

St. George's R.C. High School



AN INTERNET ACCESS POLICY

St. George's R.C. High School believes that the educational benefits of Internet access far outweigh the possible risks and that good planning and management will ensure appropriate and effective pupil use. Government policy is to connect all schools to the Internet by 2002, an objective that we at St. George's have already achieved. The Internet can be used by pupils of all ages, by teachers and by managers. Home Internet use is increasing and it is becoming an important part of learning and communication during leisure time.

However, the Internet is managed by a worldwide collaboration of independent agencies and serves mainly an adult audience. Without appropriate measures, access to unsuitable materials would be possible and security compromised.

St. George's R.C. High School



Acceptable Internet Use Statement For staff and students

The computer system is owned by the school and may be used by students to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff and students requesting Internet access must accept and comply with the following guidelines.

- *All Internet activity should be appropriate to staff professional activity or the student's education;*
- *Access should only be made via the authorised account and password, which should not be made available to any other person;*
- *An activity that threatens the integrity of the school ICT systems, or an activity that attacks or corrupts other systems, is forbidden;*
- *Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received;*
- *Use for personal financial gain, gambling, political purposes or advertising is forbidden;*
- *Copyright of materials must be respected;*

- *Posting anonymous messages and forwarding chain letters is forbidden;*
- *As E-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;*
- *Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.*

St. George's R.C. High School



Rules for Responsible Internet Use

The school has installed computers with Internet access to help our learning. These rules will keep you safe and help us be fair to others.

- *I will only access the system with my own login and password, which I will keep secret;*
- *I will not access other people's files;*
- *I will use the computers for school work and homework;*
- *I will not bring in floppy disks from outside school unless I have been given permission;*
- *I will ask permission from a member of staff before using the Internet;*
- *I will only E-mail people I know, or my teacher has approved;*
- *The messages I send will be polite and responsible;*
- *I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.*
- *I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself;*
- *I understand that the school may check my computer files and may monitor the Internet sites I visit.*

ICT Equipment, Internet & E-mail Permission Form

PLEASE COMPLETE & RETURN TO YOUR FORM TEACHER

PUPIL

As a school user of the computers, Internet and email facilities, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school. I have read the 'Acceptable Use Policy' guidelines and understand that if I contravene the agreement, disciplinary action may be taken against me.

Pupil's name:	Form:
Pupil's signature:	Date:

PARENT

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use the computers, email and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

Parent's name:	Parent's signature:
Date:	

If you **DO NOT** want your son/daughter to use our computers, Internet and email facilities sign below;

Parent's name:	Parent's signature:
Date:	

SCHOOL/STAFF USE ONLY

Agreement received on:	ID:
Access granted on:	Initials:

Signed:



An Internet Access Policy for



St. George's R.C. High School

Why is Internet access important?

Statement:

The purpose of Internet access in schools is to raise educational standards, 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 staff and an entitlement for students who show a responsible and mature approach. It should be noted that the use of a computer system without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

What are the benefits to the school?

Statement:

The Government has set targets for ICT use in all schools by 2002 through the National Grid for Learning Initiative. A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education.

These benefits include:

- *Access to world-wide educational resources including museums and art galleries;*
- *Inclusion in government initiative such as NGfL and the Virtual Teacher Centre;*
- *Information and cultural exchanges between students world-wide;*
- *News and current events;*

- *Cultural, social and leisure use in libraries, clubs and at home;*
- *Discussion with experts in many fields for pupils and staff;*
- *Staff professional development - access to educational materials and good curriculum practice;*
- *Communication with the advisory and support services, professional associations and colleagues;*
- *Exchange of curriculum and administration data with the L.A. and DfEE.*

How will the risks be assessed?

Statement:

In common with other media such as magazines, books and videos, some material available via the Internet is unsuitable for pupils. The school will supervise pupils 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 particular types of material will never appear on a terminal. Neither the school nor the governors can accept liability for the material accessed, or any consequences thereof.

- *Methods to quantify and minimise the risk will be reviewed;*
- *Staff, parents, governors and advisers will work to establish an agreement that every reasonable measure is being taken;*
- *The Headteacher will ensure that the policy is implemented effectively*

How will Internet access be authorised?:

Statements:

- *Is Internet access an entitlement for pupils based on responsible use;*
- *Parents will be informed that pupils will be provided with supervised Internet access where it is important to their education;*
- *All staff and pupils have Internet access.*

How will the security of the school ICT system be maintained?:

Statements:

- *The IT coordinator / network manager will ensure that the system has the capacity to take increased traffic caused by Internet use;*
- *The whole system will be reviewed with regard to threats to potential threats from Internet access.*
- *No personal data should be sent over the Internet unless it is encrypted or otherwise secured;*
- *Virus protection will be installed and updated regularly;*
- *Personal floppy disks may not be brought into school without specific permission and a virus check;*

How will the school ensure Internet use provides effective learning?

Statements:

- *Curriculum planning will identify opportunities to enrich and extend learning activities via access to the Internet;*
- *Pupils will be given clear objectives for Internet use;*
- *Pupils will be provided with lists of relevant and suitable Web sites;*
- *Pupils will be informed of their responsibilities;*
- *Pupils will be informed that checks can be made on files held on the system;*
- *Pupils using the Internet will be supervised appropriately;*
- *Internet access will be purchased from a supplier that provides a service designed for pupils. This will include filtering appropriate to the age of pupils;*
- *The school will work with the L.A. and the Internet Service Provider to ensure systems to protect pupils are regularly reviewed and improved.*

How will pupils be taught to assess Internet content?

ICT teaching should be widened to incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media.

Statements:

- *Pupils will be taught to validate information before accepting it as true, and to discriminate between fact and opinion;*
- *When copying materials from the Web, pupils will observe copyright;*
- *Pupils will be made aware that the writer of an E-mail or the author of a Web Page may not be the person claimed;*
- *Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;*
- *Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.*

How will E-mail be managed?

Statements:

- *Pupils are expected to use E-mail as part of the National Grid for Learning Initiative;*
- *Communications with persons and organisations will be managed to ensure appropriate educational use and that the good name of the school is maintained;*
- *The forwarding of chain letters will be banned;*
- *Pupils may send E-mail as part of planned lessons;*
- *E-mail messages on school business must be approved before sending.*

How will publishing on the Web be managed?

Statements:

- *The Headteacher will delegate editorial responsibility to a member of staff to ensure that content is accurate and quality of presentation is maintained;*
- *The Web site will comply with the school's guidelines for publications;*
- *Pupils will be taught to publish for a wide range of audiences which might include governors, parents or young children;*
- *All materials must be the author's own work, credit the sources used and state clearly the author's identity or status;*
- *The point of contact on the Web site will be the school address and telephone number. Home information or individual E-mail identities will not be published;*
- *Photographs of identifiable individual pupils will not be published on the Web site. Group photographs should not have a name list attached.*

How will the school ensure Internet access is appropriate and safe?

Statements:

- *Staff will check that the sites selected for pupil use are appropriate to the age and maturity of pupils;*
- *The IT coordinator/network manager will monitor the effectiveness of Internet access strategies;*
- *Access levels will be reviewed as pupils' Internet use expands and their ability to retrieve information develops;*
- *The IT coordinator/network manager will ensure that regular checks are made on files to monitor compliance with the school's Internet Access Policy;*
- *A range of fully tested, approved sites will be copied to the school Intranet;*

How will complaints be handled?

Statements:

- *Responsibility for handling incidents will be given to a senior member of staff;*
- *Pupils and parents will be informed of the procedure;*
- *Parents and pupils will need to work in partnership with staff to resolve any issue;*
- *As with drugs issues, there may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies;*
- *If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider;*
- *Any material that the school suspects is illegal will be referred to the Internet Watch Foundation;*
- *Sanctions available include 'interview by head of year' and, if appropriate, informing parents or carers;*
- *A pupil may have Internet or computer access denied for a period;*
- *Denial of access could include all school work held on the system, including any examination work;*

How will staff, pupils and parents be kept informed?

Statements:

- *Rules for Internet access will be posted near computer systems. The Acceptable Use Statement of Rules for Responsible Internet use could be printed as posters;*
- *All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance explained;*
- *Parents' attention will be drawn to the Policy in newsletters, the school brochure and on the school Web site;*
- *A module on responsible Internet use will be included in the PSHE programme covering both school and home use.*

How will parents' support be enlisted?

Statements:

- *The school will assist parents to develop a well informed and balanced view of the risks and benefits;*
- *Demonstrations and practical IT sessions for parents will be organised to encourage a partnership approach;*
- *Joint home/school guidelines on issues such as safe Internet use will be established;*
- *Suitable educational and leisure activities which make responsible use of the Internet will be developed with parents;*
- *A stock of relevant leaflets from organisations such as BECTa, PIN, and NCH Action for Children will be maintained.*

I.C.T. INTERNET ACCESS POLICY ST GEORGE'S R.C. HIGH