

# **The Lansdowne Turney Federation E-Safety and ICT Acceptable Use Policy**

## **1. To be read in conjunction with the ICT policy**

Use of the school's ICT equipment by any members of the school community including parents/carers and visitors must be in accordance with this policy. Any use which infringes this policy will be treated very seriously by the School Governing Body.

## **2. The Importance of Internet use in Education**

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

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

The school Internet access will be designed expressly for student use and will include filtering. Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

## **4. The need for students to learn to evaluate online content.**

If staff or students discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Head of School. The school should ensure that the use of Internet derived materials by staff and by students complies with copyright law.

## **5. The Management of School e-mail.**

Students may only use approved e-mail accounts on the school system. Students must immediately tell a teacher if they receive offensive or bullying e-mail.

Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.

## **6. The Management of Chat Rooms**

Students will not be allowed access to public or unregulated chat rooms. Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised by staff.

## **7. Cyberbullying**

Students are taught about the proper use of telecommunications and about the serious consequences of cyber-bullying and will, through PSHCE and in ICT lessons and assemblies, continue to inform and educate its pupils in these fast changing areas.

The school trains its staff to respond effectively to reports of cyber-bullying or harassment and has systems in place to respond to it. The school block access to inappropriate web sites, using firewalls, antivirus protection and filtering systems and no pupil is allowed to work on the internet in the Computer Room, or any other location within the school which may from time to time be used for such work, without a member of staff present.

### **GUIDANCE FOR STAFF**

If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

#### **Mobile Phones**

- Ask the pupil to show you the mobile phone
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names
- Make a transcript of a spoken message, again record date, times and names
- Tell the pupil to save the message/image
- Go with the pupil and see the Head of School

#### **Computers**

- Ask the pupil to get up on-screen the material in question
- Ask the pupil to save the material

- Print off the offending material straight away
- Make sure you have got all pages in the right order and that there are no omissions
- Accompany the pupil, taking the offending material, to see the Head of school
- Normal procedures to interview pupils and to take statements will then be followed particularly if a child protection issue is presented.

## **8. Internet Access**

Parents will be informed that students will be provided with supervised Internet access (a copy of the letter is included in the appendix).  
Parents will be asked to sign and return a consent form.

## **9. The Management of Risk Assessment**

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. 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. If this does happen it must be reported immediately.

## **10. Informing Students**

Rules for acceptable use will be posted in all rooms where computers are used. Students will be informed that Internet use will be monitored. Instruction in responsible and safe use should precede Internet access.

## **11. Staff Consultation.**

All staff and Governors will be provided with the School Internet Policy, and its importance explained.

## **12. Maintaining the ICT System Security**

The school ICT systems will be reviewed regularly with regard to security. Virus protection will be installed and updated regularly. If a member of staff leaves then all administrator level usernames and passwords will be deleted.

## **13. The Management of Complaints Regarding the Internet.**

Responsibility for handling pupil incidents will be acted on by the Head of School.

Any complaint about staff misuse must be referred to the Executive Headteacher  
or  
Head of School.

#### **14. The Management of Community use of the Internet.**

Adult users will need to sign the acceptable use policy.

Parents/carers of children under 16 years of age will generally be required to sign an acceptable use policy on behalf of the child.

#### **Appendices**

- 1) Responsible Internet Use: Rules for Staff and Students
- 2) Rules for students to be displayed in the classroom
- 2) Letter to parents on Responsible Internet Use
- 3) Consent Form

**Reviewed by the Governing Body November 2015**

**To be reviewed by the Governing Body November 2018**

## **Appendix 1**

### **Responsible Internet Use Rules for Staff, Visitors 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 use of the computer resources is acceptable and what is not.

Irresponsible use may result in the loss of Internet access and could lead to disciplinary proceedings for staff .

Network access must 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.

E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.

Users are responsible for e-mail they send and for contacts made.

Anonymous messages and chain letters are not permitted.

The use of unauthorised 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 to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials 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.

### **GUIDANCE FOR PUPILS ON CYBER-BULLYING**

If you believe you or someone else is the victim of cyber-bullying, you must speak to an adult as soon as possible. This person could be a parent/carer or adult at school.

- Do not answer abusive messages but log and report them
- Do not delete anything until it has been shown to an adult (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal IT details
- Never reply to abusive e-mails
- Never reply to someone you do not know
- Stay in public areas in chat rooms

**Reviewed by the Governing Body November 2015**  
**To be reviewed by the Governing Body November 2017.**

## Appendix 2

### **The Lansdowne Turney Federation Rules for Responsible Computer Use**

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

- **I will not log in as another person or access other people's files.**
  
- **I will not bring in USBs or CD ROMs from outside school unless I have been given permission.**

- I



will not use the printer without permission

- I will use the Internet only when a teacher is present.



- I will only e-mail people I know, or my teacher has approved.

- I will not enter chat rooms.



- The



Display this page as a poster near computers and provide pupils and parents with a copy of these rules

26<sup>th</sup> September 2016.

Dear Parents,

### Responsible Internet Use

As part of your child's curriculum and the development of their skills, the School is providing supervised access to the Internet. The effective use of the World Wide Web and e-mail is a vital skill for children as they grow up in the modern world.

Please would you read the attached Rules for Responsible Internet Use and return the consent form so that your child may use the Internet.

If you wish to see a copy of the school's 'E-Safety' policy, please contact the school office.

Although there are concerns about students potentially accessing undesirable materials, we have taken positive steps to address these. Turney school operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable materials are available, the ability of children to access inappropriate materials, and pupils will not be left unsupervised, the school cannot be held responsible for the nature or content of materials accessed through the Internet.

messages I send will be polite and responsible.

- I will not give my home address or telephone number, or arrange to meet someone.
- I will report any unpleasant material or messages sent to me.



Please support us by ensuring that internet usage at home is supervised and reinforce the rules of appropriate and safe use.

Yours sincerely

Linda Adams  
Executive Headteacher

### Consent Form

<b>Lansdowne Turney Federation Responsible Internet Use</b>	
Please complete, sign and return to the office	
<b><i>Student name:</i></b>	
<b>Student's Agreement</b>	
I have read and I understand the school Rules for Responsible Computer Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.	
<b><i>Signed:</i></b>	

**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 students cannot access inappropriate materials.

I will monitor my sons/daughters internet usage at home.

**Signed:**

**Date:**

**Please print name:**