

THE RADCLYFFE SCHOOL

“Working Together for Excellence”



E-Safety and ICT Acceptable Use Policy

1. Introduction

- Our E-safety and ICT Acceptable Use Policy (AUP) has been written by the school, in the light of the Kent NGfL policy, Oldham LEA and government guidance. It has been agreed by the senior management team and approved by governors. It will be reviewed annually.
- *Use of the school's ICT equipment by any members of the school community must be in accordance with this policy. Any use which infringes this policy will be treated very seriously by the School Governing Body.*

2. The Importance of Internet use in Education

- The purpose of Internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.

3. Using the Internet to Enhance Learning

- *The school Internet access will be designed expressly for student use and will include filtering appropriate to the age of students.*
- *Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.*

4. The need for students to learn to evaluate online content.

- *If staff or students discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the School Information and System Leader (SISL).*
- *The school should ensure that the use of Internet derived materials by staff and by students complies with copyright law.*

5. The Management of School e-mail.

- *Students may only use approved e-mail accounts on the school system.*
- *Students must immediately tell a teacher if they receive offensive e-mail.*

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- *Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.*

6. Management of the School Website Content

- *The point of contact on the website should be the school address, school e-mail and telephone number. Staff or students' home information will not be published.*
- *Website photographs that include students will be selected carefully and will not enable individual students to be clearly identified.*
- *Students' full names will not be used anywhere on the Website, particularly in association with photographs.*
- *Written permission from parents or carers will be obtained before photographs of students are published on the school Website.*

7. The Management of Newsgroups and E-mail Lists.

- *Newsgroups will not be made available to students unless an educational requirement for their use has been demonstrated.*
- *The use of video conferencing facilities in school will be for approved activities and all such use by groups of students will be monitored.*

8. The Management of Chat Rooms

- *Students will not be allowed access to public or unregulated chat rooms.*
- *Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.*

9. Management of Emerging Internet Applications

- *Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.*
- *Mobile phones will not be used without permission during lessons or formal school time.*

10. The Management of Internet Access

- *The school will keep a record of all staff and students who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a student's access be withdrawn.*
- *Parents will be informed that students will be provided with supervised Internet access (a copy of the letter is included in the appendix).*
- *Students must apply for Internet access individually by agreeing to abide by the Responsible Internet Use statement.*

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- Parents will be asked to sign and return a consent form.

11. The Management of Risk Assessment

- *In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Oldham LA can accept liability for the material accessed, or any consequences of Internet access.*

12. The Management of Content Filtering

- *The school will work in partnership with parents, the LA, DfES and the Internet Service Provider to ensure systems to protect students are reviewed and improved.*
- *If staff or students discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the SISL and the LA ICT Support Team.*

13. Informing Students about the AUP.

- *Rules for acceptable use will be posted in all rooms where computers are used.*
- *Students will be informed that Internet use will be monitored.*
- *Instruction in responsible and safe use should precede Internet access.*

14. Staff Consultation.

- *All staff must accept the terms of the ‘Responsible Internet Use’ statement before using any Internet resource in school.*
- *All staff including teachers, learning managers, learning mentors, year manager, supply staff, classroom assistants, administration and caretaking staff, and Governors will be provided with the School Internet Policy, and its importance explained.*

15. Maintaining the ICT System Security.

- *The school ICT systems will be reviewed regularly with regard to security.*
- *Virus protection will be installed and updated regularly.*
- *Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned.*
- *If a member of the technical support staff leaves then all administrator level usernames and passwords will be changed.*

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16. The Management of Complaints Regarding the Internet.

- *Responsibility for handling incidents will be delegated to a senior member of staff.*
- *Any complaint about staff misuse must be referred to the headteacher.*

18. Enlisting Parental Support.

- *Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site.*

19. The Management of Community use of the Internet.

- Adult users will need to sign the acceptable use policy.
- Parents/carers of children under 16 years of age will generally be required to sign an acceptable use policy on behalf of the child.

Appendices

- 1) Responsible Internet Use: Rules for Staff and Students
- 2) Letter to parents on Responsible Internet Use
- 3) Consent Form
- 4) Core Principles of Internet Safety



Appendix 1

Responsible Internet Use

Rules for Staff and Students

The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of unauthorised chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

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

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Appendix 2

Dear Parents

Responsible Internet Use

As part of your child’s curriculum and the development of ICT skills, The Radclyffe School is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use the Internet at school. If you wish to see a copy of the school’s ‘E-Safety and Acceptable Use Policy’ this is available on the school website.

Although there are concerns about students potentially having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet. The school will not be liable for any damages arising from your child’s use of the Internet facilities.

Yours sincerely

H Hayer
Headteacher

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Appendix 3

Consent Form

<h2>The Radclyffe School</h2> <h3>Responsible Internet Use</h3> <p>Please complete, sign and return to the year manager</p>	
<i>Student:</i>	<i>Form:</i>
Student's Agreement I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.	
<i>Signed:</i>	<i>Date:</i>
Parent's Consent for Internet Access I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.	
<i>Signed:</i>	<i>Date:</i>
<i>Please print name:</i>	
Parent's Consent for Web Publication of Work and Photographs I agree that, if selected, my son/daughter's work may be published on the school website. Yes / No I agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used. Yes / No	
<i>Signed:</i>	<i>Date:</i>

This consent form is based, with permission, on the Internet Policy of the Irish National Centre for Technology in Education

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Appendix 4

Core Principles of Internet Safety

The Internet is becoming as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated Internet access brings with it the possibility of placing students in embarrassing, inappropriate and even dangerous situations. Schools need a policy to help to ensure responsible use and the safety of students.

The Kent NGfL guidance on E-safety and Internet Policy is built on the following five core principles:

Guided educational use

Significant educational benefits should result from curriculum Internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Curriculum Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

Risk assessment

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they must learn to recognise and avoid these risks – to become “Internet Wise”. Schools need to ensure that they are fully aware of the risks, perform risk assessments and implement a policy for Internet use. Students need to know how to cope if they come across inappropriate material.

Students may obtain Internet access in Youth Clubs, Libraries, public access points and in homes. Ideally a similar approach to risk assessment and Internet safety would be taken in all these locations, although risks do vary with the situation.

Responsibility

Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the students themselves taking responsibility for the use of Internet and other communication technologies such as phones and digital photography. The balance between educating students to take a responsible approach and the use of regulation and technical solutions must be judged carefully.

Regulation

The use of a finite and expensive resource, which brings with it the possibility of misuse, requires regulation. In some cases, access within schools must simply be denied, for instance unmoderated chat rooms present immediate dangers and are usually banned. Fair rules, clarified by discussion and prominently displayed at the point of access will help students make responsible decisions.

Appropriate strategies

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding students towards educational activities. Strategies must be selected to suit the school situation and their effectiveness monitored. There are no straightforward or totally effective solutions and staff, parents and the students themselves must remain vigilant.