Salendine Nook High School (Academy)

Policy for the Responsible use of ICT and the Internet (Non-Statutory)

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Introduction

It is Government policy to connect all schools to the Internet. The Internet can be used by students of all ages, by teachers and by managers and it is intended to ensure that the Internet is a useful educational resource for schools, students and teachers. Home Internet and email use is also increasing and it is an important part of learning and communication during leisure time.

However, the Internet is managed by a worldwide collaboration of independent agencies. Without appropriate measures, access to unsuitable materials is possible and security of computer systems could be compromised.

This Responsible Use of the Internet Policy has been agreed to ensure that Internet and email use supports the school's educational aims and that the school's responsibilities to students, staff and parents are met.

This Responsible Use of the Internet Policy is included as part of the school's ICT curriculum programme and also relates to the school's behaviour policy.

This Responsible Use of the Internet Policy was originally created after consultation with governors and will be reviewed on a two-yearly basis.

1. The Purpose of digital technologies:

We are providing ICT, Internet and email access in order to:
- Raise educational standards
- Support curriculum development in all subjects
- Support the professional work of staff as its use is now considered an essential professional tool
- Enhance the school's management information, and business administration, systems
- Enable electronic communication with internal and external stakeholders.
- Facilitate the exchange of curriculum and administration data with LA, Examination board and others

2. The educational benefits of using digital technologies include:

- Access to world-wide educational resources, data and information;
- Information and cultural exchanges between students world-wide;
- Discussion with experts in many fields for students and staff;
- Access to educational materials and good curriculum practice to support staff professional development;
- Communication with advisory and support services, professional associations and colleagues
- Increasing cultural, social and leisure activities in libraries, clubs and at home;
- Exchanging information between different bodies, e.g. LA and DfE;
- Providing a means of communication between staff and pupils, parents and others in the community;
- Obtaining a range of technical support;
- Encouraging electronic literacy.;
- Equipping students for life in our technological society particularly in relation to the workforce.

3. Digital Technology can provide an effective medium for learning where:

- Internet and email access is planned to enrich and extend learning activities as an integrated aspect of the curriculum.
- Students are given clear objectives for Internet and email use.
- Students are provided with lists of relevant and suitable web sites.
- Students are educated to take responsibility for internet and e-mail access and use.
- Students will be made aware that the writer of an e-mail or the author of a web page may not be the person they claim to be. Students are therefore taught to validate information before accepting it as true.
- Students are taught to observe all methods of protecting intellectual property (such as copyright) when copying materials from the web and to acknowledge their sources of information.
- Access is reviewed to ensure it still meets curriculum needs.
- Students are taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV.
- The whole staff have been given opportunities to discuss the issues around developing good teaching strategies.

4. Access to digital technology:

School internet access is regarded as a necessary part of the statutory curriculum and access will only be authorised on the basis of educational need and administrative need.

Teachers will need to develop good practice in the use of internet and e-mail as a tool for teaching & learning

➢ Internet and e-mail use will be granted as an entitlement to students, who sign an agreement accepting responsible use when they complete their first ICT lesson upon starting school in Y7 or as a new admission to school. *(see appendix B)*
➢ Students will be informed that misuse of the internet and e-mail will result in loss of access.
➢ Staff and students will be made aware of the possibility of criminal prosecution resulting from willful misuse of the internet and e-mail and that the use of computer systems for purposes not agreed by school could constitute a criminal offence under the Computer Misuse Act 2013.

5. The school will take all steps to ensure that access to digital technology is appropriate and safe:

In common with other media such as magazines, books and video, some material available via digital technology is unsuitable for students. The school will take all reasonable precautions to ensure that such material is inaccessible. This is facilitated by the school managing its own broadband connection through Virgin Media in connection with Smoothwall filtering. However, due to the international scale and linked nature of information available via the internet and e-mail, it is not possible to guarantee that particular types of material will never appear on a computer. However, the school cannot accept liability for the material accessed, or any consequences thereof.

6. Responsibilities of the school:

➢ Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken to protect pupils and staff.
➢ The Principal will ensure that the policy is implemented effectively.
➢ Policy and procedures will be reviewed as students' use of digital technology expands and their ability to retrieve information develops.
➢ School has clear procedures, which are known to all staff, for reporting incidents; including a written log of accidental access to unacceptable content which is held by the SLT link for ICT.
➢ The school will ensure that occasional checks are made on files to monitor compliance with the school's Responsible Use Agreement and students and staff will be informed that such checks are made.
➢ The school will make every attempt to ensure that students are always supervised when using the internet and e-mail.
➢ All machines available to pupils' digital technology capability are accommodated in open areas and their use will be frequently monitored.
➢ The school will take all reasonable steps to ensure the security of the proxy server (Smoothwall) and associated software.
➢ The school will ensure that virus protection is installed and updated regularly.
➢ Any material that the school suspects is illegal will be referred to the appropriate authorities, including the police if appropriate/necessary.
➢ The school will ensure systems to protect students are reviewed and improved regularly.
➢ Rules for the use of ICT including digital technology are made available to students and staff.
➢ The school must comply at all times with the requirements of the latest data protection legislation and guidance.

7. Responsibilities of staff and students:

➢ If staff or students discover unsuitable sites, the URL (address) and content will be reported to the ICT Helpdesk for further action to be taken (blocking the site, logging it with the SLT link).

- Staff will check that the sites selected for student use are appropriate to the age and maturity of students.
- School will ensure that students are told what to do should they encounter any material that makes them feel uncomfortable.
- Access for students to social media, chat rooms, forums and social/user-generated content sites will be restricted. Students and staff will be informed that checks can be made on files held on the system
- Students using digital technology will be supervised appropriately.
- The Responsible Use of Digital Technology Agreement will be shared with students and their agreement to its rules will be obtained.
- Students and staff will be encouraged to take collective responsibility for acceptable use of the internet and e-mail in school.
- Students and staff must not download software from the internet unless specific permission has been granted from the ICT Technical Manager in consultation with the SLT link.
- Students and staff must not attempt to make changes to digital systems (including installing software) unless specific permission has been granted from the ICT Technical Manager in consultation with the SLT link.

The management of digital communication in school:
- digital communicationis regarded as an essential means of communication and the school will take appropriate steps to monitor its use and content.
- Communication using e-mail will be organised to ensure it is for appropriate educational use. The language and content of digital communications will be of an appropriate level expected of any written work and should ensure that the good name of the school is maintained.
- The forwarding of any viral and malicious content is banned.
- Staff and students will be aware that all digital communication on the school system is regarded as public and as such may be monitored.
- Students may be are given individual e-mail accounts, but these may be withdrawn as a result of irresponsible use
- digital communication messages on school business will be regarded as having been sent on headed notepaper and reflect a suitable tone and content
- digital communication and the internet will not be used to order materials or undertake any activity which incurs a cost to the school unless specifically authorised by the school.
- Staff and students will be made aware of the potential for virus infection through the sending and opening of files attached to digital communication. Excessive personal use will be considered time wasting.
- digital communication must not be used to sell items.
- digital communication is not encrypted and therefore is potentially insecure, particularly when leaving us and traversing the internet. Please bear this in mind before including confidential information in e-mails. Any attachments containing personal data MUST be encrypted/password protected. Furthermore, the internet offers no guarantees of delivery of the email. Ask for further guidance from ICT support staff if you need secure information transfer.

8. Social Media:

Adults need to be aware that the internet has emerging online spaces and social networks which allow individuals to publish unmediated content. Social media tools can connect people with similar or even very different interests. Users can be invited to view personal spaces and content and leave comments, over which there may be limited control. Examples of social media include blogs, wikis, social networking, forums, bulletin boards, multiplayer online gaming, video/photo sharing, chatrooms, instant messenger and many others.

The school is aware that it cannot ban staff from using social networking sites in their own personal time; however, the school can and will provide advice for staff and put in place appropriate guidance and boundaries around interaction with pupils and parents/carers.

For responsible children and adults, social media provides easy to use, free facilities, although are often free due to advertising and some sites may be dubious in content. Users should be encouraged to think about the ease of uploading personal information to social media sites as well as being made aware of the associated benefits. Users should be aware of the potential risks of social media such as advertising, scams, contact from strangers and the difficulty of removing an inappropriate image or information once published.

All staff should be aware of the potential risks of using social networking sites or personal publishing either professionally with students or personally. They should be aware of the importance of considering the material they post, ensuring profiles are secured and how publishing unsuitable material may affect their professional status.

➢ Expectations regarding safe and responsible use of social media will apply to all members of the school community and exist in order to safeguard both the school and the wider community, on and offline.

➢ All members of the school community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.

➢ The use of private social networking applications on school equipment is not permitted and may result in disciplinary or legal action and/or removal of Internet facilities.

➢ Official school social media channels will only be set up as distinct and dedicated social media accounts for educational or engagement purposes.

➢ Any school social media account will link back to the school website and / or department to demonstrate that the account is official.

➢ Staff must NOT name their employer on any social networking site, as this could potentially bring The Academy into disrepute.

➢ Staff should not have any form of social contact via the internet with students.

9. Publishing material on the school's website:

➢ The school will maintain editorial responsibility for its website to ensure that content is accurate and quality of presentation is maintained.

➢ The school will maintain the integrity of the school website by ensuring that responsibility for publishing material is never handed over to students and that passwords are protected.

➢ The website will comply with relevant guidelines relating to publications & photographs.

➢ Students will be taught to publish for a wide range of audiences which might include governors, parents or younger children.

➢ All material must be the author's own work, should credit any other work included, state clearly the author's identity or status and not break copyright.

➢ The point of contact on the website will be the school address, e-mail and telephone number. Home information or individuals' e-mail addresses will not be published.

➢ Photographs of named students will not be published on the website. School will obtain permission from parents for the use of pupils' photographs. Identities of students must be protected at all times and parents may be consulted about publishing work from pupils.

10. Procedure for dealing with complaints and breaches of conduct by students:

➢ Any complaints or breaches of conduct will be dealt with promptly.

➢ Responsibility for handling incidents will in the first instance be given to the SLT link for ICT.

➢ Students and parents will be informed of the procedure.

➢ Parents and students will need to work in partnership with staff to resolve any issues arising.

➢ The facts of the case will need to be established, for instance to ascertain whether the issue has arisen through home use of digital technology or through contacts outside school.

- There may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies.
- Sanctions for irresponsible use will be linked to the school's Behaviour Policy and may consist of the following logged actions depending on circumstances:
  - ❖ verbal warning issued by SLT link for ICT
  - ❖ interview by Principal
  - ❖ letter home to inform parent or carer
  - ❖ temporary withdrawal of digital access.
  - ❖ permanent withdrawal of computer access which could include all school work held on the system, including any examination work
  - ❖ exclusion from school
  - ❖ referral to police

Procedure for dealing with complaints and breaches of conduct by staff:
- Any complaints or breaches of conduct will be dealt with promptly.
- Responsibility for handling incidents will in the first instance be given to the SLT link for ICT and in all cases will be documented and copied to the Principal.
- Students and parents will be informed of the procedure.
- Breach of conduct may result in disciplinary proceedings being followed.

11. Informing staff, students and parents:
- Rules for digital access and use are made available to students and staff.
- All staff supervising the use of digital technologies will be given appropriate guidance.
- Parents' attention will be drawn to the Policy in newsletters, the school ~~brochure~~ bulletins, the school website, leaflets and information from relevant organisations.
- Demonstrations and practical ICT sessions for parents may be organised to encourage a partnership approach
- Staff and students will sign a Responsible Use of the digital technology.
- Responsible digital technology use will be included as part of the teaching programme for all pupils.

12. Security of School systems
- Security strategies will be considered by the ICT Technical Manager and reviewed regularly.
- Care MUST be taken when transmitting personal data and the protection of personal data on computers, laptops and memory devices, ensuring compliance with the latest Data Protection Act.
- Virus protection will be installed and updated regularly.
- School issued ~~l~~Laptops MUST NOT BE used by family members or other non-employees of the school.
- Any portable memory device used by staff for work purposes must be password protected.
- Passwords must remain secure.
- NEVER leave a laptop in an unattended vehicle.
- NEVER use personal photographic equipment to take pupil photographs which are then taken out of school.
- School will make available guidance on the use of external memory devices by students.
- School will make available its guidance on the use of attachments with e-mails.
- Staff have responsibility for the security of issued laptops.
- Laptop repairs MUST be processed through the ICT Helpdesk.
- School equipment MUST not be taken out of the UK unless authorised by the Principal.
- Please note facilities for using cloud technologies and storage may be available, please consult the ICT Helpdesk for support with this.

Appendix A
Salendine Nook High School

<u>Responsible Use Agreement / Code Of Conduct – Adults (Staff, Governor, Visitor)</u>

ICT and the related technologies such as e-mail, the internet and mobile devices are becoming a more integral part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of digital technology. All adults are expected to adhere at all times to its contents. Any concerns or clarification should be discussed with the SLT link for ICT or Principal. Following this code of conduct will provide staff with safer and securer procedures with which to engage with digital technology technologies.

I will…………
1. Only use the school's e-mail / internet / intranet / learning platform and any related technologies for professional purposes or for personal uses deemed 'reasonable' as per school policy[1].
2. Comply with the school based digital technology security measures by not disclosing any passwords provided to me by the school or other related authorities.
3. Not use another person's log-on details except in exceptional circumstances[2]. On such occasions the details will be logged with the SLT link for ICT (via e-mail)
4. Not use the school's connectivity and devices for personal use **whilst** engaged in timetabled teaching or **whilst** supervising classes or individual pupils[3] or working on school business.
5. Ensure that all electronic communications with pupils and staff are compatible with my professional role.
6. Not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
7. Only use the approved, secure e-mail system(s) for any school business
8. Ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. I will not install any hardware or software on the network without prior permission from the ICT Network Manager
9. Not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
10. Will ensure that any images of pupils and/ or staff taken by me will be stored and used for professional purposes only. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Principal.
11. I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available, on request to the SLT link for ICT and Principal. Any such incident would ONLY occur with the permission of the Principal and may be carried out with the supervised assistance of the ICT Technical Manager
12. Respect copyright and intellectual property rights.
13. Ensure that my online activity, both in school and outside school (including use of social media), will not bring my professional role into disrepute.
14. Support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature
I have read and understand the contents of this code of conduct and supporting policy which promotes the safe use of ICT throughout the school.

Signature …………………….………… Date ……………………

Full Name ………………………………...................................(printed)

Job title . . . .

Further guidance for Staff, Governors and Visitors

Clarification on elements of Responsible Use Agreement

2Data Protection Policy:

When using the MIS (Sims) system it is the username and password which tracks who has accessed data and this creates a line of accountability for any activity which takes place whilst they are logged on. The potential for a member of staff to be compromised is clearly increased if they allow another member of staff to use their logon profile in an unsupervised capacity. Staff are advised to consider their position, in this respect, with great caution.

A school-based e-mail address is provided for every member of staff to ensure that dialogue commensurate with their professional role is undertaken within this platform. It is not appropriate for staff to use personal e-mail addresses to communicate on matters that are within their professional remit. The school e-mail system can be accessed outside of school Please see the ICT Support Team for how to access.

Online Safety (e-Safety) Policy and Guidance for Education Settings 2016 (Kent County Council)

Appendix A
Salendine Nook High School

Responsible Use Agreement / e-Safety Rules – Pupil

The school computer network is available to students to further their education. This agreement has been drawn up to protect pupils and the school. All pupils requiring internet and e-mail access will be required to confirm that they have read and understood this agreement in-line with t all Data Protection Regulations/Acts

- I will only use digital systems in school, including the internet, e-mail, digital photography and video, etc., for school purposes.
- I will not download or install software on school technologies.
- I will not download, install or access music or games for personal use on school technologies.
- I will not abuse technology by deliberately attempting to interfere with the performance of the school systems or devices belonging to other people. Breach of this may constitute a criminal offence.
- I will only use storage devices for the transfer of curriculum materials to/from the school system.
- I will not bring to school any devices to connect to the network or internet, from outside school (including MP3 players) unless I have been given permission.
- I will only log on to the school network/ learning platform with my own user name and password which I will keep secret.
- I will follow the school's digital security protocol by not revealing my passwords to anyone and I will change them regularly.
- I will only use a school approved e-mail address for work in school.
- I will make sure that all digital communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. Use of the internet to knowingly access inappropriate materials such as pornographic, racist or offensive materials is forbidden and may constitute a criminal offence. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I understand that it is not acceptable to post or upload images of other people without their permission.
- I will ensure that my online activity, both in school and outside school (including use of social media) will not cause my school, the staff, pupils or others distress or bring them into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I will not breach copyright laws in relation to any ICT based school activity.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.

Pupil Name: Pupil Signature:
Form: Date: