

E-SAFETY AND ACCEPTABLE USE OF THE INTERNET

Philosophy

Various projects have proven the educational benefits of internet access, which enable pupils to explore a wide range of information sources throughout the world. Although there are concerns about children having access to inappropriate material via the internet, the school takes a range of measures to minimise these risks. A filtering system is in operation which restricts access to inappropriate materials, and this is reinforced by staff who teach the safe and appropriate behaviours to adopt when using the internet, email and other technologies.

This policy outlines what the school deems to be acceptable and unacceptable use of the Internet and ICT facilities. The policy aims to protect the school, pupils and staff.

The ICT system is owned by the school and is made available to pupils to further their education, and for staff to develop curriculum material, management and administration.

All members of staff, pupils, students and all other users are required to follow the conditions laid down in this policy. Any breach of these conditions may lead to withdrawal of the user's access to the Internet and in some extreme instances of misuse could lead to criminal prosecution.

All users are expected to demonstrate a responsible approach to the use of resources available to them and to show consideration for other users both locally and with whom they may come into contact on the Internet.

Use of the Internet and facilities such as the electronic mail are intended for educational purposes only. It must be recognised that any view communicated over the Internet may be deemed to be a view of the school, akin to formal correspondence issued by post. Personal views about school business in an Internet communication should not be given or must be endorsed by a member of the Leadership Team.

The school's equipment and the Internet may only be used for legal activities consistent with the aims, objectives and rules of the school.

Staff and Pupils

When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all school staff (both teachers and support staff) are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.

Pupils are responsible for their good behaviour on the school networks, just as they are on and off school premises. While the use of information and communication technologies is a required aspect of the curriculum, access to the Internet remains a privilege and not a right. It is given to pupils who act in a considerate and responsible manner, and will be withdrawn if they fail to maintain acceptable standards of use.

Pupils must know and understand that no Internet user is permitted to:

- retrieve, send, copy or display offensive messages or pictures
- use obscene or racist language
- harass, insult or attack others
- damage computers, computer systems or computer networks
- violate copyright laws
- use another user's password
- "trespass" in another user's folders, work or files
- intentionally waste resources (including consumables such as printer toner and paper)
- use the network for unapproved commercial purposes.

Leicester High School will make every reasonable step to prevent the exposure of students to undesirable materials on the Internet. However, it is recognised that this can happen not only through deliberate searching for such materials, but also unintentionally when a justifiable Internet search yields unexpected results. If this does arise the students should notify a member of staff immediately. The member of staff should contact the ICT manager who will make arrangements for the filtering system to be amended.

Location and Supervision

Access to the Internet is provided to staff and pupils of Leicester High School through an Internet Service Provider and filtering service (websense). All users should be aware that the school can and does track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users.

Internet access for pupils is available only on computers that are in highly-used areas of the school such as classrooms, libraries, study rooms and computer rooms. Machines which are connected to the Internet are always in full view of people circulating in the area.

While using the Internet at school, pupils are, wherever possible, supervised. However, when appropriate, pupils may pursue electronic research independent of staff supervision. In all such cases, pupils are expected to act responsibly and only use these resources in line with the school policy on acceptable use.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on the school's servers to be absolutely private.

Examples of Acceptable and Unacceptable Use

On-line activities which **are** encouraged include, for example:

- use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development
- use of the Internet to investigate careers and Further and Higher education
- the development of pupils' competence in ICT skills and their general research skills.

On-line activities which **are not** permitted include, for example:

- searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers
- copying, saving and/or redistributing copyright protected material, without approval
- subscribing to any services or ordering any goods or services, unless specifically approved by the school
- playing computer games or using other interactive 'chat' or social networking sites, unless specifically assigned by the teacher
- using the network in such a way that use of the network by other users is disrupted (for example downloading large files during peak usage times, listening or watching streaming video and music)
- publishing, sharing or distributing any personal information about a user (such as: home address, email address, phone number etc.)
- activities that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems is forbidden
- any activity that violates a school rule.

Advice for Parents

While in school, teachers will guide pupils toward appropriate materials on the Internet. Outside school, parents bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies, radio and other media.

Appropriate home use of the Internet by children can be educationally beneficial, and can make a useful contribution to home and school work. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of Internet resources at home.

Parents should be encouraged to:

- discuss with their children the rules for using the Internet and decide together when, how long, and what comprises appropriate use
- get to know the sites their children visit, and talk to them about what they are learning
- ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details
- support the message given by the school to their daughters not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images.

Advice for Staff

Members of staff should not make or accept invitations to become on-line friends with pupils, parents or other family carers on any social networking site (Facebook, Twitter or personal blogs). In their non-work time staff remain responsible for taking care not to post anything on-line that breaks confidentiality about pupils, families or

colleagues, or that could damage the reputation or the business of Leicester High School.