally or deliberately to access unsuitable materials. We still believe, however, that the benefits to pupils using the Internet exceed this disadvantage.

Ultimately, parents/guardians of pupils are responsible for setting and conveying the standards and morals that their children should follow when using the Internet.

During supervised lessons teachers will attempt to guide pupils toward suitable materials at appropriate web sites. At lunchtime or after school, we cannot guarantee Internet use to be supervised. We would be grateful if you could read the enclosed guidance documents and complete the permission form.

Yours sincerely

Mr N Jones
Headteacher

Internet Parent Permission Form
Please complete and return this form to the school.

PUPIL
As a pupil user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all restrictions explained to me by the school.

Pupil Signature   _____   Date: ____ / ____ / ____

PARENT
As the parent or legal guardian of the pupil signing above, I give permission for my son or daughter to use electronic mail and the Internet. I understand that my son or daughter will be held accountable for their own actions and any materials transmitted by them. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature   _____   Date: ____ / ____ / ____

Pupil Name   _____

Form / Class   _____

Home Telephone   _____

School Policy re. Pupil Access to the Internet

The school encourages use by pupils of the rich information resources available on the Internet, together with development of appropriate skills to analyse and evaluate such resources.

On-line services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Historically, teaching / library materials were selected appropriately and all such materials would be consistent with national policies, supporting and enriching the curriculum while taking into account the current teaching needs, learning styles, abilities and developmental level of the pupils.

However by using the Internet, it may lead to any publicly available website in the world, which will open classrooms to electronic information resources, which may not have been selected by teachers as appropriate for use by pupils.

Electronic information research skills are now fundamental in preparing citizens and future employees for the 21st century. The school actively encourages staff to investigate possibilities and blend use of such information as appropriate within their curriculum areas, at the same time providing guidance and instruction to pupils in the appropriate use of such resource. Staff may need to consult with the ICT Co-ordinator for advice on content, training and appropriate teaching levels consistent with the ICT programme of study.

Independent pupil use of telecommunications and electronic information resources will be carefully monitored. Pupils are not allowed Internet access without the submission of permission and agreement forms by parents of pupils and by pupils themselves.

As much as possible, Internet use will be filtered, to point pupils to web sites that have been reviewed and evaluated. While pupils may be able to move beyond those resources to other web sites that have not been evaluated by staff, they will be provided with guidelines and lists of resources particularly suited to the learning objective. Staff must remain vigilant in monitoring websites that pupils access. Unguided research often degenerates and becomes a negative and frustrating experience.

Pupils may pursue Internet research independently of staff with letters / notes signed by the subject teacher. Permission is not transferable and may not be shared.

Access to on-line resources will enable pupils to explore thousands of libraries, databases and bulletin boards and exchange messages with people throughout the world. The school believes that the benefits to pupils of information resources and increased opportunities for collaboration exceed the disadvantages.

Ultimately, parents/guardians of pupils are responsible for setting and conveying the standards and morals that their children should follow when using the Internet.

Pupil Guidelines for Internet Use

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate.

Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas and online storage areas will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.

During school, teachers will guide pupils towards appropriate materials. Outside of school, families have responsibility for such guidance, as they do with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are **NOT** permitted:

1. Sending, displaying or transferring to any format offensive messages or pictures
2. Use of obscene language
3. Harassing, insulting or attacking others in any form or media
4. Damaging computers, computer systems or computer networks
5. Violation of copyright laws
6. Use of others' passwords
7. Trespassing in other persons' folders, work or files
8. Intentionally wasting limited resources
9. Conducting any action contrary to the Computer Misuse Act

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet use
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour in line with the existing school discipline policy.

School Policy re. Staff Access to the Internet

The school encourages use by staff of the rich information resources available on the Internet, together with development of appropriate skills to analyse and evaluate such resources.

The Internet will allow staff:

- To explore thousands of libraries and databases
- Access to bulletin boards
- To exchange messages with other Internet users throughout the world

Staff are advised that when 'surfing' some material may contain items that are:

- Illegal
- Defamatory
- Inaccurate
- Potentially morally offensive

The following are not permitted by staff:

- Conducting any private/non-school business not related to school
- Sending, displaying or transferring in any format offensive messages or pictures
- Use of obscene language
- Harassing/insulting or attacking others in any media form
- Damaging computers, computer systems or computer networks
- Violation of copyright laws
- Use of others' passwords
- Trespassing in other persons' folders, work or files
- Intentionally wasting limited resources
- Conducting any action contrary to the Computer Misuse Act

POLICY NAME: *Acceptable Use of the Internet*

REVIEWED BY: *Standards & Provision sub committee*

DATE REVIEWED: *11/12/17*

DATE TO FGB: *18/12/17*

SIGNED: *Morrison W. Frew.*

PRINT NAME: Morrison Frew

DATE NEXT DUE TO BE REVIEWED *Autumn 2020*