

TREGONWELL ACADEMY INTERNET ACCESS POLICY

Adopted by Governors:

March 2014

HIGH EXPECTATIONS, SUPPORT, CHALLENGE
PART OF TREGONWELL MULTI-ACADEMY TRUST

TREGONWELL ACADEMY INTERNET ACCESS POLICY

1. Internet access in schools

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

2. Benefits

The Government has set targets for ICT use in all schools through the South West Grid for Learning (SWGfL) 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:

- a) Access to world-wide educational resources including museums and art galleries;
- b) Inclusion in government initiatives such as NGfL and the Virtual Teacher Centre;
- c) Information and cultural exchanges between students world-wide;
- d) Cultural, vocational, social and leisure use in libraries, clubs and at home;
- e) Staff professional development - access to educational materials and good curriculum practice;
- f) Communication with the advisory and support services, professional associations and colleagues.
- g) In order for the Internet to provide effective learning access will be purchased from Research Machines, a supplier that provides a service designed for pupils. This will include filtering appropriate to the age of pupils.

3. To ensure that the Internet provides effective learning:

- a) Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement;
- b) Pupils will be given clear objectives for Internet use;
- c) Staff will select sites which will support the learning outcomes planned for pupils' age and maturity;
- d) Pupils will be educated in taking responsibility for their own Internet access.

4. In order to assess Internet content:

- a) Pupils will be taught ways to validate information before accepting that it is necessarily accurate;
- b) All users will be taught to acknowledge the source of information, when using Internet material for their own use;

- c) Pupils will be made aware that the writer of an e-mail or the author of a Web page might not be the person claimed;
- d) Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

5. Publishing on the Web

- a) The Data Manager will have editorial responsibility to ensure that content is accurate and quality of presentation is maintained.
- b) The Web site will comply with the school's guidelines for publications;
- c) 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;
- d) Photographs must not identify individual pupils. Group shots or pictures taken "over the shoulder" will be used in preference to individual "passport" style images;

6. Other Internet applications:

- a) Pupils will not be allowed to access public chat rooms;
- b) Newsgroups are only available to staff and to students with specific permission;

7. Internet access procedure:

- a) Internet access is a necessary part of the statutory curriculum. It is an entitlement for pupils based on responsible use;
- b) Parents will be informed that pupils will be provided with supervised Internet access and will be asked to sign and return a permission form;
- c) All pupils will be required to sign the Acceptable Use Policy, countersigned by a parent or guardian before access is granted;
- d) Pupils failing to keep to the agreement will have their internet access revoked.

8. Assessment of risks:

- a) In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. Tregonwell Academy 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 unsuitable material will never appear on a terminal. Tregonwell Academy cannot accept liability for the material accessed, or any consequences thereof;
- b) The Principal will ensure that the policy is implemented effectively.

9. Ensuring safe Internet access:

- a) A walled-garden providing access only to a list of approved sites will be used. Inevitably this approach will restrict pupils' access to valid information.
- b) Pupils will be informed that Internet use will be supervised and monitored;
- c) The school will work in partnership with parents, the LA, DfEE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved;
- d) If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the Internet Service Provider via the Data Manager;
- e) Any material that the school suspects is illegal will be referred to the Internet Watch Foundation

10. Maintaining the security of school ICT systems

- a) The outside provider under our guidance/Data Manager will ensure that the system has the capacity to take increased traffic caused by Internet use;
- b) The security of the whole system will be reviewed with regard to threats to security from Internet access;
- c) Virus protection will be installed and updated regularly;

11. Pupils and parents will be informed of the complaints procedure;

- a) Sanctions available include interview/counselling by the head of school/head of centre and, if appropriate, informing parents or carers;
- b) A pupil may have e-mail, Internet or computer access denied for a period of time depending on the nature of the incident;
- c) Denial of access could include all school work held on the system, including any examination work.

12. Staff and pupils' consultation:

- a) Rules for Internet access will be posted near computer systems. The Acceptable Use Statement and Rules for Responsible Internet Use will be printed as posters
- b) All staff including teachers, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance explained;
- c) Parents' attention will be drawn to the Policy in newsletters, the school prospectus and on the school Web site;

13. Enlisting parents' support:

A careful balance between informing and alarming parents will be maintained;

Acceptable Internet Use Statement For Staff and Students

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

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

- a) Access must only be made via the authorized account and password, which must not be made available to any other person;
- b) All Internet use should be appropriate to staff professional activity or student's education;
- c) Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden;
- d) Sites and materials accessed must be appropriate to work in school. Users will recognize materials that are inappropriate and should expect to have their access removed.
- e) Users are responsible for e-mail they send and for contacts made that may result in e-mail being received;
- f) The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded;
- g) Posting anonymous messages and forwarding chain letters is forbidden;
- h) Copyright of materials and intellectual property rights must be respected;
- i) Legitimate private interests may be followed, providing school use is not compromised;
- j) Use for personal financial gain, gambling, political purposes or advertising is forbidden;

Staff and students requesting Internet access should sign a copy of this Acceptable Internet Use Statement as part of the induction process.

Key:

ICT – Information, Communication & Technology

SWGfl – South West Grid for Learning

NGFL – National Grid for Learning

LA – Local Authority

DFEE – Department of Education & Employment

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