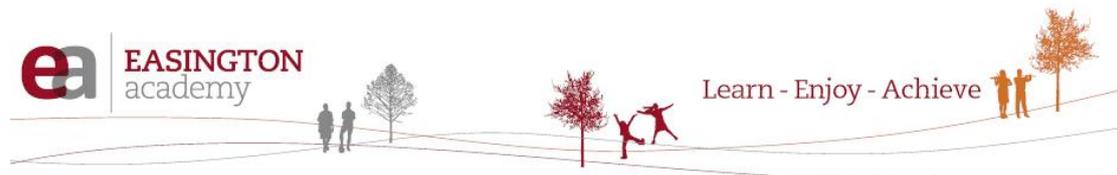




Internet Policy

As part of Easington Academy's Pastoral Care Policy



INTERNET POLICY

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. Internet use is a part of the statutory curriculum and a necessary tool for staff and students. Internet access is an entitlement for students who show a responsible and mature approach to its use. The internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality internet access as part of their learning experience.

Benefits

- Access to world-wide educational resources including museums and art galleries.
- Inclusion in government initiatives.
- Educational and cultural exchanges between students world-wide.
- Cultural, vocational, social and leisure use in libraries, clubs and at home.
- Access to experts in many fields for students and staff.
- Staff professional development through access to national strategies, educational materials and good curriculum practice.
- Communication with support services, professional associations and colleagues.
- Improved access to technical support including remote management of networks.
- Exchange of curriculum and administration data with the local authority and DfES.

Enhancing Learning

- The school's internet access will be designed expressly for student use and will include filtering appropriate to the age of the students.
- Students will be taught what internet use is acceptable and what is not, and will be given clear objectives for internet use.
- Internet access will be planned to enrich and extend learning activities.
- Access levels will be reviewed to reflect the curriculum requirements and age of the students.
- Students will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.



How will Students Learn to Evaluate Internet Content?

- Students should be taught to be critically aware of the materials they read, and should be shown how to validate information before accepting its accuracy.
- Students will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.
- Training should be available to staff in the evaluation of web materials and methods of developing students' critical attitudes. Students should be taught how web sites are ordered when using search engines, and how to avoid the bias and manipulation.

How will email be Managed?

Any email system made available to students will give anonymity to students through the email address they are given. The email address will ensure that the student's full name is not available, nor is the location of their school. The service will also be filtered.

- Students may only use durhamlea.org.uk email accounts on the school system.
- Students must immediately tell a teacher if they receive offensive email.
- Students must not reveal details of themselves or others in email communication, such as addresses or telephone numbers, or arrange to meet anyone.
- Access in school to external personal email accounts by students is not permitted.
- Excessive social email use can interfere with learning and may be restricted.
- Email sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

How should Web Site Content be Managed?

- The point of contact on the web site should be the school address, school email and telephone number. Staff or students' home addresses or personal information will not be published.



- Web site 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 web site, particularly in association with photographs.
- Written permission from parents/carers will be obtained before photographs of students are published on the school web site.
- The Headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The web site should comply with the school's guidelines for publications wherever possible.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.
- The school or its service provider will scan regularly their own web site to check links that have been made to their own sites and to remove links from potentially dangerous sources.

Newsgroups and email Lists

- Newsgroups and email lists provide automated information bulletins to users who have subscribed to the lists.
- Newsgroups will not be made available to students unless an educational requirement for their use has been demonstrated.

Chat Rooms

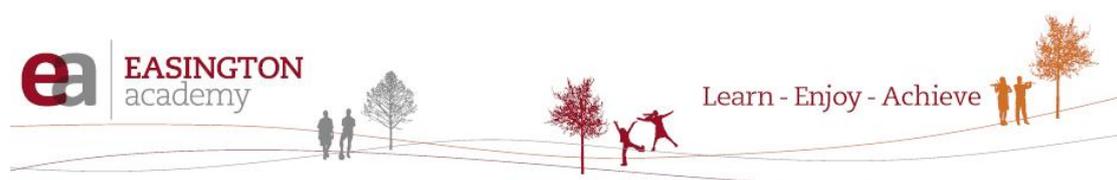
- Students will not be allowed access to public or unregulated chat rooms.
- Students should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.
- A risk assessment will be carried out before students are allowed to use a new technology in school.

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 during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

How will Internet Access be Authorised?

- The school will keep a record of all staff and students who are granted internet access. The record will be kept up-to-date.
- Parents/carers will be informed that students will be provided with supervised internet access (a sample letter is included).



- Students must apply for internet access individually by agreeing to abide by the Responsible Internet Use statement.
- Parents/carers will be asked to sign and return a consent form.

Internet Risks

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 DCC can accept liability for the material accessed, or any consequences of internet access.

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Headteacher will ensure that the internet policy is implemented and compliance with the policy monitored.

Managing Internet Filtering

- The school will work in partnership with parents/carers, the local authority, the DfES and the internet service provider to ensure systems to protect students are continually 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 ICT Co-ordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation.
- Filtering strategies will be selected by the school in discussion with the filtering provider. The filtering strategy will be selected to suit the age and curriculum requirements of the student.

Introducing the Policy to Students

- Rules for internet access 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.

Staff Internet Use



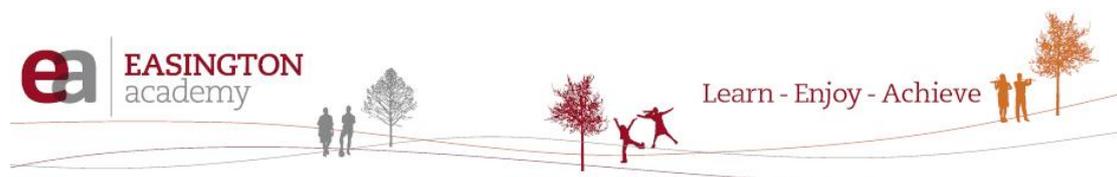
- All staff must accept the terms of the '**Responsible Internet Use**' statement before using any internet resource in school.
- All staff, including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and Internet and Email Code of Practice and their importance explained.
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of internet use is a sensitive matter. Staff who operate monitoring procedures will be supervised by senior management.
- Staff development in safe and responsible internet use will be provided as required.

System Security

- The school's ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Security strategies will be regularly reviewed in consultation with the local authority and ISP, particularly where a wide area network connection is being planned.
- Personal data sent over the internet will be encrypted or otherwise secured.
- Unapproved portable media may not be brought into school without specific permission and a virus check.
- Unapproved system utilities and executable files will not be allowed in students' work areas. System policies will be put in place to monitor and restrict such files.
- Files held on the school's network will be regularly checked.

How will Complaints Regarding Internet Use be Handled?

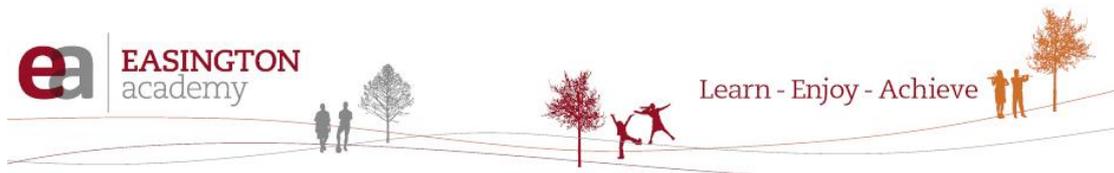
- Any complaint about staff misuse must be referred to the Headteacher.
- Parents/carers and students will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police or child protection staff must be contacted. Early contact could be made to establish the legal position and discuss strategies.



- Incidents of computer or internet use will be recorded using the usual school discipline referral forms.
- A series of consequences, progressive in severity and specific to computer/internet misuse, will be applied. These consequences will be reviewed regularly and include:
 - C1: Verbal warning.
 - C2: Second warning and letter to parent/carer with explanation of future consequences.
 - C3: Temporary internet ban and letter to parent/carer.
 - C4: Meeting with student and parents/carers to discuss incidents of misuse. Final warning. Ban in place until meeting takes place.
 - C5: longer or permanent ban from system or internet.

Parental Support

- Parents/carers will be asked to discuss the school's rules for responsible internet use with their children and to sign Internet Use Agreement form.
- Parents/carers' attention will be drawn to changes to the School Internet Policy in newsletters, the school brochure and on the school web site.
- Internet issues will be handled sensitively to inform parents/carers without causing undue alarm.
- A partnership approach with parents/carers will be encouraged. This could include demonstrations, practical sessions and suggestions for safe internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the internet will be made available to parents/carers.
- Interested parents/carers will be referred to organisations such as PIN, Parents Online and NCH Action for Children (URLs in reference section).



Easington Academy

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.
- Emails should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for email they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school's 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 email 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.

Gaining the agreement of parents and students to the rules for responsible internet use is important but requires management. Some schools do this annually, at the same time as checking the home and emergency contact details. The rules for responsible internet use should be included with the letter to parents/carers to ensure clarity.

For students above the age of sixteen and not living at home, or for students eighteen or older, the school should be able to rely on the consent of the student alone. Otherwise, the consent of a parent/carer must be obtained. It is also wise to



obtain the parent's/carer's permission to publish student's work and photographs of their child on the school web site, subject to strict safeguards.

Easington Academy Responsible Internet Use Please complete, sign and return to your form tutor	
Student:	Form:
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.	
Signed:	Date:
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.	
Signed:	Date:
Please print name:	
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 web site. I also 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.	
Signed:	Date:

Students will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Video Conferencing

Video conferencing will be appropriately supervised for the students' ages.

Managing Emerging Technologies

The senior management team should note that technologies such as mobile phones with wireless internet access can bypass school filtering systems and present a new route to undesirable material and communications. Mobile phones will not be used



during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Students' use of cameras in mobile phones for curriculum purposes will be at the discretion of the member of staff and will be kept under review. Staff are advised to use a school phone when contact with students is required. The storing of copyright material on the school system is illegal and as such files may be removed.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Authorising Internet Access

All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource. The school will maintain a current record of all staff and pupils who are granted access to school ICT systems. Parents/carers will be asked to sign and return a consent form.

Assessing Risks

The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. The school cannot accept liability for any material accessed, or any consequences of internet access. The school will regularly audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

Handling E-Safety Complaints

Complaints of internet misuse will be dealt with by a senior member of staff. Any complaint about staff misuse must be referred to the Headteacher. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures. Students and parents will be informed of the complaints procedure. Discussions may be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

Introducing the E-Safety Policy to Pupils

E-safety rules will be posted in all rooms where computers are used. Students will be informed that network and internet use will be monitored. A programme of training in e-safety will be developed.

Staff and the E-Safety Policy

All staff will be made aware of the School e-Safety Policy and its importance explained.



Staff must be informed that network and internet traffic can be monitored and traced to the individual user. Staff who manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues. Staff should understand that phone or online communications with pupils can occasionally lead to misunderstandings or even malicious accusations. Staff must take care always to maintain a professional relationship.

Enlisting the Support of Parents/Carers

The attention of parents/carers will be drawn to the school's E-Safety Policy in newsletters, the school brochure and on the school web site.

