



TUXFORD FAMILY COLLABORATION

Internet Acceptable Use Policy

Family Vision

By working together effectively in a partnership of equals the Tuxford Family Collaboration will develop a sense of shared identity and common purpose with a vision for improving the attainment, achievement and progression of all young people and ensuring their wellbeing within our collaborated schools

The Role of the Internet

The purpose of internet access in schools is to raise educational standards; to support the professional work of staff and to enhance the school's management information and business administration system. Access to the internet is a necessary tool for staff and an entitlement for pupils.

At school we recognise the importance of using computers and other electronic communication devices responsibly. This includes the use of email, chat rooms, instant messaging, social networking sites, podcasting, internet searching as well as mobile phones. Access to the internet and email in school is carefully filtered and restricted by the school's service provider and pupils are always supervised.

General Policy

- Internet sessions will always be supervised by a teacher
- Filtering software will be used in order to minimize the risk of exposure to inappropriate material
- In class discussions, the possibilities and dangers of ICT and the internet are explained to the pupils
- Uploading and downloading of non-approved software is not permitted
- Virus protection software will be used and updated on a regular basis
- The use of personal memory sticks, CD-ROMs or other digital storage media in school requires a teacher's permission
- Pupils need to treat others with respect at all times and will not undertake any actions that may harm or upset others

- Pupils will use the Internet for educational purposes only
- Pupils will never disclose or publicise personal information
- Chat rooms, discussion forums and other electronic communication forums (ie as on FRONTER) will only be used for educational purposes and will always be supervised

E-mail

- Pupils will only use approved class e-mail accounts during school time under the supervision of/or permission from a teacher
- Pupils will not send or receive any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person
- Pupils will not reveal their own or other people's personal details
- Pupils will note that sending and receiving email attachments is subject to permission from their teacher
- Pupils may not send email attachments (ie photos) without permission from the teacher
- The TFC adheres to The Data Protection Act 1998
- Usernames will be used to avoid disclosure

World Wide Web

- Teachers/Support Staff will explain why pupils may or may not visit certain sites
- Teachers/Support Staff will use specific search assignments to limit or prevent random browsing
- Pupils may not intentionally visit Internet sites that contain Inappropriate, illegal, hateful or otherwise objectionable materials
- Pupils will report accidental accessing of inappropriate materials in accordance with school procedures
- Pupils will use the Internet for educational purposes only
- Pupils will never disclose or publicize personal information
- Downloading materials or images not relevant to their studies, is in breach of the Acceptable Use Policy

Abuses

- Misuse of the Internet will result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion
- Pupils will never arrange a face-to-face meeting with someone they only know through emails or the internet

- Pupils are not permitted access to chat rooms, discussion forums, messaging or other social networking sites.

School Website

- Any pupil may have work published on the school website (the work will be uploaded by our web-site administrator and/or teachers)
- Website using facilities such as guest books, notice boards or web logs will be checked frequently to ensure that they do not contain personal details
- Our policy is not to have photographs of pupils (or staff) on our website
- When a child's work is published on our website, only her/his first name will be used (except when differentiating between two pupils with the same first name, in which case the initial of the surname will also be used)

Rules for Responsible Internet Use

- Pupils are only referred to by first names on our web pages.
- Images of children will **not** be labelled with their names.
- Close-up pictures of our pupils will **not** be available Online.
- Pupils and staff will **not**, of course, reveal their personal details, home addresses or telephone numbers on the web or in dialogue with other Internet users.
- Pupils **do not** have individual e-mail addresses. The class teacher will moderate all e-mail to classes.
- Pupils must **not** engage in conversation or dialogue with other users on the Internet without permission or supervision from their teacher.
- Children are only allowed to use the provided links by themselves. The free use of Search Engines, is not permitted, unless in the presence of a teacher or other adult in school.
- The Search Engines used by pupils in our school all offer a filtered list of links.

- Any pupils finding themselves uncomfortable or upset by anything they discover on the Internet needs to report it to a teacher immediately.
- Downloading of files is restricted to staff, or pupils under supervision.

All Internet access at our school is filtered through a proxy server which screens undesirable sites at source - this facility must only be disabled by the ICT coordinator or Head Teacher.

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Responsible Internet Use Statement

Guidelines for Staff

The computer system is owned by the school. The 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.

- All staff should recognise their duty to protect the safety of pupils in the use of the Internet and encourage the children in such safe working methods.
- Irresponsible use may result in the loss of Internet access.
- Net work 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.
- Only authorised floppy discs, memory sticks, CD-ROMs and other media storage devices will be accessed.
- 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.
- The use of chat rooms is not allowed.
- The school ICT system may not be used for private purposes, unless the headteacher has given permission for that use.
- Staff may use the Internet for school and personal interests where these do not conflict with the ethos and interests of the school and its pupils

- 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.
- Staff who discover a violation of this policy should make notes and report these to the Head Teacher and ICT Co-ordinator.

Responsible Internet Use Statement

Guidelines for Pupils

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

1. I will ask permission before entering any Web site, unless my teacher has already approved the site.
2. On a network, I will use only my own class login and password.
3. I will not look at or delete other people's files.
4. I will not bring floppy discs, memory sticks, CD-ROMs or other media storage devices into school without permission.
5. I know that the school may check my computer files and may monitor the Internet sites I visit.
6. I understand if I deliberately break these rules, I could be stopped from using the Internet or computers.
7. I may only use the E-mail account that has been provided for me by the school and this must only be used in school for educational purposes.
8. I will only E-mail people I know, or my teacher has approved.
9. I will not tell anyone I meet on the Internet my name, home address or telephone number.
10. I will not send anyone else my picture or anything else, without first checking with my teacher.
11. I will not give my password to anyone, even a best friend.
12. I must never arrange to meet anyone in person.

ICT Permission Letter

Dear Parents and Carers

Re: Internet Access for Pupils

As part of the school's ICT programme, we offer pupils supervised access to the Internet. Before the school allows pupils to use the Internet, we must now obtain parental permission. Pupils and parents and carers they are therefore requested to sign and return the enclosed form as evidence of your approval and acceptance of our Internet rules which are, as you appreciate, designed in the best interests of the children.

Various projects have proven the educational benefits of Internet access which enables pupils to explore thousands of libraries, databases and bulletin boards. They will also be able to exchange messages with other learners, via e-mail, throughout the world. Although Internet use is supervised in our school (in line with our policy statement above) I know that all our families will wish to be aware that some pupils in some schools may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. We believe that the many benefits to pupils gained through acceptable and appropriate access to and use of the Internet exceed any disadvantages. However, as with any other area, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school therefore supports and respects each family's right to decide whether or not to agree to their child's access to the Internet.

During school hours, teachers will guide all pupils towards appropriate material in the same way that at home, families bear the same responsibility for guidance that they exercise with other information sources readily such as television, telephones, films and radio.

I enclose a copy of the Acceptable Use Policy (AUP) and the Rules for Responsible Internet Use that we operate at our school.

Should you wish to discuss any aspect of Internet use please contact the school and we will try to help.

If you do wish your child to access to the Internet, please complete the enclosed form and return it to school as soon as possible.

Yours sincerely

Internet Permission Form

Please complete and return this form to school as soon as possible.

Thank you.

Pupil

As a school user of the Internet, I agree to comply with the rules on its use. I will use the school network in a responsible way and observe all the restrictions explained to me by the staff at (insert name of school)

Pupil's signature: _____

Date: _____

Parent/Carer

As the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions when using the Internet at school. I appreciate that the Internet Provider used by the school has a filtering system in place.

Parent's/carers signature: _____

Date: _____