



---

## Policy for the Acceptable Use of the Internet and Network Staff September 2015

### **Aims**

1. To allow all users to access and use the Internet for educational purposes and to support the goals and learning objectives of the school.
2. To provide a mechanism by which students and staff are protected from sites, information and individuals, which would undermine the principles and aims of the school.
3. Provide rules which are consistent, and in agreement with the Data Protection Act.
4. Provide rules, which are consistent with the acceptable procedures commonly used on the Internet.
5. To share good practice within the school, local authority and other schools.

### **Staff must ensure that they:**

- Comply with current legislation
- Use the internet and school network in an acceptable way
- Are familiar with the pupil version of the Acceptable Use of the Internet and Network Policy.

### **Unacceptable Behaviour**

- Deliberately visiting internet sites that contain obscene, hateful, pornographic or any other unacceptable material.
- Using the internet, network or computers to perpetrate any form of fraud, or software or music piracy.
- Using the internet or network to send offensive, defamatory or harassing material or language to others.
- Using the internet or network in any way that will bring the school in to disrepute.

Opportunity, Motivation & Success

# Ovingham Middle School

Ovingham, Prudhoe, Northumberland, NE42 6DE

Headteacher: Mr A Bennett



- 
- Downloading commercial software or any copyrighted materials belonging to third parties, unless the download is covered or permitted under a commercial agreement or other such licence.
  - Compromising the Data Protection act or the law of copyright in any way.
  - Hacking in to unauthorised areas and/or using methods to bypass filtering systems.
  - Using the login credentials or passwords of any other user, or a computer which has been logged on by another user.
  - Undertaking deliberate activities that waste staff effort or networked resources.
  - Introducing any form of computer virus in to the school network.

## Monitoring

While the use of the internet is a valuable educational tool, misuse of the internet can have a negative impact upon staff's work and, sometimes, relationships between staff. It could also mean breaking UK laws.

Therefore, the school reserves the right to monitor internet use via the LA PCE software and Lightspeed filtering systems.

## Reporting

Staff have a responsibility to report any misuse of this facility. They should inform the headteacher of any incidents.

Any unsuitable websites encountered should be reported to the headteacher and network manager so that action can be taken to block their content.

## Acceptable Use of the school Internet and Network Rules

We have developed the following rules to ensure the privacy and safety of pupils when using the Internet and E-Mail at school. This is not an exhaustive list.

- Access to work email via personal mobile devices is prohibited.
- Communication relating to school business must only be conducted using a school email address.
- Bluetooth will be switched off all mobile devices while on school premises.
- The use of a school email address is prohibited for personal use.
- Children are only referred to by first names in written text on our web pages.
- Staff are only referred to by their title and surname in any written text on our web pages.

Opportunity, Motivation & Success

# Ovingham Middle School

Ovingham, Prudhoe, Northumberland, NE42 6DE

Headteacher: Mr A Bennett



- 
- Any images of children will not be labelled with their full name.
  - Images and copies of staff's work will only be published with that person's permission.
  - Staff will divulge pupil's personal information unless required to do so in a professional capacity
  - Staff are advised to protect their own personal information.
  - Children are not allowed to have individual E-Mail addresses.
  - All E-Mails sent by children will be linked to some sort of educational activity. They will not in any way use or encourage the use of unsuitable language or discuss unsuitable topics.
  - All E-Mail to classes will be moderated by the class teacher.
  - Children will not engage in conversation or dialogue with other users on the Internet without permission or supervision from their teacher.
  - Internet access must only be made via the user's authorised account and password, which must not be given to any other person.
  - The school ICT systems may not be used for private purposes except in exceptional circumstances, but not during contact lesson time.
  - School Internet access for personal financial gain, gambling, political purposes or advertising is forbidden.
  - Copyright and intellectual property rights must be respected.
  - Any child finding themselves uncomfortable or upset by anything they discover on the Internet will report it to a teacher immediately.
  - Any member of staff finding inappropriate material should report it to the headteacher or ICT manager immediately.
  - Downloading of files is restricted to staff, or children under supervision.
  - Children/staff have no access to newsgroups or social media sites during work hours.
  - All Internet access at Ovingham Middle School is filtered through a Content Management Server provided by Northumberland Local Authority, to screen undesirable sites at source. This server is constantly monitored and maintained by the LA.

## Sanctions

Failure to comply with this policy will result in sanctions being applied by:

- The School, via staff competency procedures.
- The LA, via their Human Resources policies.
- The Police, via any UK or international laws that may be broken.

We must all recognise that, under certain circumstances, the Internet can give access to undesirable information and images. We feel we have done all that is reasonably possible to ensure staff are protected from such information through the use of the LA filtered service and Firewall and the rules set out in this policy for us all to follow. The County have also introduced new monitoring software

Opportunity, Motivation & Success

# Ovingham Middle School

Ovingham, Prudhoe, Northumberland, NE42 6DE

Headteacher: Mr A Bennett



---

on all County computers called Policy Central Enterprise (PCE). This monitors all computer activity, not just the internet, and records any perceived inappropriate use. All recorded incidents are automatically sent to the headteacher for analysis.

It is recommended that staff employ similar filtering and firewall systems on their home network.

## References

The National Grid for Learning (NGFL) and GridWatch  
[www.ngfl.gov.uk](http://www.ngfl.gov.uk)

The Data Protection Act  
[www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

Albion.Com Netiquette guide  
Becta (British Educational Communications and Technology Agency)  
[www.becta.org.uk/aboutsite/index.html](http://www.becta.org.uk/aboutsite/index.html)

Department for Education and Skills (DfES)  
Superhighway safety / Schools safe use of the Internet  
[www.safety.ngfl.gov.uk/schools/](http://www.safety.ngfl.gov.uk/schools/)

Parents Information Network (PIN)  
[www.pin.org.uk](http://www.pin.org.uk)

Ambleside School  
[www.ambleside.schoolzone.co.uk](http://www.ambleside.schoolzone.co.uk)

Kent Education Authority  
[www.Kented.org.uk/ngfl](http://www.Kented.org.uk/ngfl)

Internet filtering and blocking software for the home  
[www.netnanny.com](http://www.netnanny.com)  
[www.cyberpatrol.com](http://www.cyberpatrol.com)  
[www.surfwatch.com](http://www.surfwatch.com)

Opportunity, Motivation & Success

# Ovingham Middle School

Ovingham, Prudhoe, Northumberland, NE42 6DE

Headteacher: Mr A Bennett



---

Reviewed by Governors on (date)

\_\_\_\_\_

Signed by Chair of Governors and Date

\_\_\_\_\_

Subject to review (date)

\_\_\_\_\_