West Hill School

ICT Acceptable Use Guide

The purpose of the Guide is as a supplement to the School's ICT Security & E-Safety Policies, providing further detail in the areas of E-Safety and acceptable use of ICT resources.

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1. Introduction

The purpose of the Guide is as a supplement to the School's ICT Security & E-Safety Policies, providing further detail in the areas of E-Safety and acceptable use of ICT resources.

E-Safety, Internet Safety and Cyber Bullying are major issues affecting the lives of young people today. Pupils need to stay safe when using the internet and other digital technologies. Here at West Hill School, we aim to provide a safe internet environment for pupils and staff to use. To that end we use a managed system which allows flexibility in the sites that staff and pupils have access to, whilst filtering out sites which contain inappropriate content.

All Staff and Pupils are subject to the Acceptable Use Policy, as detailed in this document. Pupils are also expected to comply with the rules detailed in their planners, in the section entitled "E-Safety and Acceptable ICT Use". Pupils who break the Acceptable Use Policy and who are found to be using the School's internet access in an inappropriate manner, will have their access restricted and will have to work within a "locked down" system for the period of their restriction.

Staff and pupils using computers on the School's network have their internet activity monitored by a system which prevents access to sites that are deemed inappropriate for use whilst in an educational establishment. These include, but are not limited to: Chat Rooms; Social Networking Sites; some Web Mail Accounts; Game sites.

This policy has been written in accordance with BECTA guidelines and focuses on each individual technology available within West Hill School and outlines the procedures in place to protect pupils and the sanctions to be imposed if these are not adhered to.

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2.   Benefits and Risks

The educational benefits of new and emerging technologies, such as the Internet and email, Virtual Learning Environments, weblogs, mobile phones, podcasting and video conferencing cannot be underestimated. These help to motivate children in their learning, equipping them with essential skills for the future, as well as enabling access to information which might not otherwise have been available.

These benefits include:
- Instant access to a wealth of up-to-the minute information and resources from across the world, on the internet, which would not ordinarily be available.
- The Internet helps to improve pupils' reading and research skills.
- Email and the use of some networking areas help to foster and develop good social and communication skills and preparation for future life.
- Virtual Learning Environments (VLEs) provide pupils with a platform for personalised and independent learning.

Unfortunately, with this can come a number of risks:
- Pupils might inadvertently access content of an unsavoury, distressing or offensive nature on the Internet or receive inappropriate or distasteful emails.
- Pupils might receive unwanted or inappropriate emails from unknown senders, or be exposed to abuse, harassment or 'cyber-bullying' via email, text or instant messaging, in chat rooms or on social-networking websites, such as MySpace, Bebo, Facebook, etc.
- Chat rooms provide cover for unscrupulous individuals to groom children.

These risks can be kept to a minimum, however, allowing pupils to reap the rewards this technology has to offer.

West Hill School feels that the benefits far outweigh the risks involved so long as users are made aware of the issues and concerns and receive on-going education in choosing and adopting safe practices and behaviours.

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3. Procedures for Use of West Hill School ICT Resources

West Hill School provides a wide variety of ICT Resources for use by staff, pupils and guests.

- Pupils are not allowed to be in any of the ICT Suites unless there is a member of staff present in the room.
- Pupils must be supervised at all times, by a member of staff, whilst using ICT Resources.
- Pupils must not be sent in search of ICT Resources to use unless agreement has previously been obtained from the member of staff supervising that resource at that time.
- Pupils are not allowed to disconnect/connect computer cables, unless under direct supervision of an appropriate member of staff, as this may cause damage to the equipment.
- PCs should be powered off using the on screen options and not by disconnecting the mains or forcing power off with the power button, as this may cause damage to the equipment.
- Any damage to ICT Resources is to be reported to the Network Manager so a note of the incident can be recorded and acted upon.

4. Procedures for Use of the West Hill School Network

On starting at West Hill School, every user is given a unique User Name, e-mail address and Password.

- All users must sign an Acceptable Use Agreement before access to the School Network, Internet and email is permitted. For pupils a copy can be found in the pupil planner.
- Users must access the network using their own logons and passwords. These must not be disclosed or shared.
- Passwords must remain confidential.
- Users must respect confidentiality and attempts should not be made to access another individual's personal folder on the network without permission.
- Users must not access or try to access any resources on the Network that they have not been given explicit permission to use.
- Software should not be installed without prior permission from the Network Manager.
- Removable media will be scanned for viruses before being used on a machine connected to the network.
- Machines must never be left 'logged on' and unattended. If a machine is to be left for a short while, it must be 'locked.' (Ctrl + Alt + Del followed by 'lock computer').
- Machines must be 'logged off' correctly after use.

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5.   Procedures for use of the internet and e-mail

The Internet and e-mail facilities are provided to allow research to be conducted and as a means of communication with others, access to these facilities is a privilege not a right.

- Parental or carer consent is requested via the pupil data collection sheet in order for pupils to be allowed to use the Internet or email, and confirmed via the pupil planner and data collection sheet. Without consent pupil's will not be granted access until permission received.
- Users must access the e-mail using their own User Name and not one of another individual.
- No attempt should be made to access another user's email account. If you feel your account details are known by others you should inform a member of the ICT Support Department immediately.
- The Internet and email must be used in a responsible manner.
- Pupils must be supervised at all times when using the Internet and email.
- Accidental access to inappropriate material is to be reported to the Network Manager so a note of the incident can be recorded and acted upon.
- Users must be careful when they disclose any information of a personal nature in an email or on the Internet. This includes mobile and home phone numbers, addresses, or anything else which might allow them to be identified. All emails sent should be courteous and the formality and tone of the language used appropriate to the reader. Sanctions, appropriate to the case, will be imposed on any users who break this code.
- Bullying, harassment or abuse of any kind via email or other means of electronic communication will not be tolerated. Sanctions, appropriate to the case, will be imposed on **ANY** users who break this code.
- If users are bullied, or offensive emails are received, this must be reported immediately to a trusted adult or member of staff. Emails received should not be deleted, but kept for investigation purposes.
- Internet and email use is monitored regularly in accordance with the Data Protection Act.
- All users must comply with Copyright Law and must acknowledge the source of any text or material copied from the Internet.
- Internet and email filtering software is installed so that, as far as possible, access to inappropriate or offensive content is restricted and to reduce the receipt of 'spam,' junk or unwanted correspondence. This is reviewed and updated regularly.
- The school uses special filtering software, which prevents users from accessing most unsuitable sites and it also records every attempt made to reach a site, whether successful or not, when and where it was attempted and who by.
- Procedures for Safe Internet use and sanctions applicable if rules are broken can be found in the pupil planner.

6.   Procedures for File Transfer

Files may be taken home or brought into school using the following methods:

- Attached to emails using pupils' individual e-mail accounts.
- Bringing discs/ Flash drives these will be checked by the network software when placed in a computer on the network. Data can then be transferred to/from pupil areas.
- Any data relating to staff or pupils may only be transferred on encrypted media.

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7. Procedures for Use of Cameras, Video Equipment and Webcams

- Parental or carer consent is requested via the pupil data collection sheet, or separate event permission slip, before photographs or video footage can be taken of a pupil.
- Photographs and/or video footage must be downloaded and stored into an appropriate area under the guidance of the Network Manager, or supervising member of staff. Once downloaded they must be deleted from the recording device.
- Any photographs or video footage stored must be deleted immediately once no longer needed.

8. Procedures for Use of Video Conferencing Equipment

- Pupils and staff must conduct themselves in a polite and respectful manner when representing school in a video conference or when corresponding via a webcam. The tone and formality of the language used must be appropriate to the audience and situation.

9. Procedures to Ensure Safety of the West Hill School Website

The West Hill School website (www.westhillschool.co.uk) enables the school to keep Parents/Carers and other interested parties up to date with events in school or relating to school.

- It is the responsibility of the Network Manager, and designated members of staff, to approve all content and images to be uploaded onto the website prior to it being published.
- The website is checked every term to ensure that no material has been inadvertently posted, which might put students or staff at risk.
- Copyright and intellectual property rights must be respected at all times, and all sources credited.
- Permission must be obtained from parents or carers before any images of pupils can be uploaded onto the website, this will be via the data collection sheet, or separate event permission slip.
- Names must not used to identify individuals portrayed in images uploaded onto the school website. Similarly, when a pupil is mentioned on the website, photographs which might enable this individual to be identified must not appear.
- When photographs to be used on the website are saved, names of individuals must not be used as file names.

10. Procedures for Using Pen Drives, Mp3 Players and IPods

- School is NOT responsible for individuals' pen drives, MP3 players or IPods being damaged, lost or stolen. Items are brought to school at the individuals' own risk.
- If a MP3 player or IPod needs to be brought into school, it should be switched off at all times and stored in bags.
- If a pupil's MP3 player or IPod is activated in school, it will be confiscated immediately and kept in the school safe until written for the return, permission from the pupil's Parents/Carers is brought into school. Repeat occurrences will result in longer periods of confiscation and the pupil being referred to his Head of Year.

11. Procedures for Using Personal Laptops, PDAs and Games Consoles

- The use of personal Laptops, PDAs and games consoles will not be permitted in school at any time.

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12.   Procedures for Using Mobile Phones

- School is NOT responsible for individual's mobile phones being damaged, lost or stolen. Items are brought to school at the individual's own risk.
- If a mobile phone needs to be brought into school, it should be switched off at all times and stored safely.
- If a pupil's mobile phone is activated in school, it will be confiscated immediately and kept in the school safe until written permission for the return from the pupil's Parents/Carers is brought into school. Repeat occurrences will result in longer periods of confiscation and the pupil being referred to their Head of Year.

13.   Sanctions

If a pupil breaks any of the rules, the following may happen:

- An immediate ban on the use of all computer facilities at school until the Network Manager has had chance to investigate the breach.
- A ban on the use of all computer facilities at school, for a specified period of time.
- A ban on the use of the Internet & e-mail facilities at school, for a specified period of time.
- Appropriate punishment within the Departmental and/or School Disciplinary Systems.
- A letter informing parents what he has done and how this breaches acceptable use.
- An invoice raised to cover the cost of repairing or replacing damaged equipment.
- Any other action decided by the Headteacher and Governors of the school.

14.   Concluding Statement

The procedures in this policy will be subject to on-going review and modification in order to keep up with advances in the technology at West Hill School. It may be that staff /pupils might wish to use an emerging technology for which there are currently no procedures in place. The use of emerging technologies will be permitted upon completion and approval of a risk assessment, which will be used to inform future policy updates.

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15.   Appendix 1 - Acceptable Use – Staff Supplemental

Procedures for the Use of the West Hill School Network

- Through previous consultation with the network Manager users may purchase and/or install additional software from the internet or otherwise, provided the user complies with all relevant legislation. All requests should be logged through Sysaid so that an audit is maintained of the different applications currently being used.
- Through previous consultation with the Network Manager users may purchase and/or install additional hardware, provided the user complies with all relevant legislation. Again all requests should be logged through Sysaid to ensure an audit is maintained.

Procedures for the Use of the Internet and Email

- Never disclose your user name or password or allow others to use your internet facilities.
- When using your school e-mail, be aware that this is for work purposes.
- When using the school system, the Headteacher, Network Manager and the IT staff have the right to view any materials you store on the school's computers, emails you send or receive, Web Pages you view or attempt to view or on disks you use on school computers.

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16. Appendix 2 - Acceptable Use – Pupil Supplemental

Procedures for the Use of the Internet and Email

The Internet is an invaluable global resource potentially available to anybody with a computer and modem linked to an Internet Service Provider (ISP). The computer network at West Hill School will support Internet use through a dedicated broadband link and will allow pupils access to a wide range of information and resources. The Government is committed to use of the Internet in schools as a regular resource to support learning. We are, however, aware that some sites are inaccurate, defamatory, illegal or offensive and the following precautions will be taken when users log on to the Internet in school.

The Internet

- Only access those Internet services you have been taught and have permission to use.
- The work/activity on the Internet must be directly related to your schoolwork.
- Always ask permission from the owner before using any material on the Internet or credit the source.
- Always respect the privacy of files of other users (on the Internet and on the school network).
- Never disclose your Internet user name or password and do not lose or forget it.
- Never download, use or upload any proxy sites, applications, games, MP3 files or any other material that is copyright.
- Never view, upload or download any material that is likely to be unsuitable for children or for use in the school. This applies to any material of a violent, dangerous, racist or sexual nature. If you are unsure about this or any materials, you must ask the supervising teacher.
- The Headteacher, Network Manager and the ICT staff will have the right to view any materials you store on the school's computers, emails you send or receive, Web Pages you view or attempt to view or on disks you use on school computers.

EMail

- When using e-mail, be polite and appreciate that the other users may have different views than your own. Remember - your e-mails can be printed and passed on to other people - so write it exactly as you would write a letter.
- The use of strong language or aggressive or insulting statements is not allowed.
- Do not state anything on a web page or in an e-mail that could be interpreted as libel.

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17.   Appendix 3 - Acceptable Use - Guest User Supplemental

The Network Manager should be made aware of any guests that require access to the school ICT provision. Guests should provide information regarding the type of ICT that is required and a brief outline of the content of the material to be shown. This will ensure that appropriate provision is made and that the requirements of the Acceptable Use Guide are met.