

LEWIS SCHOOL PENGAM



INTERNET ACCESS POLICY

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Who will write the policy?

The Internet Access Policy has been written by a team with a wide range of experience and will be reviewed on an annual basis. It has been agreed by the senior management and approved by governors.

Created: 2 July 2007 by BB, MAM, NW, HS

To be revised: July 2008

Why is Internet access important?

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the School's management information and business administration systems.

Access to the Internet is a useful tool for staff and students. It is a privilege for students who show a responsible and mature approach.

What are the benefits to the school?

The Government set targets for ICT use in all schools by 2002 through the National Grid for Learning (NGfL) initiative. A number of studies and National Assembly for Wales projects have indicated the benefits to be gained through the appropriate use of the Internet in education.

These benefits include:

- Access to world-wide educational resources
- Inclusion in The National Assembly for Wales initiatives
- Discussion with experts in many fields for pupils and staff
- Staff professional development
- Communication with the LEA's advisory and support services, professional associations and colleagues
- Improved access to technical support including remote management of networks
- Exchange of curriculum and administrative data with the LEA and the National Assembly for Wales

How will Internet use provide effective learning?

- Internet access is provided by Caerphilly County Borough Council and is filtered using appropriate software. It must however be highlighted that while the filter provides a high level of protection, it is not a substitute for awareness of potential issues and the supervision and monitoring of pupils
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement
- Pupils will be educated in taking responsibility for their own Internet access

Assessment of Internet content

- Pupils will be taught ways to validate information before accepting that it is necessarily accurate
- Pupils will be taught to acknowledge the source of information when using Internet material for their own use.
- Pupils will be made aware that the writer of an e-mail or the author of a Web page may not be the person claimed
- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable

How will e-mail be managed?

- Pupils need to use e-mail as part of the National Curriculum (Wales) 2000 Orders
- E-mail must only be used in school for educational purpose
- Incoming e-mail will be regarded as public (although this may be considered illegal at present). Received e-mail may be examined and could, for example, be pinned to a notice board for collection by pupils
- Messages sent using the school domain name should be regarded in the same way as messages written on school headed paper
- The forwarding of chain letters will be banned, as will the use of chatrooms unless pre approved as suitable
- Excessive social chit-chat wastes pupils' time and computer resources and will be discouraged.

NOTE: At present pupils do not have e-mail access at school. The above points will be reviewed if and when the situation changes.

How will publishing on the Web be managed?

- The Headteacher will delegate editorial responsibility to a member of staff to ensure that content is accurate and quality of presentation is maintained
- The Web site will comply with the School's guidelines for publications
- All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name
- The point of contact on the Web site should be the school address and telephone number. Home information or individual e-mail identities will not be published.
- Written permission from parents will be sought before photographs of pupils are published on the Web site
- Written permission from Staff will be sought before photographs or full names are published on the school Web site.

What other Internet applications are available?

- Pupils will not be allowed to access public chat rooms
- Newsgroups are not available
- New applications will be thoroughly tested before pupils are given access

How will Internet access be authorised?

Internet access will not be granted to any person (staff or student) until the School has received a signed Acceptable Use Policy.

- Internet access is a useful part of the curriculum. It is a privilege for pupils based on responsible use
- Parents will be informed that pupils will be provided with supervised Internet access
- Parents will be asked to sign and return a permission form
- Students must apply for Internet access individually by signing the Acceptable Use Policy, countersigned by a parent
- A record will be maintained of all staff and pupils with Internet access. Persons will be removed from the record when access is no longer required or is withdrawn. The School may decide to record access permission on a whole-class basis.

How will the risks be assessed?

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The School and LEA will take all reasonable technical precautions to ensure that users access only appropriate material, as well as supervising and monitoring pupils Internet access. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Neither the school nor Caerphilly County Borough Council can accept liability for the material accessed or any consequences thereof
- The use of computer systems without permission or for purposes not agreed by the School could constitute a criminal offence under the Computer Misuse Act 1990
- Methods to identify, assess and minimise risks will be reviewed
- Staff, parents, governors, officers and advisers will work to establish agreement that every reasonable measure is being taken
- The Headteacher will ensure that the policy is implemented effectively

How will the School ensure Internet access is safe?

- Pupils will be informed that Internet use will be supervised and monitored
- The School will work in partnership with parents and the LEA to ensure systems to protect pupils are reviewed and improved
- If unsuitable sites are accessed the appropriate authority should be informed immediately so that they can be blocked. Anyone suspected of deliberately accessing unsuitable sites will have their Internet and, possibly, their computer access blocked
- Any material that the School suspects is illegal will be reported to the Education IT department and the IT Security department
- Where minority languages are involved, measures will be used to ensure inappropriate material is made unavailable, however it must be noted that due to resources available this may not always be possible
- Appropriate measures will be used to protect against inappropriate materials in the Welsh language

How will the security of the school ICT systems be maintained?

- Security strategies will be discussed and implemented in conjunction with the LEA
- The security of the whole system will be reviewed with regard to threats to security from Internet access, both by the school and by the LEA
- Personal data sent over the Internet will be encrypted or otherwise secured
- Virus protection will be installed and updated regularly
- Use of removable data storage will be reviewed. Personal removable data storage may not be brought into school without specific permission and a virus check

How will complaints regarding Internet use be handled?

- Responsibility for handling incidents will be given to senior members of staff who will liaise with appropriate officers within the LEA
- Pupils and parents will be informed of the complaints procedure
- As with drugs' issues, there may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies
- A range of sanctions is available – a pupil may have e-mail, Internet or computer access denied for a period of time or permanently, depending on the nature of the incident
- Denial of access could include all school work held on the system, including any examination work.

For 'Response to Issues of Concern' see Appendix 1

How will staff and pupils be consulted?

- Rules for Internet access will be posted near computer systems. The Acceptable Use Statement or Rules for Responsible Internet Use could be printed as posters
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy and its importance explained
- Parents' attention will be drawn to the Policy in newsletters, the School brochure and on the School Web site
- A module on responsible Internet use will be included in the ICT programme covering both School and home use

LEWIS SCHOOL PENGAM ACCEPTABLE INTERNET USE POLICY FOR PUPILS

The computer system is owned by the School and is made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The School's Internet Access Policy has been drawn up to protect all parties – the students, the staff and the School.

- The School reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.
- Access must only be made via the authorised account and password, which must not be made available to any other person
- All Internet use should be appropriate to staff professional activity or student's education
- Activity that threatens the integrity of the School ICT systems, or that attaches or corrupts other systems, is forbidden
- Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed
- Users are responsible for e-mail they send and for contacts made that may result in e-mail being received
- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded
- Posting anonymous messages and forwarding chain letters is forbidden
- Copyright of materials and intellectual property rights must be respected
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Staff and students requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the Network Manager for approval.

Full name: form:

Signed: date:

Access granted: date:.....

Parent or Guardian Agreement

I have read the Acceptable Use Policy. (I will supervise my child’s use of the Internet when the Internet is being accessed from home) I hereby release the School, its personnel and any institutions with which it is affiliated, from any claims of damages of any nature arising from my child’s use ,or inability to use, the School’s network and the Internet, including, but not limited to claims that may arise from the unauthorised use of the system to purchase products or services. I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth in the Acceptable Use Policy. I will emphasise to my child the importance of following the rules for personal safety. I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Signature:..... Date:

Parent Name:.....

Home Address:
.....
.....

Telephone:

Photographic Consent Form

I (name)

Of (address)
.....
.....

Please tick the correct box

Agree Do not agree

That my photograph or the photograph of the child or young person for whom I am responsible, can be displayed in Caerphilly County Borough Council or used in any other publicity, for example newspaper articles or the County Borough Council’s website, in connection with school events.

Permission is given on condition that Caerphilly County Borough Council do not give anyone personal details of the people in the photograph unless I give my permission.

Signed: Date:.....

This space is saved for administrator assigned user

Name:..... Assigned Password:

LEWIS SCHOOL PENGAM ACCEPTABLE INTERNET USE POLICY FOR STAFF

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's Internet Access Policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional rôle.
- I understand that school information systems may not be used for private purposes, without specific permission from the Headteacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the Designated Child Protection Coordinator.
- I will ensure that any electronic communications with pupils are compatible with my professional rôle.
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The School may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the School's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the School's Internet Access Policy

Signed: Capitals: Date:

Accepted for school: Capitals:

Union Advice: "Any breach (of the Internet policy) may also be considered a breach of the employee's conditions of service which would lead to disciplinary action on grounds of misconduct"

RULES FOR RESPONSIBLE INTERNET USE

The School has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will ask permission from a member of staff before using the Internet
- I will use only my own login and password, which I will keep secret
- I will not access other people's files
- I will use the computers only for school work and homework
- I will not bring floppy disks or memory sticks into school unless I have permission
- I will only e-mail people I know, or my teacher has approved
- The messages I send will be polite and sensible
- I will not give my home address or phone number, or arrange to meet someone, unless my parent, carer or teacher has given permission
- To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like
- I understand that the school may check my computer files and may monitor the Internet sites I visit

Response to an Incident of Concern

The screening tool is available on the Children's Safeguards Service website.

