

## ICT Acceptable Use and Internet Policy for Students

At The St Lawrence Academy, we are proud of the fact that we have three major computer rooms and over 350 devices available. The Academy has made a large investment, and continues to make a significant investment to maintain the computer services we provide to our students and staff. As users, we are all responsible for the care and maintenance of our computer hardware and software. The use of the academy's computers and Internet is a privilege and not a right. For this reason, we expect all users to adhere to certain rules that are designed to preserve our computers in good condition and ensure wise use of our Internet resources so they will be available for the use of the whole academy and wider community. Below is a list of specific rules that apply to students at The St Lawrence Academy.

1. All students must log on and log off the computer they are using. No one has permission to use another person's log on, and all passwords should be kept private.
2. Students may not access unregulated chat rooms, unregulated instant messaging, or send inappropriate messages to other users.
3. Students are responsible for the computer they are using; any faults with the computer should be reported to the member of staff supporting the class promptly.
4. Internet use is for learning purposes only. Students may not download files, listen to or view online streaming content, or play online non educational computer games during lesson time.
5. Students may not use computers to produce documents that could make fun of others, or illegal documents (for example, false IDs).
6. Students may not execute any program that is not licensed to the academy.
7. Each student has a personal login account that gives access to a home directory. This storage space is limited, and students should only use it to store academy-related work. Students should not store games, photos, music, and/or video files unless they are specifically related to academy projects.
8. It is prohibited for users to access pornographic, hate, violence, or hacking sites.
9. Students may not change any setting on academy computers, install programs, uninstall programs on any drive of any computer without the permission of the Network Manager
10. Students may access their e-mail accounts in their own free time or if given permission by the teacher.
11. Computers in non ICT classrooms are for staff use. Students may not use them without their teachers' permission.
12. Printers and scanners are exclusively for academy use.
13. Students may not purposefully harm or destroy any equipment or data on the network.

The academy has the right to monitor all students' access to computer equipment as well as files stored by students on the academy's computer systems.

1. Internet Access Policy. The Internet Access Policy has been written by the ICT department and will be reviewed on an annual basis. It is stored digitally on the T-drive so all staff can access it. Students can access the part relating to them on the P-drive.
2. Why is Internet access important?
  - The purpose of Internet access in the academy is to raise educational standards, enhance the curriculum resources for students and to support the professional work of the staff.
  - Access to the Internet is a necessary tool for staff and an entitlement for students who show a responsible and mature approach.
  - The purpose of the Internet in the academy is to increase the opportunities for students to access a wider range of resources in support of the curriculum including on line instant testing and the excellent revision sites such as the BBC's Bitesize.
3. What are the benefits to the academy? These benefits include:
  - Access to world-wide educational resources including museums and art galleries
  - Inclusion in government initiatives such as NGfL and the Virtual Teacher Centre
  - Information and cultural exchanges between students world-wide

- Cultural, social and leisure use in libraries, youth clubs and at home
- Discussion with experts in many fields for students and staff
- Staff Professional Development - access to educational materials and exemplar curriculum practice
- Communication with the advisory and support services, professional associations and colleagues
- Improved access to technical support
- Access to news and current events

4. How will the Internet provide effective learning?

- Internet access for students and staff is filtered and monitored by the academy
- Internet access will be planned to enrich and extend learning activities. In lessons teachers will select sites which will support the learning outcomes planned for student's age and maturity
- Students will be educated in taking responsibility for Internet access
- Staff must give guidance to students regarding the use of information from internet sources and stress that it should not be over used nor is it allowed to submit copied material when completing coursework

What should staff be aware of when monitoring how students use the Internet:

1. Copyright infringement
2. Obsessive use of the Internet to the detriment of the child
3. Exposure to inappropriate materials including pornography
4. Inappropriate, antisocial or illegal behavior including bullying

5. How will students be taught to assess Internet content?

- Students will be taught ways to validate information before accepting that it is necessarily true
- Students will be taught to acknowledge the source of information and observe copyright when using Internet material for their own use
- Students will be made aware that the writer of an e-mail or the author of a web page might not be the person claimed
- Students will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable or suspicious

The Internet enables people to publish whatever they wish with no control over the accuracy of the information. Teaching therefore will incorporate Internet content issues, for instance the value and credibility of web materials especially where an author may not be identified. The tendency for students to use the web when information may be obtained from books and other sources will need to be challenged.

6. What other Internet applications are available?

- Students will not be allowed to access public chat rooms
- Newsgroups are not available
- New facilities will be thoroughly tested before students are given access.

The Internet is constantly changing. New applications are being developed to communicate across the world, such as Chat, Newsgroups and Web cams. Many of these facilities have great potential for education, for instance students exchanging live text, speech or video with a similar class in France or China, at low cost. However, most new applications start without the needs of young users being considered, particularly the area of security. The St Lawrence Academy will consider very carefully which new applications are suitable for use by its students.

7. How will Internet access be authorised?

- Internet access is a necessary part of statutory curriculum. It is an entitlement for students based on responsible use
- Therefore parents and carers are asked to sign the "Internet Permission Form" to opt in. If they do not wish their child to have Internet access they do not sign the form. This contract will last for the student's lifetime at the academy. Even if parents/carers do not sign the form students may have to be given limited access to meet certain government requirements.
- When students and parents/carers are signing the above form they are also informed that their child's picture may be used to celebrate their success/achievement in different ways. This may include the academy website, social media, academy newsletter, local press or shown on the TVs around the academy
- A record will be maintained of all students with Internet access on SIMS. Staff and students will be removed from the record when access is no longer required, or is withdrawn. The signed student Internet permission forms will be stored.

8. How will the academy ensure Internet access is safe?

- All users will be informed that Internet use will be monitored
- Any failure of the filtering systems will be reported directly to a member of the ICT department

- The academy reserves the right to remove access to any website it considers inappropriate
- The academy will work in partnership with parents, the LA, DfE and the Internet Service Provider to ensure systems to protect students are reviewed and where possible improved
- The technical staff will regularly check the Internet to ensure that the filtering methods selected are effective in practice
- If staff or students discover unsuitable sites, the URL (address) and content will be reported to a member of the ICT technical staff who will immediately block the site
- Any material that the academy suspects is illegal will if necessary be referred to the appropriate authorities

#### 9. How e-mail will be managed?

- Students are expected to use e-mail as part of the learning process
- At present students use their own academy e-mail address given to them by the academy
- Therefore students have the ability to send e-mail as part of planned lessons
- E-mail messages for formal academy business (e.g. arranging a work placement) must be approved by the class teacher before sending

#### 10. How will publishing on the Web be managed?

- The Principal has delegated editorial responsibility of the academy website to the Digital and Systems Officer, Makewaves to the ICT Subject Leader. The Principal will liaise with the above staff to ensure the content of the these websites is accurate, that the websites reflects the ethos of the academy and that the presentation, navigation and information is of a high standard
- Students will be taught to publish for a wide range of audiences which might include trustees, parents or young children
- All material must be the author's own work. Where the work published does not belong to the author the source must be credited
- The point of contact on the academy websites will be the academy address and telephone number. Home information or individual e-mail identities will not be published when relating to the work the students have produced
- Photographs that identify individual students will not be published on the academy web site. Group photographs will not have full names attached

#### 11. 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 students. The academy will supervise students and take all reasonable precautions to ensure that users access only appropriate material. 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 any ICT device.
- The use of computer systems without permission or for purposes not agreed by the academy could constitute a criminal offence under the Computer Misuse Act 1990
- Methods to identify, assess and minimise risks will be reviewed
- Staff, parents/carers, governors and advisers will work to establish agreement that every reasonable measure is being taken to minimise risk to young people using the Internet
- The Principal will ensure that the policy is implemented effectively

#### 12. How will the security of ICT systems be maintained?

- Security strategies are discussed with the LA
- The security of the whole system will be regularly reviewed with regard to threats to security from Internet access.
- Virus protection will be installed and updated regularly
- The downloading or installation of executable files in any form is expressly forbidden. Many programs and utilities are freely available over the Internet. While these are often intended to make life easier for computer users, in the academy they are capable of causing harm and can lead to site licensing complications for the Network Manager
- Staff have the option in the main ICT rooms to use software that can control individual or whole class access to the Internet this software can if necessary be used to produce a "walled garden"

#### 13. How will incidents be handled?

The management of the acceptable use of the Internet in the academy is achieved by:

- Protection software installed on the network allows sites to be immediately filtered/banned once the URL(web address) is known
- Acceptable Use Policy adopted by the academy
- Students' contracts issued to and signed by all students in year 7
- A range of disciplinary procedures for infringements of the policy
- Whenever a student or staff member infringes the policy, the final decision on the level of sanction will be at the discretion of the Principal and SLT

Students Category A infringements

- Use of non-educational sites during lessons
- Unauthorised use of email

*Sanctions – infringement noted by staff present. Student given verbal warning*

Category B infringements

- Continual use of non-educational sites during lessons after being warned
- Unauthorised use of email after being warned
- Demerits entered into the system stating the reasons why. To be followed up if necessary with break, dinner or after hours detention if appropriate

*Sanctions – If offence continues banning/ students from the Internet for 1-week for a first offence, 2-week ban for second offence.*

*After the second offence, students will automatically receive a 2-week ban if they continue to use the Internet/email in an inappropriate way*

*The Network Manager will keep a log on the T drive of students that are banned so the staff are aware*

*The Network Manager will automatically give the student their internet access back after the week or two week period has finished*

Category C infringements

- Accidentally accessing offensive material and not logging off or notifying a member of staff of it
- Transmission of commercial or advertising material
- Deliberately corrupting or destroying others' data, violating privacy of others
- Any purchasing or ordering of items over the internet

*Sanctions – Incident Report to ATL, Network Manager and Form Tutor informed*

*Letter sent to parents/carer by ATL after the Network Manager has supplied the necessary evidence to support/justify the letter*

Category D infringements

- Deliberately accessing, downloading and disseminating any material deemed offensive, obscene, defamatory, racist or violent. (Even if this is not undertaken on an academy device or in academy time)
- Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, revised 1988
- Bringing the academy name into disrepute

*Sanctions – referred to Principal for possible exclusion. Criminal proceedings if appropriate*

14. How will students be informed of the above?

- The acceptable use of the Internet and computer use rules are printed out as a poster and put in each ICT room
- A module on responsible Internet use will be addressed in the ICT lessons in year 7
- Students can access the above policy from the P drive
- Students must report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager/technical staff.

15. How will staff be informed of students who abuse the privilege of Internet access?

- The technical staff member updates a Student Internet Incident Report log similar to the one below which is stored on the T drive for all staff to see.
- This should be seen as an ongoing audit regarding Internet/e-mail security of the network and is therefore independent of behaviour reporting.
- The technical staff will inform the appropriate ATL.

Student Internet Incident Log								
Last Name	First Name	Year House	&	Date of Incident	Site/s involved	Ban from Internet Y/N	Length of Ban	Action taken by Technical Staff

**Review**

In order to ensure that it reflects current best practice, this policy will be reviewed every year

# Internet Permission Form

Dear Parent/Carer

The academy is continually investing heavily in ICT equipment and has a broadband Internet connection in order to raise academic standards, enrich the teaching materials used by the academy and comply with National Curriculum requirements.

In order to help protect your child from access to undesirable content, our academy Internet Service provider operates a filtering system, in line with LA requirements. This filtering system restricts access to inappropriate materials.

All reasonable precautions will be taken to protect your child from accessing undesirable material. However, it is impossible to give an absolute guarantee that the supervision and filtering devices will prevent access to undesirable material.

Before being allowed to use the Internet, all new students must obtain their parents'/guardians' permission and both you and your child must sign a form as evidence of your approval and acceptance of the academy policy on this matter.

We would like to be able to celebrate your child's success and increase their motivation by promoting positive events. The St Lawrence Academy promotes and shares success by having photos and videos of students, their work, or quotes published in various ways which may include the academy website, newsletters, and the local press. If you have any concerns about the above please inform the academy office as soon as possible.

Please return the completed Internet Permission form to your form tutor or student services.

Yours sincerely



Principal

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## Students to complete this section:

I agree to comply with the academy rules on the Acceptable Use of the Internet. I will use the academy computer network in a responsible way and I understand there may be sanctions if I break the above rules.

Student's first name \_\_\_\_\_ Last name \_\_\_\_\_

Tutor Group \_\_\_\_\_ Signature \_\_\_\_\_

## Parent/Carer to complete this section:

I understand that my child will be held responsible for their actions. I also understand that whilst every reasonable endeavour is made to ensure that suitable precautions are taken, neither the academy nor the LA can guarantee that students do not see undesirable material.

Parent/Carer Signature \_\_\_\_\_ Date \_\_\_\_\_