ICT Internet Usage and

E-safety Policy



IT Internet and E-mail Facility

This policy outlines our reasons for providing access to the Internet and e-mail facilities at Ysgol Carreg Hir and explains how the school is seeking to avoid the potential problems that unrestricted Internet access could have.  
  
 **The purpose of this policy is to:**

* **Allow all users at the school to access and use the Internet safely for educational purposes.**
* **Establish the ground rules for acceptable and unacceptable use for staff and pupils when using the Internet.**
* **Explain mechanisms by which staff and pupils are protected from sites information, and individuals that would undermine the principles and aims of the school.**
* **Define the reporting procedures should incidents occur.**

###### Introduction

**What is the Internet?**  
  
The Internet is a network of millions of computers all connected together. Individuals, companies and organisations about every possible subject put information on these computers. By connecting to the Internet you get access to this vast amount of information. The main areas of the Internet that are used in school are the World Wide Web (WWW) and e-mail.  
   
**Why use the Internet in school?**   
  
Providing access to the Internet in school will raise educational standards and support the professional work of staff. Teachers and pupils will have access to web sites worldwide, offering educational resources including libraries, art galleries and museums news and current events. There are opportunities for discussion with experts in many fields and to communicate and exchange information with children and others across the world. In addition staff will have access to educational materials and good curriculum practice, to communicate with advisory and support services, professional associations and colleagues.

The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. We feel that the best way to minimise the opportunities for inappropriate use of Internet technology lies in a combination of site-filtering, supervision, rules and regulation and by fostering a responsible attitude in our pupils in partnership with parents. This 'holistic' approach will serve to minimise the risks involved with Internet use. It will enable children and staff to work within a reasonably 'safe' environment. We feel that if the school introduces safeguards as part of an educational process, it will develop a 'culture' for Internet use that will serve children and staff beyond the confines of the school.

**Staff Use Of The Internet**  
  
All staff (including Teachers, TAs, Supervisory Assistants, office staff and students) and any other adults involved in supervising children accessing the Internet, will be provided with the School Internet Access Policy and have its importance explained to them. Each staff member must sign, then the Headteacher must countersign, the Internet Usage Form and this must be kept in their personal staff file. All staff must acknowledge that all network activity is the property of the school and the Authority, and that therefore, no such activity can be considered private.  
  
**Staff will not be expected to take charge of an Internet activity without training.**  
  
While appropriate use of the Internet is encouraged, the staff must be made aware that there are serious legal risks, both to the Authority, Headteacher, Governors and to individual members of staff, arising from misuse or as the consequences of actions taken, even legitimately so.  
  
Connection to the Internet will be provided on schools' administrative systems via the Corporate Data Network and Web Server, undertaken at the request of school management.

All P.C.'s connected to the Internet will have regularly updated virus monitoring software installed.

The system used at Ysgol Carreg Hir which minimises misuse and monitors use is provided by Baglan Information Technology Centre’s Internet Servers Firewall System. The school has undertaken a service agreement with Baglan Information Technology Centre who have filtering and monitoring facilities as part of the agreement. The filtering software can filter out known sites containing unsuitable materials, key words or even flesh tones. However, we realise this cannot by solely relied upon as a solution and caution is taken at all times. A monitoring system is employed to check Internet usage. Neither the school nor the Local Authority can accept liability for the material accessed, or any consequences of Internet access.  
   
Teachers can only access the Internet through a series of **confidential passwords.**  The IT Coordinator must be notified immediately if a pupil discovers a password. Baglan I.T. Centre will subsequently be notified and the password changed. The Internet will not be used until the password has been changed. Passwords are changed every 30 days maximum. Staff login on the green screen where the security settings are higher; while pupils use the blue screen.  
  
  
**Acceptable Uses:**

* Communications and information exchanges directly relating to the aims and business of the school and the Authority.
* Use for research, analysis, advisory, professional or developmental activities related to staff duties.

**Limited personal use is also permitted, provided that:**

* It takes place within staff members' own time, outside core teaching hours.
* The Authority's e-mail address is not used. Staff wishing to send or receive personal e-mails can open a private account with a free e-mail service.

*Note: This personal use can be withdrawn if it is misused or if it imposes a cost to the school or Authority.*  
  
**Unacceptable Uses:**

Uses that are unacceptable involve the access, use, submission, publication, display, downloading or transmission of any information which:

* Violates any of the school's or authorities regulations
* Violates or infringes on the right of any other person, including the right to privacy.
* Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually orientated, threatening, racially offensive or otherwise biased, discriminatory, or illegal material.
* Restricts or inhibits other users from using the system or the efficiency of the school's or the Authority's computer systems.
* Results in the unauthorised editing of the Authority’s or the school’s web pages.
* Encourages the use of controlled substances or uses the system with criminal intent.
* Uses the system for any other potentially illegal purpose.

It is also unacceptable to use the facilities and capabilities of the system to:

* Conduct any unapproved business.
* Solicit the performance of any activity that is prohibited by law.
* Transmit material, information or software in violation of any law.
* Conduct any unapproved fund raising or public relations activities.
* Engage in any activity for personal gain.
* Make any unauthorised purchases or commitments.

**Internet Activity Warning** - All Internet users should bear in mind that a continuous and complete record of all Internet activity, including e-mail is maintained in respect of all PCs in the school and throughout the County Borough Council. Staff engaging in unauthorised or inappropriate activities may be subject to disciplinary action, which could include the termination of their employment and/or legal proceedings involving the police.  
  
  
**Copyright** - Users may download copyright material for legitimate teaching purposes. However, the use of such material must be strictly in compliance with the author's copyright conditions or current copyright law. Both staff and pupils when using Internet material in their own work should make acknowledgement to the original source of information. In the case of software, downloads must comply with the school's and the Authority's information technology policies and standards. Any applicable licensed conditions must be complied with.  
  
  
**Disclaimer** - A disclaimer will be inserted into all the school e-mails sent, via the school connection to avoid a creation of legal obligation in the event that the e-mail contains a virus or has been intercepted and amended.

**Enforcement of Compliance** - It is the responsibility of the Headteacher to ensure that all Internet users comply with the policies contained within this document. In addition, Internal Audit will from time to time, undertake monitoring and investigation activities. The Baglan I.T. Centre will also undertake investigations at the school's request or deemed appropriate by Baglan Information Technology Centre.

**Measures Undertaken To Ensure Safety**  
  
**Computer Code**:   
All pupils are expected to obey the 'Think Then Click ’ rules which has been designed to help protect them from exposure to unsuitable Internet sites.

These are signed yearly by pupils and parents/guardians.  
  
Computers with Internet access are deployed in 'open' areas that are very public and easily supervised.

**No child will have access without proper supervision**.  
  
 Pupils are always supervised in their use of the Internet. Pupils and staff must be aware of the seriousness of Internet misuse. A casual supervision approach by staff is not acceptable. Pupils who consistently choose not to comply with the school's 'Think Then Click' rules will be warned, and subsequently may be denied access to Internet resources.

**Pupils are properly prepared prior to their use of the Internet**.

This is done as part of the school's normal learning programmes. Induction includes the development of basic Internet skills together with an understanding of the protocols, ethics and dangers. Pupils are made aware that what they read on-line may not always be accurate. Pupils’ use of the Internet may be greater at home than in school, so pupils will be encouraged to develop well understood and responsible attitudes to the Internet

Differing ways of accessing information are deployed, depending on the nature of the material being accessed and the age of the pupils:

* Access to the Internet may be by teacher demonstration.
* Pupils may be given a suitable web page or a single web site to access.
* Pupils may be provided with lists of relevant and suitable web sites which they may access,
* Older pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher.
* Pupils should be taught to use Internet Search Engines with care.
* 'Yahooligans' or 'Ask Jeeves for Kids' search engines should be used.
* Teachers should bear in mind that the vast majority of the content of the Internet is written for and by adults. Sites to be accessed by pupils through search engines should be viewed by teachers prior to any pupil search taking place.

Initial use of the e-mail facility is confined to internal use only i.e. pupils communicate with each other.

No pupil will use an individual e-mail address. Pupils will always communicate through a group address.  
  
**Teachers must not let pupils make contact with others by e-mail without first checking out the contact**.

The teacher always makes initial e-mail contacts. The teacher must always check all e-mail messages received first. Children are taught to adopt the same strategy as they are taught about; 'don't talk to strangers'. All unsolicited e-mail messages, especially those with attachments will be regarded as suspicious. These attachments will not be opened.  
  
**Children's names will not accompany photographs on the school website.**

* Children’s names will not accompany photographs on the school website.
* Only appropriate photographs will be displayed:
  + No close up pictures of children will be available of children online.
  + Photographs of individual children will not be used.
* Photographs of school activities can be used **but** children should be suitably dressed i.e. not in swimwear or gym kit
* Photographs should be of views that ensure that individual children cannot be identified.

Only first names will be referred to on web pages and not in relation to photographs. Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

**Newsgroups** and **chat rooms are forbidden**  
  
**Emerging Technologies** will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. For example web cam may be used for communication where the initial contact has been made by the teacher.

The Headteacher or nominated senior member of staff is responsible for ensuring the implementation of the school Acceptable Internet Use Policy.  
  
The Headteacher Mrs. L. Hynes will ensure that the policy is implemented effectively.

**Reporting Procedures**  
  
If there is an incident in which a pupil or staff member is exposed to offensive or upsetting material the school will respond to the situation quickly and on a number of levels.

* Pupils are taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable. The pupils will then be given appropriate support.
* Parents/carers will be informed by the Headteacher and given an explanation of the course of action the school has taken.
* Teachers should report incidents to the Headteacher or nominated senior member of staff.
* **Any** incident must be recorded in the Internet Record Book held in the Staff Room.
* The Headteacher or nominated senior member of staff will make decisions about reporting incidents to the LA.
* The LA will make decisions on whether to pass information onto the police.

**Parental Responsibility**  
  
Parents attention will be drawn to the Acceptable Internet Policy by letter in the first instance. They will be asked to sign a 'contract' which highlights the issues concerned and shared responsibility for Internet usage.  
  
Our school policy will be available for parents and others to read on demand.

Student / Pupil Acceptable Use Policy Agreement – for younger pupils (Foundation / KS1)

This is how we stay safe when we use computers:

I will ask a teacher or another adultfrom the schoolif I want to use the computers

I will only use activities that a teacher or another adultfrom the schoolhas told or allowed me to use.

I will take care of the computer and other equipment

I will ask for help from a teacher or another adultfrom the schoolif I am not sure what to do or if I think I have done something wrong.

I will tell a teacher or another adultfrom the schoolif I see something that upsets me on the screen.

I know that if I break the rules I might not be allowed to use a computer.

*Signed (child):……………………………………………*

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Signed (parent): …………………………………………..

Student / Pupil Acceptable Use Agreement (AUA) – for older students / pupils

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School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

**This Acceptable Use Agreement is intended to ensure:**

* that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
* that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that *pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *pupils* to agree to be responsible users.

Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

**For my own personal safety:**

* I understand that the school will monitor my use of IT systems, devices and digital communications.
* I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
* I will be aware of “stranger danger”, when I am communicating on-line.
* I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc )
* If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
* I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

**I understand that everyone has equal rights to use technology as a resource and:**

* I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
* I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
* I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

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**I will act as I expect others to act toward me:**

* I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.
* I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
* I will not take or distribute images of anyone without their permission.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

* I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
* I will immediately report any damage or faults involving equipment or software, however this may have happened.
* I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
* I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
* I will only use social media sites with permission and at the times that are allowed

**When using the internet for research or recreation, I recognise that:**

* I should ensure that I have permission to use the original work of others in my own work
* Where work is protected by copyright, I will not try to download copies (including music and videos)
* When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

* I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
* I understand that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action. This may include) loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.**

Student / Pupil Acceptable Use Agreement Form

This form relates to the *pupil* Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

* I use the school systems and devices (both in and out of school)
* I use my own devices in the school (when allowed) eg mobile phones, gaming devices, cameras etc
* I use my own equipment out of the school in a way that is related to me being a member of this *school*  eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student / Pupil

Group / Class

Signed

Date

Parent / Carer Countersignature

Note: It is for schools to decide whether or not they require parents / carers to sign the Parent / Carer Acceptable Use Agreement (see template later in this document). This includes a number of other permission forms (including digital and video images / biometric permission / cloud computing permission).

Staff (and Volunteer) Acceptable Use Policy Agreement

School Policy

New technologies have become integral to the lives of children and young people in today’s society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

* that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
* that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
* that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for *students / pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-Safety in my work with young people.

For my professional and personal safety:

* I understand that the school  will monitor my use of the ICT systems, email and other digital communications.
* I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school, and to the transfer of personal data (digital or paper based) out of school
* I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school. (schools should amend this section in the light of their policies which relate to the personal use, by staff and volunteers, of school systems)
* I will not disclose my username or password to anyone else, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
* I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

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I will be professional in my communications and actions when using school  ICT systems:

* I will not access, copy, remove or otherwise alter any other user’s files, without their express permission.
* I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
* I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school’s policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
* I will only use chat and social networking sites in school in accordance with the school’s policies. (schools should amend this section to take account of their policy on access to social networking and similar sites)
* I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. (schools should amend this section to take account of their policy on communications with students / pupils and parents / carers. Staff should be made aware of the risks attached to using their personal email addresses / mobile phones / social networking sites for such communications)
* I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

* When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
* I will not use personal email addresses on the school ICT systems.
* I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
* I will ensure that my data is regularly backed up, in accordance with relevant school policies.
* I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
* I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
* I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies. (schools / academies should amend this section in the light of their policies on installing programmes / altering settings)
* I will not disable or cause any damage to school equipment, or the equipment belonging to others.
* I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
* I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
* I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

* I will ensure that I have permission to use the original work of others in my own work
* Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the *school*:

* I understand that this Acceptable Use Agreement applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
* I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include (schools should amend this section to provide relevant sanctions as per their behaviour policies) a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date

Parent / Carer Acceptable Use Agreement

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

* that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
* that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
* that parents and carers are aware of the importance of e-Safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that *students / pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Agreement is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school’s work.

Permission Form

Parent / Carers Name Student / Pupil Name

As the parent / carer of the above *pupils*, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

Either: (KS2 and above)

*I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-Safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.*

*Or: (KS1)*

*I understand that the school has discussed the Acceptable Use Agreement with my son / daughter and that they have received, or will receive, e-Safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.*

I understand that the school will take every reasonable precaution, including applying monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son’s / daughter’s activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child’s e-Safety.

Signed Date