



## Broughton Hall High School

# E-Safety and Internet Use Policy

### Rationale

The Internet is becoming as commonplace as the telephone or TV. Significant educational benefits should result from curriculum Internet use, including access to information from around the world and the abilities to communicate widely. Internet safety depends on staff, schools, governors, advisers and parents taking responsibility for the use of the Internet.

- The Internet is an essential element in 21<sup>st</sup> Century life for education, business and social interaction. The school has a duty to provide children with quality Internet access as part of their learning experience. The purpose of Internet use in school is to raise educational standards, to promote pupil achievement and to support the professional work of staff.
- Benefits of using the Internet enables access to world-wide educational resources including museums and art galleries. Staff should take reasonable precautions to ensure that users access only appropriate material.
- Rules for Internet access will be posted near all computers.
- Virus protection will be installed and updated regularly.
- ICT and Internet facilities will be available to all staff, governors and students of Broughton Hall High School.

### Principles for Acceptable Use of the Internet

Use of school computers by pupils must be in support of the aims and objectives of the National Curriculum and Examination Board Specifications.

### Online activities which are encouraged include:

- The use of email and computer conferencing for communication: between colleagues, between pupils and teacher, between pupils and pupils, between schools and industry.
- Use of the Internet to investigate and research school subjects, cross-curricular themes or 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.

### Online activities which are not permitted include:

- Searching, viewing or retrieving materials that are not related to the aims of the curriculum or future careers.
- Copying, saving or redistributing copyright-protected material, without approval.
- Subscribing to any services or ordering and goods or services, unless specifically approved by the school.
- Playing computer games or using other interactive chat sites unless specifically approved by the school.
- 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; sending mass email messages).

- Publishing, sharing or distributing any personal information about a user, such as: home address, email address, phone number.
- Downloading software.
- Any activity that violates a school rule.

### **Guidelines**

Students will:

- Have equal access to email in a safe & secure environment.
- Have equal access to a variety of approved websites through the Intranet.
- Children will be taught all the skills in order to use Internet & email as an ICT tool.
- Children will use Internet & email to support, enhance & develop all aspects of curriculum.
- Children will develop Internet and email skills at the appropriate level regardless of race, gender, intellectual, emotional or physical difficulties.

Anyone receiving unwanted and / or offensive email should report it immediately to the school's network manager or a teacher. Anyone caught sending such messages will have their access to the technology denied.

### **Guidance for All Users**

Staff are encouraged to use ICT resources in their teaching and learning activities, to conduct research, and for contact with others in the education world. Electronic information-handling skills are now fundamental to the preparation of citizens and future employees in the Information Age. Staff are encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum. They should model appropriate and effective use, and provide guidance and instruction to pupils in the acceptable use of the Intranet/Internet.

When using the Internet, all users are expected to comply with all laws and government regulations concerning copyright, libel, fraud, discrimination and obscenity and all school 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 national Curriculum, access to the Intranet/Internet is a privilege, not a right. It will be given to pupils who act in a considerate and responsible manner, and may be withdrawn if they fail to maintain acceptable standards of use.

No Intranet or 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.
- Use the network for commercial purposes.

### **Supervising and Monitoring Usage**

Teachers should guide pupils toward appropriate materials on the Intranet/Internet. This will avoid a great deal of time wasting as well as going some way towards monitoring the sites accessed by pupils.

Machines, which are connected to the Intranet/internet, should be in full view of people circulating in the area. If teachers wish pupils to surf the net, it is strongly advised that the pupils be restricted to a “walled garden site” such as yahooligans.com, kidsclick.org, askkids.com, or bbc.co.uk/cbbc/find.

While using the Internet at school, pupils should be supervised. However, when appropriate to their age and their focus of study, pupils may pursue electronic research independent of staff supervision, this should be at the discretion of the teacher in charge. No pupil should use school access to the intranet/internet unsupervised unless they have written permission from a parent or guardian. In all cases pupils should be reminded of their responsibility to 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 Liverpool LEA Intranet or school servers to be absolutely private.

### **Filtering External Websites**

It is an absolute requirement that access to the Internet provided to staff and pupils in any school or educational institution through any Internet Service Provider (ISP) is a blocked or filtered service. All users should be aware that the school and / or the LEA can and does track and record the sites visited and the searches made on the Intranet/internet by individual users.

Schools should advise parents that they provide filtered and monitored access to the Internet for pupils. However, they should also be aware that with these emerging and constantly changing technologies there is no absolute guarantee that a pupil cannot access materials that would be considered unsuitable. The chance of just coming across such materials is highly unlikely, but it obviously increases in direct proportion to the amount of time and effort an individual puts into their search. If you are unfortunate enough to come across any offensive web pages, whilst using school equipment, you are obliged to make a note of the address and report it to the Network Manager immediately. The Network Manager will then take the appropriate action to block the site.

## **APPENDIX 1**

### **GUIDANCE FOR USE OF IT EQUIPMENT AT BROUGHTON HALL HIGH SCHOOL**

The information below appears on the computer screen every time you log into the school's system.

**By using this computer you are agreeing to abide by our AUP (Acceptable Use Policy) outlined below:-**

- **The school owns the computer network and can set rules for its use,**
- **It is a criminal offence to use a computer or network for a purpose not permitted by the school,**
- **Irresponsible use may result in the loss of network or internet access,**
- **Network access must be made via the user's authorised account and password, which must not be given to any other person,**
- **Any network and internet use must be appropriate to education,**
- **Copyright and intellectual property rights must be respected,**
- **Messages shall be written carefully and politely particularly as email could be forward to unintended readers,**
- **Anonymous messages and chain letters are not permitted,**
- **Users must take care not to reveal personal information through email, personal publishing, blogs or messaging,**
- **The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission,**
- **Use for personal financial gain, gambling political activity, advertising or illegal purposes is not permitted.**