

Cottesbrooke Infant & Nursery School Acceptable Use of the Internet Policy
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Acceptable Use of the Internet Policy

The policy set out below has been agreed for the acceptable use of the internet by the governing body. All of the guidelines have been produced in the light of legislation including the following Acts

- Copyright, Designs and Patent Act (1988)
- Human Rights Act (1998)
- Regulation of Investigatory Powers Act (2000)
- Data Protection Act (2003)
- Equality Act (2010)

The term student refers to trainee teachers of teaching assistant students

The terms school/academy refers to Cottesbrooke Infant & Nursery School Academy Trust

PART 1- INTRODUCTION

1.1 Purpose

The purpose of the Internet in school is to increase the opportunities for pupils to access a wider range of resources in support of the curriculum. It supports the professional work of staff and enhances the school's management information and business administration systems. Access to the Internet is a necessary tool for staff and pupils. It is an entitlement for all pupils as it helps them to develop a responsible and mature approach to accessing information. Personal use of the Internet is only permitted in your own time (e.g. before or after work and during your lunchtime). Any personal use must not, in any way, distract staff from the effective performance of their duties. Improper or inappropriate personal use of the email and Internet systems, computer or related equipment may result in disciplinary action. At all times users should take into account these guidelines and adhere to them.

1.2 Scope

These guidelines apply to all employees who have access to e-mail or the Internet.

1.3 Publicising the guidelines

Effective communication is vital to increase staff awareness of these guidelines and their use. All users will be notified of the Acceptable Use Policies for e-mail and the internet to which these guidelines refer, via a logon screen which will appear whenever a user logs on. To proceed, users will have to click on an "Agree" button in accordance with the following Acceptable Use Policy statement:

"This computer network has an Acceptable Use Policy (AUP) related to all computer, related equipment, network and Internet use. Any such use which is found to include inappropriate, suggestive, confidential

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or illegal material to the detriment of its owners or other users and which has been transmitted, received or created on this computer is a violation of the AUP. Any individual found to be in violation of this AUP will be subject to disciplinary action. The computer, related equipment, network and Internet is not for personal use. If you do not understand the information contained in this policy, please contact a member of management immediately. "

In addition, all such policies and guidelines will be available on-line. Further, new starters should not be given access to e-mail or the internet until they have seen and accepted these policies. This will be the responsibility of their line manager in respect to the Induction checklist issued on the new starter's arrival.

Any major revisions to these policies or guidelines will be notified via email.

1.4 Monitoring

The Department and the City Council via the Link2ICT traded service has 3rd party "firewall" software and systems in place to monitor all Internet usage and these will be checked and analysed on a regular basis. The Head Teacher is sent weekly reports by the Link2ICT detailing internet usage throughout the school. Certain sites will be blocked if they are deemed to hold inappropriate or sexually explicit material.

Although the school/academy respects the privacy of every individual throughout the organisation, all external mail (both incoming and outgoing) will be checked for content and attachments to make sure that at all times the security and integrity of the Department is not impeded. The sender of any message that is intercepted will be notified immediately.

1.5 Disciplinary Process

Action will be taken under the school/academy's Disciplinary Policy against any users who are found to breach the policies outlined in these guidelines.

Significant abuse, particularly involving access to pornographic or offensive or images constitute gross misconduct leading to summary dismissal.

PART 2 - RESPONSIBILITIES

2.1 School Governors

The policies and these guidelines have been approved and adopted by the School Governors.

2.2 Senior Leadership Team (SLT)

It is the responsibility of the SLT that the policies and guidelines are properly implemented and policed.

2.3 Link2ICT

Link2ICT will ensure that users are notified of their responsibilities with regard to the use of e-mail and the Internet. Through the use of 3rd party "firewall" software, Link2ICT will monitor Internet and e-mail use and the subsequent analysis of this data (in accordance with the Internet and E-mail Analysis

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procedure). Also, the appropriate security virus prevention mechanisms will be maintained and updated to meet the ongoing requirement of the school/academy (in accordance with the Virus Protection procedure).

2.4 Staff, Students and Volunteers

Staff, students and volunteers with access to e-mail and the Internet will be held responsible for complying fully with the school/academy computer policies and guidelines. They will sign the Staff Internet Policy Agreement. (Appendix 1) Staff, students or volunteers will supervise the children at all times when using the internet and will be responsible for explaining responsible use of the internet.

2.5 Parents

Parents will be made aware of the schools policy and agree to their children using the schools ICT facilities. Parents are expected to provide a good role model when using the internet at home.

2.6 Pupils

Children in Year 2 are specifically taught about acceptable use of the internet and will sign a child friendly version of the internet policy agreement. Children throughout the school are taught about internet safety. (Appendix 2)

PART 3 - E-MAIL GUIDELINES

3.1 Personal Use

Employees are permitted to send personal e-mails on a limited basis as long as this does not interfere with their job responsibilities. It should be noted that any e-mail messages are not guaranteed to be private and remain the property of the school/academy.

3.2 Confidentiality

Messages sent and received via the Internet are regarded by the Company's Act as having the same legal status as a corporate letter. Any material that is viewed as highly confidential or valuable to the school/academy should not be emailed externally.

A disclaimer document should be attached to all e-mails with an individual signature for each user. In no instance should the disclaimer be tampered with, although if necessary the signature can be altered. The disclaimer should read:

DISCLAIMER: THIS EMAIL AND ANY ATTACHED FILES ARE INTENDED FOR THE NAMED ADDRESSEE ONLY. IT CONTAINS INFORMATION WHICH MAY BE CONFIDENTIAL AND LEGALLY PRIVILEGED AND ALSO PROTECTED BY COPYRIGHT. UNLESS YOU ARE THE NAMED ADDRESSEE (OR AUTHORISED TO RECEIVE FOR THE ADDRESSEE) YOU MAY NOT COPY OR USE IT, OR DISCLOSE IT TO ANYONE ELSE. IF YOU RECEIVE IT IN ERROR PLEASE NOTIFY THE SENDER IMMEDIATELY AND THEN DELETE IT FROM YOUR SYSTEM. WE MAKE EVERY EFFORT TO KEEP OUR NETWORK FREE FROM VIRUSES. HOWEVER YOU DO NEED TO CHECK THIS EMAIL AND ANY ATTACHMENTS TO IT FOR VIRUSES AS WE CAN TAKE NO RESPONSIBILITY FOR ANY

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COMPUTER VIRUS WHICH MAY BE TRANSFERRED BY WAY OF THIS EMAIL.

It should be remembered that the Internet does not guarantee delivery or confidentiality. It should be noted that there are systems in place that can monitor, review and record all email usage and these will be used. Analysis of this information may be issued to managers if thought appropriate. No user should have any expectation of privacy as to his or her e-mail.

3.3 Etiquette

At all times users should use appropriate etiquette when writing e-mails, eg e-mails should not be written in capitals as this can be perceived as 'shouting'. Users are warned about the need to be careful about addressing e-mails, particularly when using address groups, in order to send them to only those recipients who will have an interest.

In some instances, where the nature of a message may be deemed confidential, it may be appropriate to notify, or even seek permission from the original sender before forwarding a message onto another recipient.

3.4 Dissemination of Information

In cases where information of a general nature is circulated via e-mail or on an electronic notice board, database or web site, it is the responsibility of the relevant manager to ensure that members of their staff who do not have access to the system are notified of the information,

Please note that, even though there is no current case law, it is possible that e-mail could be covered by Data Protection legislation

In particular, we are advised that the legislation will apply (1) if e-mails identify individuals are filed or organised in a structured manner that could be constituted as a file and (2) to documents attached to e-mails if they identify individuals.

Also, under legislation, individuals have to give permission for data concerning them to be shared particularly if via the Internet.

So, care needs to be taken regarding e-mailing information that could be linked to a named individual: please consult the Data Protection Officer (head teacher) if in doubt.

3.5 Inappropriate Behaviour

Users should not send messages that contain any unsuitable material or defamatory statements about other individuals or organisations.

Messages should not contain material or language that could be viewed as offensive to others or as contravening the school/academy Equal Opportunities Policy as what may appear appropriate to one person might be misconstrued by another.

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3.6 Canvassing, lobbying, advocacy or endorsement

Material, which could be construed as canvassing, lobbying, advocacy or endorsement should not be sent by e-mail, particularly if this is commercially- or politically- based, and more particularly if this it expresses a personal, rather than a school/academy or Department for Education view.

If in doubt, consult the head or deputy.

3.7 Virus Protection

To prevent the risk of potential viruses, users should not open any unsolicited e-mail attachments or independently load any software, including screensavers, onto their computers. If a user does inadvertently open a message or attachment that contains a virus, they need to contact the Link2ICT Help Desk immediately and close the message and attachment. It should not be accessed again without approval from Link2ICT.

In some instances it might be appropriate to inform the original sender that their message contained a virus. Further details of the virus can be obtained from Link2ICT.

3.8 Security

E-mail is an effective way of communicating confidential information. This is only the case, however, if passwords are secure. To maintain security it is good practice for users to change their passwords regularly.

E-mail should not be left running unattended in any circumstances where this may lead to unauthorised access. The system should be closed and re-opened on return. In no instances should a user login using a colleague's password unless permission has been given.

Where access to a mailbox is required, the office manager can setup temporary passwords. Prior permission must be received from the individual concerned or their senior manager.

3.9 Housekeeping

Good housekeeping practices should be adopted so that files are deleted regularly or, if necessary, archived to a separate file.

File attachments, incoming or outgoing through the firewall, are limited to 15MB but good practice is that file attachments should only be sent to a minimum of recipients and not all if they are large files.

PART 4 - INTERNET GUIDELINES

4.1 Rules for business use

All users will be provided with access to the Internet through the Birmingham Grid for Learning. Users should not download any material that is not directly related to their job responsibility. This

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especially relates to screensavers, images, videos games etc. The ICT technician should be notified before any software is downloaded for business use: all downloaded software needs to be properly licensed and registered. There are systems in place to monitor all Internet usage including any software downloads.

4.2 Personal use

Employees are permitted to access the Internet for personal use on a limited basis as long as this does not interfere with their job responsibilities. This should be in own time, i.e. after school or at break/lunchtime.

It should be noted that there are systems in place that can monitor and record all internet usage, and these will be used. No user should have any expectation of privacy as to his or her Internet usage. Analysis of internet usage is issued to the head teacher weekly.

4.3 Respecting copyright

Employees with Internet access must comply with the copyright laws of all countries relevant to Education Services. Users must not intentionally download any material that holds a copyright notice. This also relates to downloading and copying unlicensed software.

4.4 Security

Systems are in place to protect the school/academy's information systems. However users must also be aware of the potential risks associated with accessing the internet. Employees are reminded that newsgroups are public forums where it may be inappropriate to reveal confidential information. Also, see section 4.2 above.

Users are also reminded that unauthorised usage of a computer could include accessing e-mail or the internet via a computer other than your own even if doing so under your own user identification, and could contravene legislation.

4.5 Virus protection

Although virus protection software is installed on all networked computers, users should be aware of the potential hazards associated with computer viruses. Any files that are downloaded will be scanned for viruses before being accessed. If you have any concerns about viruses on the internet or think you may have accessed material that contains a virus please contact the Link2ICT Help Desk.

4.6 Inappropriate websites

Under no circumstances should a user access a site that contains sexually explicit or offensive material. If you find yourself connected to such a site inadvertently, you should disconnect from that site immediately, and notify the head or deputy.

Because individuals may consider a wide variety of material offensive, users should not store, view, print or redistribute any material that is not directly related to the user's role or the school/academy's activities.

STAFF INTERNET POLICY AGREEMENT

I have read and understood the school's policy on Acceptable Use of the Internet and agree to abide by the policy as above:

Signed

Date

Name

COTTESBROOKE INFANT & NURSERY SCHOOL

RESPONSIBLE INTERNET USE

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

- I will ask permission before entering any website unless my teacher has already approved that site.
- I will not look at or delete other people's files.
- I understand that I must not bring into school and use software or files without permission.
- I will only email people if my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my address or telephone number or arrange to meet someone.
- I will ask permission before opening an email or an email attachment sent by someone I do not know.
- I will not go into chatrooms.
- If I see anything I am unhappy with or receive messages I do not like I will tell a teacher immediately.
- I know the school may check my computer files and may monitor the internet sites I visit.
- I understand that if I deliberately break these rules I could be stopped from using the internet or computers.

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.