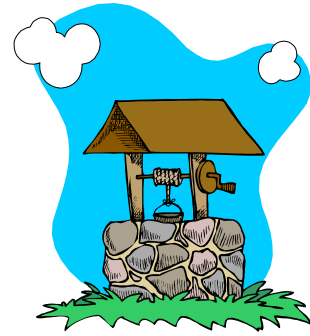


Wellhouse J & I School



The Federation of Clough Head and
Wellhouse J and I Schools

Policy for

Responsible Use of the

Internet, Email and

Digital Devices

Written September 2010

Approved by the Governing Body November 2010

Review Date September 2011

References

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Discussion document on use of Internet
Word version of this document
Instructions to modify Internet Explorer

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Connecting Schools: Networking People
www.ngfl.gov.uk/reference/publications/connecting
DfEE / BECTa April 1998 Tel. 0845 6022260 (free order line)

Preventing the Misuse of Computers in Schools
British Computer Society www.bcs.org.uk/news/misuse.htm

Association for Co-coordinators and Teachers of IT (ACITT)
Acceptable Use Policy for UK Schools www.acitt.org.uk/aup.html

Parents' Information Network (PIN)
Leaflets www.pinlift.org.uk

NCH Action for Children
A Parents' Guide www.ncha.fc.org.uk

Home Computers and Children www.becta.org.uk/projects/censor
BECTa leaflet Tel: 01203 416994

Censorship Issues
BECTa www.becta.org.uk/projects/censor/

Internet Watch Foundation www.iwf.org.uk
Reporting illegal Internet material Tel: 0845 600 8844

NAACE/British Computer Society www.bcs.org.uk/iap.html

Acknowledgements

This material was adapted from Kirklees Council's ITCAS and we acknowledge the contribution of the Kent NGfL Team.

Responsible Use of the Internet and Email Policy

It is Government policy to connect all schools to the Internet. The Internet and email can be used by students of all ages, by teachers and by managers and it is intended to ensure that the Internet and email will become a useful educational resource for schools, students and teachers. Home Internet and email use is also 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. Without appropriate measures, access to unsuitable materials is possible and security of computer systems could be compromised.

This Responsible Use of the Internet and Email 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 and parents are met.

This Responsible Use of the Internet and Email Policy is included as part of the school's ICT policy and relates to other policies, in particular that for Behaviour and for Personal, Social and Health Education (PSHE).

This Responsible Use of the Internet and Email Policy has been created after full consultation with staff and governors and will be reviewed on a yearly basis.

Creation date: *September 2010*

Review date: *September 2011*

Produced by: *Judith Haswell*

Approved by Governors: *November 2010*

The Purpose of Internet and Email Access: -

We are providing 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 and the exchange of curriculum and administration data with the LA, the examination boards and others

1. The educational benefits of using the Internet and email include: -

- Access to world-wide educational resources and information including museums, art galleries, research data, news and current events
- 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 the staff professional development of staff
- 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 (Local Authority) & DfE (Department for Education)
- Providing a means of communication between staff & , parents & others in the community
- Obtaining a range of technical support
- Encouraging electronic literacy

2. The Internet and email 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
- Pupils are given clear objectives for Internet and email use
- Pupils are provided with lists of relevant and suitable web sites & links to e-pals
- Pupils are educated to take responsibility for Internet and email access
- Pupils will be made aware that the writer of an email or the author of a web page may not be the person they claim to be and are taught to validate information before accepting it as true, an important aspect of higher levels of subject teaching
- Pupils are taught to observe copyright when copying materials from the web and to acknowledge their sources of information
- Access is reviewed to ensure it still meets curriculum needs
- Pupils 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

3. Access to the Internet and email:

In school Internet access is regarded as a necessary part of the statutory curriculum and access to the Internet and email will only be authorised on the basis of educational need.

Teachers will need to develop good practice in the use of Internet and email as a tool for teaching & learning: -

- Internet and email access will be part of a planned activity
- At Key Stage 1, access to the Internet and email will be with direct teacher or adult supervision. Pupils will only access teacher-prepared materials, or researched sites and selected e-pals
- At Key Stage 2, Internet and Email access will be granted to a whole class or group as part of the scheme of work, after a suitable introduction to the Rules for Responsible Internet and Email use and will always be supervised by an adult
- Parents will be informed that will be provided with supervised Internet and email access where it is important to their education and will be asked to sign and return an agreement form (see appendix for letter)

4. The school will take all steps to ensure that Internet and mail access is appropriate and safe:

In common with other media such as magazines, books and video, some material available via the Internet and email is unsuitable for pupils. The school will take all reasonable precautions to ensure that such material is inaccessible. This is facilitated by the school taking their Internet access through Kirklees School's Broadband, which provides secure, filtered internet access for schools. However, due to the international scale and linked nature of information available via the Internet and email, it is not possible to guarantee that particular types of material will never appear on a computer. However neither the school nor the LA can accept liability for the material accessed, or any consequences thereof.

5. Responsibilities of the school:

- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken to protect
 - The Headteacher will ensure that the policy is implemented effectively
- Policy and procedures will be reviewed as Pupils' Internet and email use expands and their ability to retrieve information develops
- School has clear procedures, which are known to all staff, for reporting incidents - a written log is kept of accidental access to unacceptable web sites, unpleasant emails (see ' eSafety Incident Log'), cyberbullying and Bullying Incident Record)
- The school will ensure that occasional checks are made on files to monitor compliance with the school's Responsible Use Policy and pupils will be informed that such checks are made
 - The school will ensure that pupils are always supervised or in a public area e.g. computer suite when using the Internet and email
 - All machines with Internet and email capability are accommodated in public areas and their use is frequently monitored
 - The school will check that the sites selected for pupil use are appropriate to the age and maturity of pupils
 - Where applicable a range of fully tested, approved sites will be copied to the school intranet

- The school will only use an Internet and email service provider with a proxy server to filter the material available to students (Kirklees Schools Broadband) or will take measures to ensure similar protection is installed on the school's computer system (e.g. Cyber patrol)
- The school will ensure that pupils cannot disable the proxy server or interfere with protection 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.
- The school will ensure systems to protect pupils are reviewed and improved regularly
- Staff will not use their mobiles to take photographs and will use school cameras. When using mobiles e.g. texting, phone calls this should only be done in your own time e.g. break times and should not be done when children are present, this is to ensure children do not misunderstand what is happening.
- Staff will not invite parents or children to their social media sites e.g. Facebook.
- Rules for the use of the internet and email are posted near computers and clearly visible

6. Responsibilities of staff and pupils:

- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider
- Schools will ensure that pupils are told what to do should they encounter any material that makes them feel uncomfortable
- Pupils will not be given access to Chat Lines or unrestricted access to Newsgroups
- Pupils will not use websites where they have to access emails, e.g. Disney by subscribing, logging on or using passwords, as staff cannot check them for suitability or check files and emails.
- Pupils will be informed that checks can be made on files held on the system
- Pupils using the Internet and email will be supervised appropriately
- The Responsible Use of the Internet and Email Agreement will be shared with pupils and their agreement to its rules will be obtained.
- Pupils will be encouraged to take collective responsibility for acceptable use of the Internet and email in school
- Pupils must not download software from the Internet
- Pupils may email staff regarding school work and homework via the school email system. Staff will acknowledge the receipt of pupil emails and may answer pupil queries related to school work and homework. Follow-up discussion regarding pupil email will take place in school time.

7. The management of email in school: -

- Email is regarded as an essential means of communication and schools should take appropriate steps to monitor its use and content
- Communication using email will be organised to ensure it is for appropriate educational use and not for private or personal messages
- The language and content of emails should 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 chain letters and anonymous letters is banned
- Staff and pupils should be aware that all email on the school system is regarded as public and as such will be monitored
- Pupils will only be given email access for educational activities through a secure account
- Where pupils are given individual email accounts these are only granted where a high level of trust can be assumed for its responsible use
- Email messages on school business should be regarded as having been sent on headed notepaper and reflect a suitable tone and content
- Email and the Internet must never be used by to order materials or undertake any activity which incurs a cost to the school
- Staff and pupils will be made aware of the potential for virus infection through the sending of files attached to emails
- Excessive personal use should be considered time wasting
- Staff can access personal emails, out of teaching hours, but cannot use school computers for internet banking or buying and selling due to safeguarding issues

8. Publishing material on the schools web site: -

- The school will maintain editorial responsibility for any school initiated website to ensure that content is accurate and quality of presentation is maintained
- The school will maintain the integrity of the school web site by ensuring that responsibility for uploading material is never handed over to pupils and that passwords are protected
- The school website 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 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, email and telephone number. Home information or individuals' email addresses will not be published
- Photographs of identifiable individual students will not be published on the website. School will obtain permission from parents for the use of pupils' photographs. Group photographs will not have a name list attached. Identities of pupils will be protected at all times and parents may be consulted about publishing work from

9. Procedure for dealing with complaints and breaches of conduct:

- Any complaints or breaches of conduct will be dealt with promptly
- 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 issues arising

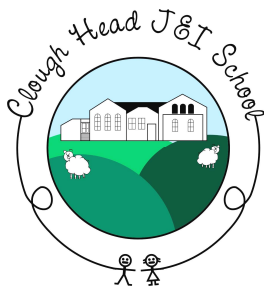
- The facts of the case will be established, for instance to ascertain whether the issue has arisen through home Internet and email use or through contacts outside school
- As with drugs issues, there may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies
- Sanctions for irresponsible use will be linked to the school's Behaviour Policy and will consist of the following actions depending on circumstances:
 - verbal warning
 - interview by head or assistant head
 - letter home to inform parent or carer
 - temporary withdrawal of Internet and email privileges
 - 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

10. Informing staff, students and parents:

- Rules for Internet and email access will be posted near computers with Internet access
- All staff including teachers, supply staff, classroom assistants and support staff will be involved in developing and reviewing the Responsible Use of the Internet and Email Policy
- All staff supervising Internet and email use will be given appropriate training
- Parents' attention will be drawn to the Policy in newsletters, the school brochure, the school website, leaflets and information from relevant organisations
- Demonstrations and practical IT sessions for parents may be organised to encourage a partnership approach
- Parents and pupils will sign a Responsible Use of the Internet and Email Agreement
- A module on responsible Internet and email use will be included in the PSHE programme, covering both school and home use

11. Security of school systems

- Security strategies will be considered by the ICT co-ordinator and reviewed regularly
- Care will be taken when transmitting personal data over the Internet and the protection of personal data on computers, laptops and memory devices.
- Virus protection will be installed and updated regularly
- School will publish its policy on the use of external memory devices by pupils
- School will publish its policy on the use of attachments with emails



Kirklees Council

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HD7 4NW

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Telephone: 01484 222217
Featurenet: 801 2217

Dear Parents

Responsible Use of the Internet and Email

As part of students' curriculum enhancement and the development of ICT skills, we are providing supervised access to the Internet and email.

Pupils will be able to exchange electronic mail with partner schools and research information from museums, libraries, news providers and suitable web sites as part of their programme of learning.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with that possibility. We obtain our Internet access through Kirklees Schools Broadband which operates a strong filtering system which restricts access to inappropriate materials and is continually updating its database of known offensive sites.

We use email through a carefully controlled system which ensures that pupils are not exposed to risk from outsiders gaining their email address. All our screens are in public view and, as stated above, access will be supervised.

Should you wish to discuss any aspect of Internet and email use (or to see a lesson in operation) please telephone to arrange an appointment.

I enclose a copy of the Responsible Use of the Internet and email agreement that we operate at our school, which your child is being asked to sign. Could you sign and return this letter to show your agreement to your child using the Internet and email.

Yours sincerely

Headteacher

Pupil name.....

I have read the Responsible Use of the Internet and Email Agreement and give permission for my child to use the Internet and email in School.

Signed..... (Parent /Carer)

Date.....

Clough Head J & I School

Responsible Use of the Internet and Email Agreement

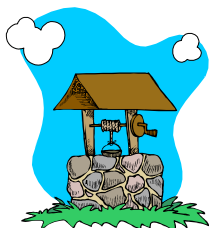
The school has installed computers with Internet and email access to help our learning. These rules will keep us safe and help us be fair to others.

- I will not change or create any passwords or login procedures on the computers
- I will not interfere with or knowingly change any settings on the computer
- I will not install or delete any software on the schools computer
- I will not bring in memory devices or CD ROMs from outside school unless I have been given permission
- I will seek permission before sending attachments with emails e.g. photos
- I will not access or change other people's work files
- I will only use the computers for school work and homework
- I will ask permission from a member of staff before using the Internet and email
- I will only email people my teacher has approved
- The messages I send will be polite and responsible
- I will never give my home address, telephone number or photograph or arrange to meet someone I have contacted on the Internet or by email
- I will report any unpleasant material or messages sent to me to an adult
- I understand that the school may check my computer files and may look at the Internet sites I visit
- I understand that if I do not follow these rules I will not be allowed to use the Internet and email or any of the school's computers

Pupil name

Signed

Wellhouse J & I School



www.cloughhead-wellhouseschools.org.uk

Lower Wellhouse
Golcar,
Huddersfield
HD7 4ES
Telephone 01484 222255

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Wellhouse J & I School

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Pupil name

Signed

