



Policy for the Acceptable Use of the Internet and Network Pupils 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.

Pupils and staff must ensure that they:

- Comply with current legislation
- Use the internet and school network in an acceptable way

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.
- Pupils will not engage in conversation or dialogue with other users on the Internet without permission or supervision from their teacher.
- Using the internet or network to send offensive, defamatory or harassing material or language to others

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- 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.
 - All pupil data must be accessible by staff. No hidden or password protected files or documents are allowed.
 - 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 pupils work and, sometimes, relationships between pupils. 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

Pupils have a responsibility to report any misuse of this facility. In the first instance they should inform the member of staff taking the lesson, who should then inform the headteacher.

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.

- Children are only referred to by first names in written text on our web pages.
- Any images of children will not be labelled with their full name.
- Images and copies of pupils work will only be published with that person's permission.
- Children will never reveal their personal details, home addresses or telephone numbers on the web or in dialogue with other Internet users.

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- Children do not have individual E-Mail addresses.
 - 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 unless the Headteacher has given permission for that use.
 - 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.
 - Downloading of files is restricted to staff, or children under supervision.
 - Children have no access to newsgroups.
 - 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 the school discipline policy. These sanctions could range from a warning to permanent exclusion.
- The Police, via any UK laws that may be broken.

We must all recognise that, under certain circumstances, the Internet can give children access to undesirable information and images. We have done all that is possible to ensure children are protected from such information through the use of the LEA filtered Proxy Server and Firewall and the rules set out in this policy for us all to follow. The County have also introduced new monitoring software 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 parents using the Internet at home with children, develop a similar set of rules and invest in appropriate security software, e.g: Norton, Netnanny, Cyberpatrol or Surfwatch. There are many to choose from.

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References

The National Grid for Learning (NGFL) and GridWatch
www.ngfl.gov.uk

The Data Protection Act
www.dataprotection.gov.uk

Albion.Com Netiquette guide
www.albion.com/netiquette

Becta (British Educational Communications and Technology Agency)
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/

Parents Information Network (PIN)
www.pin.org.uk

Ambleside School
www.ambleside.schoolzone.co.uk

Kent Education Authority
www.Kented.org.uk/ngfl

Internet filtering and blocking software for the home
www.netnanny.com
www.cyberpatrol.com
www.surfwatch.com

Reviewed by Governors on (date)

Signed by Chair of Governors and Date

Subject to review (date)
