

# **St. Edmund's Catholic School**

## **ICT and e-safety Policy 2007/8**

### **1. Writing and Reviewing the Internet Policy**

- Our Internet Policy has been written by the school, building on the Kent NGfL policy and government guidance. It has been agreed by the senior management and approved by governors and the PTA. It will be reviewed annually.

Overseen by: C.A.Farnfield (Network Manager)

Date: 1<sup>st</sup> September 2008

To be revised: 1<sup>st</sup> September 2009

Approved: C.J.Atkin (Headteacher)

### **2. The Importance of Internet Use**

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is an essential element in education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

### **3. The Benefits of Using the Internet in Education**

- Access to world-wide educational resources.
- Inclusion in government initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC) <http://www.kented.org.uk/ngfl/>
- Educational and cultural exchanges between pupils world-wide.
- Cultural, vocational, social and leisure use in libraries, clubs and at home.
- Access to experts in many fields for pupils and staff.
- Staff professional development through access to national developments, educational materials and good curriculum practice.
- Communication with support services, professional associations and colleagues.
- Access to school resources and personal data.
- Exchange of curriculum and administration data with the LEA and DfES.

#### **4. Using the Internet to Enhance Learning**

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

#### **5. Teaching Pupils to Evaluate Internet Content.**

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Head of ICT
- The School will ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.

#### **6. The Management of E-mail**

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- Access in school to external personal e-mail accounts is blocked.
- Excessive social e-mail use can interfere with learning and may be restricted
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

#### **7. The Management of Web Site Content**

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be publically published.
- Web site photographs that include pupils will be selected carefully and will not enable individual pupils to be identified.
- Pupils' full names will not be used anywhere on the Web site, particularly associated with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- The Head of ICT will take overall editorial responsibility and ensure content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications.

- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

## **8. The Safety of Chat and Newsgroups**

- Pupils will not be allowed access to public or unregulated chat rooms.
- Children should use only regulated educational chat environments. This use will always be supervised and the importance of chat room safety emphasised.
- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

## **9. The Management of Emerging Internet Applications**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Photographs of staff and pupils should not be taken using mobile phones.

## **10. The Authorisation of Internet Access**

- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff leaving or the withdrawal of a pupil's access.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Students must apply for Internet access individually by agreeing to abide by the Responsible Internet Use statement.
- Parents will be asked to sign and return a consent form. Please see the sample form later in this document.

## **11. Assessing Risks**

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor KCC can accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Head of ICT will ensure that the Internet policy is implemented and compliance with the policy monitored.

## **12. Managing Filtering**

- The school will work in partnership with parents; the LEA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Head of ICT.
- The Head of ICT will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Filtering strategies will be selected by the school in discussion with the filtering provider where appropriate. Where possible, the filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

## **13. Introducing the Internet Policy to Pupils**

- Rules for Internet access will be posted near all computer systems.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible Internet use will be included in ICT programme of work covering both school and home use.

## **14. Staff Consultation**

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in the safe and responsible Internet use and on school Internet policy will be provided as required.

## **15. Maintaining ICT system security**

- The school ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the LEA, particularly where a wide area network connection is being planned.
- Use of portable media such as floppy disks, memory sticks and CD-ROMs will be reviewed. Floppy disks brought into school by staff and pupils should be checked for viruses before use on the school network.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.
- The Network Manager will ensure that the system has the capacity to take increased traffic caused by Internet use.

### **15. Handling Complaints Regarding Internet Use**

- Responsibility for handling incidents will be delegated to the Head of ICT
- Any complaint about staff misuse must be referred to the Headteacher.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
  - interview/counselling by Head ICT/Collegiate Head;
  - informing parents or carers;
  - removal of Internet or computer access for a period, which could prevent access to school work held on the system, including examination coursework.

### **17. Enlisting the Support of Parents.**

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. Suggestions for safe Internet use at home and advice on filtering systems will be made available to parents.
- Interested parents will be referred to organisations such as Parents Online and NCH Action for Children

# **St. Edmund's Catholic School**

## **Responsible Internet Use**

### **Rules for Staff and Students**

The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly stating what is acceptable and what is not.

- Irresponsible use may result in the loss of Internet access.
- Network access must only be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and may be seen by unexpected readers.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The school may exercise its right by to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

# St. Edmund's Catholic School

## Responsible Internet Use

Please complete, sign and return this agreement to the school

***Pupil:***

***Form:***

### **Pupil's Agreement**

I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

***Signed:***

***Date:***

### **Parent's Consent for Internet Access**

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

***Signed:***

***Date:***

***Please print name:***

### **Parent's Consent for Web Publication of Work and Photographs**

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

***Signed:***

***Date:***

### Responsible Internet Use - Students

The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly stating what is acceptable and what is not.

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- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and may be seen by unexpected readers.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The school may exercise its right by to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

<p><b>St. Edmund's Catholic School    Responsible Internet Use</b> Please complete, sign and return this agreement to the school</p>	
<b>Pupil:</b>	<b>Form:</b>
<p><b>Pupil's Agreement</b> I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.</p>	
<b>Signed:</b>	<b>Date:</b>
<p><b>Parent's Consent for Internet Access</b> I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.</p>	
<b>Signed:</b>	<b>Date:</b>
<b>Please print name:</b>	
<p><b>Parent's Consent for Web Publication of Work and Photographs</b> I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.</p>	
<b>Signed:</b>	<b>Date:</b>

## St. Edmund's Catholic School

### Responsible Internet Use - Rules for Staff

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- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and may be seen by unexpected readers.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms is not allowed.
- The school ICT systems may not be used for private purposes, unless the headteacher has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The school may exercise its right by to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of e-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

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### St. Edmund's Catholic School Responsible Internet Use

Please complete, sign and return this agreement to the ICT Department

**Name:**

**Agreement**

I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

**Signed:**

**Date:**

## Using Images of Children - Consent Form

Name of Child \_\_\_\_\_

Form \_\_\_\_\_

**Please return the completed form to your child's ICT Teacher.**

*Please circle your answer*

1. May we use your child's photograph (unidentified) in the school prospectus and other printed publications that we produce for promotional purpose? **Yes/No**
2. May we use your child's image (unidentified) on our website? **Yes/No**
3. May we use your child's image (unidentified) on video or webcam? **Yes/No**
4. Do you consent to your child being photographed or filmed in press events agreed by the school? **Yes/No**
5. Do you consent to your child's name being published with a press photograph? (At the present time, some local newspapers will not agree to publish a photograph without a full name) **Yes/No**

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

*Unidentified above means we will only use the first name*

### Conditions of school use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.
2. We will not use the personal details or full names (first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may use group or class photographs or footage with general labels such as "a science lesson".
7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
8. **As the child's parents/carers we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only.** I/We understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data protection Act 1998 if we used our recordings for any wider purpose.

**I have read and understood the conditions of use**

Signature of parent/carer \_\_\_\_\_

Date \_\_\_\_\_

*(ICT teacher to return this form to Mrs D. Russell)*