

Highfield Primary School

The Internet - Acceptable Use Policy

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Introduction

The purpose of this policy is to inform all staff of the best practice around E Safety.

Use of the Internet is continually expanding and has become an important part of learning and communication. The Internet brings pupils and staff into contact with a wider range of information, the scope and nature of which may or may not be appropriate.

The Internet is managed by a worldwide, non-statutory collaboration of independent agencies that serve both young and adult audiences. Without appropriate measures, access to unsuitable materials would be possible and security compromised.

It is our responsibility to safeguard young children and protect staff from false allegations of improper conduct so that we can maintain the safest possible learning environment.

This Internet Access Policy helps to ensure that the Internet supports the school's educational aims, that responsibilities to pupils are met and that safety and security requirements are satisfied.

The school's Internet Access Policy is part of the school's ICT policy and ICT Development Plan and relates to other policies including those for behaviour, citizenship and personal, social and health education (PSHE) and Child Protection.

This document applies to all members of staff employed directly or indirectly by Education Leeds and Leeds Schools whether permanent, temporary or peripatetic. For the purpose of this document the term 'Pupils' refers to all children who members of staff has contact with as part of their professional capacity.

The Benefits of Using the Internet for Teaching and Learning?

Rationale and Entitlement

The purpose of Internet access in school is to raise or develop the achievement and skills of pupils, 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 necessary tool for all staff and students irrespective of gender, race, religion, culture or ability.

The appropriate use of the Internet provides a number of benefits. These benefits include:

Resources

- Providing access to documentation including on-line publishing of documents (schools' policies, lesson plans, activities, etc)
- Access to world-wide educational resources including museums, art galleries, maps, video clips and photographs
- Inclusion in government initiatives and the Learning Platform
- Information and cultural exchanges between students worldwide
- Discussion with experts in many fields for pupils and staff

Staff Professional Development

- Access to educational materials
- Sharing good practice with colleagues
- Communication with the advisory and support services, professional association and colleagues

Administration

- More regular communication with schools and more immediate responses to inquiries
 - Improves access to technical support including remote management of networks
- Method to publish information to schools that will free more resources for teaching and learning
- Management of the school network from a single source, thus reducing the overall cost of performing this role
 - Added value through access to Council IT systems (e.g. finance and payroll)
 - Added value through the creation of a secure effective communication system between schools and the LEA and between each other that can improve the transfer of information and data

Email

- Provision of a quick method of communication between pupils, staff and officers of the authority

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– Provision of a centrally maintained email system that can give pupils an email address that will remain constant throughout their education in any Leeds school.

Security

- Provision of a buffer between Leeds schools and the Internet designed to both protect users and enhance performance
- Secure filtered Internet access
- Filtered email for staff and pupils
- Email anti-virus – scan all unencrypted external and internal email delivered to Leeds Learning Network, using anti-virus system that re kept constantly up to date
- Sophos anti-virus distribution
- Microsoft Critical Updates
- Statutory UK ISP monitoring laws

Aims and Objectives

Aims

- To provide pupils with their entitlement as set out in the NGfL initiative and The National Curriculum for ICT
- To use the Internet and other means of electronic communication safely and effectively

Objectives

- To develop strategies to use the Internet safely and effectively
- To encourage suitable use through the implementation of a contract with users
- To promote the use of the Internet as a learning tool
- To promote a learning platform environment

Responsibilities

Role of the Head teacher is to ensure that:

- All staff are given opportunities to discuss the issues associated with Internet Access and develop appropriate teaching strategies
- All staff are given appropriate training
- All staff are aware of that the monitoring of Internet Access takes place for both staff and pupils
- All staff are provided with or have access to the Internet Access Policy and its importance explained
- All staff are aware of the Internet Activity reports and that these are monitored regularly and action taken as necessary
- Parent's attention is to be drawn to the policy in newsletters, the school brochure and on the school website
- A module on responsible Internet use will be included in the PSHE programme covering both school and home use
- New facilities will be thoroughly tested before pupils are given access

The policy is implemented and reviewed as necessary.

Role of the Staff is to ensure that:

- Rules for Internet access are posted near computer systems
- There is equality of access within the classroom
- They inform the designated person of any problems when they arise

- They supervise pupils when they access the Internet
- They use the Internet in a responsible manner, in line with Leeds Learning Network guidance
- They do not wilfully attempt to circumvent the filtering or monitoring of their use of the Internet
- Their actions do not put ICT systems, information contained within the systems, or other users of the systems at risk

Role of the Pupils:

- To read and understand the rules for responsible use guidance or have them explained by a teacher where necessary
- To access the Internet in a sensible manner
- To report an adult any material which they receive that they consider offensive or inappropriate
- To refrain from giving their name, address or contact numbers to any person without permission from a parent, carer or teacher
- They do not wilfully attempt to circumvent the filtering or monitoring of their use of the Internet
- Their actions do not put ICT systems, information contained within the systems, or other users of the systems at risk

Role of the Governors is to ensure that:

- Ensure an Internet Usage Policy is written
- All staff have been given the opportunity to discuss the policy
- The policy is ratified, monitored and reviewed as necessary

Equality

Equal Opportunities

To make sure that all pupils receive the National Curriculum entitlement, it is essential that opportunities are provided for pupils to access the Internet, regardless of gender, race, religion, ethnic group, culture or ability. It is equally important that all staff are given the opportunity to access the Internet.

Special Needs

IT can be a positive tool for children with Special Educational Needs.

Access to the Internet is therefore a vital link with which communication to the outside world can be achieved. Access to the Internet can also stimulate children to develop their ideas and research independently.

Resources available can provide support and motivation for learning in all areas of the curriculum.

Teaching and Learning Strategies

Internet access is planned to enrich and extend learning activities. Pupils are given clear objectives for Internet use. Staff select sites which support the learning outcomes planned for pupils' age and maturity. The tendency to use the web when better information may be obtained from books or other sources will be challenged.

How will pupils be taught to Assess Internet Content?

Pupils are taught to:

- Validate information before accepting that it is necessarily accurate
- Examine the information and how it is displayed compared to other media
- Validate whether the Internet resource is more or less appropriate than resources from other places
- Acknowledge the source of information, when using Internet material for their own use
- Be aware that the writer of an email or the author of a web page might not be the person claimed
- Tell a teacher immediately if they encounter any material that makes them feel uncomfortable
- Avoid giving away personal information

Assessment and record keeping

Internet access will be supervised and on going teacher assessment will be made.

Access will be monitored by LLN and regular reports made to the head teacher.

GUIDANCE ON ACCEPTABLE USE

Inappropriate Material

When considering what is defined as inappropriate material it is important to differentiate between inappropriate and legal and inappropriate and illegal.

Illegal Material

It is illegal to possess or distribute indecent images of a person under the age of 18 and viewing online may also constitute possession even if not saved. Viewing such material may lead to criminal prosecution and barring from working with children.

Material which incites hate, harm or harassment

There are a range of offences in relation to the incitement of hatred on the basis of race, religion, sexual orientation and particular offences concerning harassing or threatening individuals which includes cyber bullying by mobile phone and social networking sites. It is an offence to send indecent, offensive and threatening messages with the purpose of causing distress.

Professionally Inappropriate Material

Actions outside the workplace that could be considered so serious as to breach the trust and confidence of the employee may constitute 'Gross Misconduct'. These actions may not always be illegal. Such behaviour could result in disciplinary action.

Examples

- Posting offensive comments about pupil or colleagues on social networking sites
- Accessing pornography on school equipment
- Posting unprofessional comments about ones profession
- Contacting pupils by email, phone or social networking sites without permission

For further guidance refer to LSCB E Safety 2009 / 2010 version 2.0

Email

Email has become an essential means of communication. As part of the National Curriculum Orders, pupils need to use email. Pupils need to be taught that the content of email should be something that they would not mind being read aloud. This should prevent content of an undesirable nature being written and sent. The Leeds Learning Network pupil email is checked for inappropriate language and therefore content management is made a little easier.

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Neither the school nor the council will be liable under any circumstances for any injury, distress, loss or damage to the pupil or parents, which may arise directly or indirectly from the pupils' use of the Internet facilities, the use of email, or from other pupils' unauthorised use of those facilities or email.

All staff and students are made aware of the following:

- Email must only be used in school for educational purposes
- Staff and students must only use their allocated Leeds Learning network email account in school
- Key stage 1 pupils may send email as part of planned lessons but are not given individual email accounts
- Key stage 2 pupils are given an individual email account.
- Pupils are asked to sign the 'Rules for Responsible Internet Use Statement'
- In-coming and outgoing email is regarded as public and is monitored by LLN
- 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 is banned, as is the use of chat lines
- The sending of any sensitive personal data, for example home address, photographs or telephone numbers relating to the user or any other person is forbidden
- Users will be held responsible for email sent from their account and should guard their passwords with care
- All contact with pupils should be through school email and Senior ---
- Management should be informed of any planned activities where email between staff and pupils is to be used e.g. reward schemes, email lessons etc
- Staff should report any incidents which they feel may compromise their professional standing

Web publishing

The school website is used to celebrate pupils' work, promote the school and publish resources for projects or homework. Ground rules are important to ensure that the website reflects the school's ethos and information, as far as possible, accurate and well presented:

- The Headteacher and Business Manager currently have editorial responsibility to ensure that content is accurate and quality of presentation is maintained but this may be delegated.
- The website complies with the school's guidelines for publications
- Pupils are made aware that the quality of their work published on the web needs to reflect the diversity of the audience
- 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 website is the school address and telephone number. Home information or individual email identities is not published
- Photographs must not identify individual pupils. Group shots or pictures taken over the shoulder will be used in preference to individual "passport" style images
- Full names will not be used anywhere on the website, particularly alongside photographs
- Written permission from pupils and their parents will be sought before any personal data e.g. names and photographs of pupils are published on the school website

Live Communication / Video Conferencing

A Live Communication tool is provided to schools by Leeds Learning Network as part of the Learning Platform provision. This will allow the ability to send Instant Messages (IM) to other members of Leeds Learning Network and Voice and Video communication peer to peer via the network.

The following guidelines will be taken into consideration before live communications are used in school:

- Live Communicator will be used for educational work purposes. A high level of trust is assumed and pupils will be asked to sign the 'Rules for Responsible Online Communicator Use Statement'
- Conversations using IM will be monitored and logged by LLN although the Headteacher will be provided with access to the logs of conversations.
- Any abuse or misuse of the application will be reported immediately to the Headteacher of the school and Leeds Learning Network informed where appropriate.
- Neither the Leeds Learning Network nor the council will be liable under any circumstances for any injury, distress, loss or damage to the pupil or parents, which may arise directly or indirectly from the pupils' use of the Live Communicator facility.
- Pupils/Staff who are caught misusing the tool will be given warnings and may be banned for a period of time from using the tool

Social Networking

Social Networking sites will not be used as a teaching tool within the school curriculum. It is recognised that access to social networking sites outside school is at the discretion of the individual. The following code should be adopted by pupils and staff when using social networking sites outside school.

- Members of staff must not have any contact with pupils on social networking sites, they must not add pupils as friends or respond to friendship requests from pupils.
- Staff should take reasonable steps to secure their personal information by using secure passwords and applying security settings to profiles.
- Personal profiles set up by staff must not identify their employer or place of work
- Staff must not give personal information such as mobile phone numbers, personal email addresses or home address to pupils
- Pupils will be educated on the dangers of using Social Networking sites and will be taught ways of minimising risks and staying safe.

Cyberbullying

Bullying is never tolerated. All forms of bullying including cyberbullying are taken very seriously. Behaviour which constitutes bullying or harassment will be dealt with in accordance with the Bullying Policy. This doesn't just relate to activities with the school environment. Activities which take place outside school which constitute bullying will also be taken very seriously and dealt with in accordance with the Bullying Policy.

Cyberbullying consists of threats, harassment, embarrassment, humiliation, defamation and impersonation and could take the form of insults and derogatory comments via email, mobile phones and fixed line phones, chat rooms, social networking sites, digital cameras and games and virtual world sites.

- Pupils are taught about the dangers and consequences of cyberbullying and will be made aware that they are responsible for their actions outside school
- Pupils will be encouraged to report any incidents of cyberbullying to a responsible adult
- Staff should also refrain from making derogatory remarks about pupils and other members of staff through the above media.
- Any allegation of bullying by pupils or staff will be investigated and appropriate action taken. In the case of staff this may result in disciplinary action.

Users are required to protect themselves by:

- Keeping all passwords secret and protecting online accounts
- Keep personal phone numbers private
- Not posting personal information on the Internet
- Staff should not use their personal phones to contact pupils or parents
- Not retaliating to any incident
- Keeping evidence of incidents
- Reporting incidents promptly

Further guidance can be found in the DCSF document Cyberbullying – Supporting School Staff and the school's Bullying Policy

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Digital Photography and Video

- Written permission should be gained from legal guardians as well as senior management prior to creating, publishing, displaying and distributing images of children.
- Photographs or video images must be created using equipment provided by the workplace.
- Images should not be created for personal use by staff.
- Staff should avoid making images of children in a one to one situation

Internet Access and Security

In common with other material such as magazines, books and videos, some material available via the Internet is unsuitable for pupils. Access to appropriate information should be encouraged and Internet access must be safe for all members of the school community. Through using the Leeds Learning Network, the following strategies are used to try to ensure staff and pupils are protected:

- All pupils and staff are provided with a username and password by LLN
- Visitors will be provided with a temporary LLN logon and password
- Staff should change their passwords at regular intervals
- Staff must not share logins or passwords with other members of staff, Pupils, family members or members of the public
- Internet content is reviewed and unsuitable sites blocked.
- Filtering software is used as part of Leeds Learning Network provision and a filtering policy has been established. Allowable categories are dependent on suitability for each key stage.
- Teachers might need to research areas including drugs, medical conditions, bullying or harassment. In such cases, legitimate use must be recognised and the user protected from possible accusation of inappropriate use.
- Pupils will be informed that Internet use will be supervised and sites selected will be monitored
- Users should inform the ICT co-ordinator if their password is being used by another person or has been lost
- If staff or pupils discover unsuitable sites, the URL and content will be reported to the Leeds Learning Network helpdesk via the ICT coordinator.
- Teachers should check sites that are knowingly going to be used before a lesson as well as checking that the filtering and blocking mechanisms are working
- Neither Leeds Learning Network nor Leeds City Council can accept liability for the material accessed, or any consequences thereof
- The use of computer systems without permission or of purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990
- The school will abide by the Data Protection Act 1998

The use of Proxy Anonymisers

The use of proxy anonymisers to bypass the Leeds Learning Network school filtering and monitoring is strictly forbidden for staff and students. Overriding the filtering can provide access to potentially harmful websites with inappropriate material, viruses or illegal content.

How will the Security of School ICT Systems be maintained?

- It is essential that users log out, and this is reinforced as good practice whenever possible.
- The security of the whole system will be reviewed with regard to threats to security from Internet access
- Personal data sent over the Internet will be encrypted or otherwise secured
- Virus protection will be installed and updated regularly
- Personal floppy disks/USB data sticks may not be brought into school without specific permission and a virus check
- Staff should carry out a regular anti virus check on their USB stick especially when used on home computers
- Use of email to send attachments such as system utilities will be reviewed

Parental Involvement

Due to the increased use of Internet in homes, Highfield will try to increase the involvement of parents/guardians in developing safe internet practices.

Strategies may include:

- Joint home/ school guidelines on issues such as safe Internet use will be established
- Parents/guardians will be required to read the rules for responsible Internet use and sign a permission slip for their child, giving permission for that child to access the Internet at school
- Parents will be informed E Safety issues and will be advised through leaflets and an annual E Safety open evening of the ways of protecting children at home and school

Community Use

Internet use in the local community is increasing. In addition to the home, access may be available at the local library, youth club, adult education centre, village hall or supermarket. We will liaise, where possible, with the local community (e.g. local community constable) to promote a united approach to internet access for pupils.

Confidentiality

Members of staff have access to confidential information, some of which may be highly sensitive or private. Such information should never be shared with anyone outside the school.

Where staff are party to information relating to abuse they are obliged to pass on this information to those delegated with child protection responsibilities and senior management.

Care should be taken in the storage of private or sensitive information on computers. The storage and processing of personal information is governed by the Child Protection Act 1998.

Complaints/Problems

- Responsibility for handling incidents is the responsibility of the senior management team.
- Staff, Pupils and parents will be informed of the complaints procedures
- Parents and pupils will be required to work in partnership with staff to resolve issues
- There may be occasions when police must be contacted. Early contact will be made to establish the legal position and discuss strategies
- Sanctions will be put into place for misuse

Review of the policy

This policy will be reviewed annually by the ICT coordinators/Senior Management Team and Governors

References

For further information and guidance please refer to the following:

LSCB E Safety Guide 2009 / 2010 Version 2
Education Leeds Safer Working Practices guidance – April 2008
Cyberbullying Supporting School Staff DCSF 2009
Information Security Policy Education Leeds 2009

Child Protection Policy
Bullying Policy
PSHCE Policy
ICT Policy
Staff Handbook

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