Acceptable Use Policy

Introduction

The primary purpose of providing Internet access to the Gowerton School community is to promote educational excellence by facilitating resource sharing, innovation and communication. However, Internet access at Gowerton School is a privilege and not an entitlement. Despite the best efforts of Gowerton School and our LEA, there is a possibility that users could encounter inappropriate material on the Internet. Gowerton School and the LEA will actively take reasonable precautions to protect users from both undesirable and illegal material but can never guarantee complete avoidance from such material.

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

Parent / pupil and school contracts will form the lynchpin of this 'Acceptable Use Policy'.

Staff are responsible for guiding students in their on-line activities, by providing clear objectives for Internet use. The main goal is to utilise Internet access to enrich and extend those learning activities that reflect the curriculum requirements. All Internet access is filtered as accurately as possible to screen out undesirable sites at source and all activity is recorded. The school, however, cannot accept liability if such material is accessed nor for any consequences resulting from inappropriate material. Staff also have software solutions to disable student access as and when deemed necessary.

This document also seeks to give guidance on staff access.

Included are
- Draft letters for parents

Acceptable Use Policy

- School policies and procedure

Network Security

- Uploading and downloading of non-approved application software is not permitted. Any requests must be logged either via the "ICT Request" via the staff desktop or via email (ict@gowerton.swansea.sch.uk). This applies to both network PCs and loan equipment.
- All access to Gowerton Schools systems requires entry of a recognised User ID and password. Users are responsible for ensuring the security of their own password.
- Virus and Malware protection software is installed on every network PC and server and is updated regularly.
- Data held on Gowerton Schools equipment network are subject to monitoring procedures and remain the property of Gowerton School.

Regulations & Guidelines

Gowerton Schools Internet access incorporates necessary filtering system to block certain chat rooms, newsgroups, and inappropriate websites. The filtering system used on the school network aims to achieve the following:

- Access to inappropriate categories or sites is blocked.
- A list of the most popular 100 websites is monitored on a regular basis.
- Records of all Internet activity by all users are recorded.

Acceptable Use Policy

- Limit email to Gowerton Schools system.
- Gowerton School will immediately report the details of any questionable material claimed to be found to the necessary parties.

Web security

- Users may only use their approved gowerton.swansea.sch.uk (or swansea-edunet.gov.uk) account(s) on the school network at any time. Access in school to external, Web-based, personal e-mail accounts is denied for network security reasons.
- Gowerton School's curriculum email system is secured by Google. Google uses SPAM filtering technologies along with content filtering based on keywords. Any quarantined emails will be automatically sent to the ICT Department for action. Users must immediately report any offensive e-mails that they receive to the ICT Department or to Mrs. C. Clayton.
- It is forbidden to distribute chain letters to other persons and to use the system for non business purposes.
- Users must not reveal their own or other people's personal details, such as addresses or telephone numbers or arrange to meet someone outside school via the school network.
- Sending and receiving any electronic documents are subject to copyright laws, in which the user must assume full responsibility prior to distributing.
- E-mail messages cannot be considered to be private, secure or temporary.
- Improper statements in e-mail can give rise to personal liability and liability for Gowerton School and can constitute a serious disciplinary matter. E-mails that embarrass misrepresent or convey an unjust or unfavourable impression of Gowerton School or its business affairs, employees, suppliers, customers or competitors are not permitted.
- Do not create or send e-mail messages that are defamatory. Defamatory e-mails whether internal

Acceptable Use Policy

or external can constitute a published libel and are actionable. Never send confidential or sensitive information via e-mail. E-mail messages, however confidential or damaging, may have to be disclosed in court proceedings.

● Do not create or send e-mail messages that may be intimidating, hostile or offensive.

● Copyright law applies to email and other accompanying services. Do not use Gowerton Schools systems to transmit, store or circulate copyrighted materials.

Data Security & Privacy

Under no circumstances should you disclose personal or other confidential information held on computer to unauthorised persons. The unauthorised access to and/or unauthorised modification of data is a criminal offence under the Computers' Misuse Act 1990. Users must ensure that data that is not stored on the network file server is regularly backed up.

Data stored or created on Gowerton Schools systems cannot be considered to be private or confidential. Although it is not policy to routinely examine the content of individuals email, Gowerton Schools reserves the right to monitor data, at any time, for specific instances in which there is good cause for such monitoring or some legal obligation to do so.

Acceptable Use Policy

Parental permission letter.

Dear Parent / Guardian,

Internet Permission Form

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

Before being allowed to use the Internet all pupils must return the written parental permission pro-forma. Both pupil and parent must sign and return the enclosed pro-form 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 to 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

Acceptable Use Policy

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. P.B. Harrison
Headteacher

Acceptable Use Policy

Internet Parent Permission Form

Please complete and return this form to the school

<u>PUPIL</u>

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: _____ / _____ / _____

<u>PARENT</u>

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 exploring information and media.

Parent Signature   _____   Date: _____ / _____ / _____

Pupil Name   _____

Form / Class   _____

Home Telephone   _____

Acceptable Use Policy

Acceptable Use Policy

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 web site 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 resources. Staff may need to consult with the ICT co-ordinator for advice on content, training and appropriate teaching levels consistent with the ICT programmes 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

Acceptable Use Policy

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 objectives. Staff must remain vigilant in monitoring web sites that pupil's 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 to 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 the Internet.

Pupils 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.

Acceptable Use Policy

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

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

The following are <u>Not</u> permitted:

1. Send, display or transfer in any format offensive messages or pictures.
2. Use of obscene language.
3. Harass, insult or attack 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. Trespass in other person's folders, work or files.
8. Intentionally waste limited resources.
9. Conduct any action contrary to the Computer Misuse Act.

<u>Sanctions</u>

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.

Acceptable Use Policy

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
- To 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:-

- Conduct any private / non school business not related to school
- Send, display or transfer in any format offensive messages or pictures.

Acceptable Use Policy

- Use obscene language.

- Harass / insult or attack others in any media form.

- Damaging computers, computer systems or computer networks.

- Violation of copyright laws.

- Use of others passwords

- Trespass in other person's folders, work or files.

- Intentionally waste limited resources.

- Conduct any action contrary to the Computer Misuse Act.