



Dated: February 2023

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### **E-learning Safe Use Policy**

Why is ICT systems access important?

ICT systems access in Manorway Independent School increases the opportunities for students to access a wide range of resources in support of the curriculum and learning. It supports the professional work of staff and enhances the school's management information and business administration practice.

Access to Manorway Independent School network, and the Internet is necessary for staff and students. It is an entitlement for all students as it helps them to develop a responsible and mature approach to accessing information.

This benefit includes:

- Access to world-wide educational resources including museums and Art galleries.
- Information and cultural exchanges between students worldwide.
- News and current events.
- Cultural, social and leisure use in libraries, clubs and at home.
- Discussion with experts in many fields for students and staff.
- Staff professional development - access to educational materials and good curriculum practice.
- Exchange of curriculum and administration data with the LA and DFE, using correct security procedures.

How will the school ensure Internet use provides effective learning?

- Curriculum planning will identify opportunities to enrich and extend learning activities via access to the Internet.
- Students will be given clear objectives for internet use.
- Students will be provided with access to relevant and suitable web resources.
- Students will be informed that checks can be made on files held on the system.
- Students using the Internet will be supervised appropriately.
- This will include filtering appropriate to the age of students.
- The school will work with Statutory Authorities and the Internet Service Provider to ensure systems to protect students are regularly reviewed and improved.

How will students be taught to assess Internet content?

- ICT teaching incorporates Internet content issues, for instance the value and credibility of web materials in relationship to other media.
- Students will be taught to validate information before accepting it as true, and to discriminate between fact and opinion.

- When copying materials from the Web, students will observe copyright and plagiarism rules.
- Students will be made aware that the writer of an e-mail or the author of a Web page may not be the person claimed.
- Students will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV.
- Students will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- Students will be encouraged to use the Internet to enhance rather than replace existing methods of research.

How will Internet access be authorised?

- Internet access is a necessary part of the statutory curriculum. It is an entitlement for students based on responsible use.
- Parents/Carers will be informed that students will be provided with monitored internet access.
- Students must apply for Internet access individually, by agreeing to the Acceptable Use Policy.

How will the risks be assessed?

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The school will supervise students and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal.
- The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under The Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed.
- Staff, parents/carers, governing body members, and advisers will work to establish agreements that every reasonable measure is being taken. The Head Teacher will ensure that the policy is implemented effectively.

How will the school ensure Internet access is safe?

- All users will be informed that Internet use will be monitored.
- The ICT technical leads will be responsible for checking Internet logs on a regular basis and reporting to the Head of School.
- Access to the Internet logs will be restricted to senior members of staff.
- Any failure of the filtering systems will be reported directly to the ICT technical team.
- The school reserves the right to remove access to any website it considers inappropriate.
- The school will work in partnership with parents/carers, the statutory Authorities, DFE and the Internet Service Provider to ensure systems to protect students are reviewed and improved.
- The ICT team will ensure that regular checks are made to ensure that the filtering methods selected are effective in practice.
- If staff or students discover unsuitable sites, the URL (address) and content will be reported to the network manager.

- Any material that the school suspects is illegal will be referred to the appropriate authorities.

The Internet is a communications medium that is freely available to any person wishing to publish a website with no editorial intervention. While access to appropriate information should be encouraged, students will generally need protected access to the Internet. The level of protection will be appropriate to the needs of the student.

How will the security of the school ICT system be maintained?

- The whole system will be reviewed with regard to threats to potential threats from Internet access.
- No personal data should be sent over the Internet unless it is encrypted or otherwise secured.
- Virus protection will be installed and updated regularly.
- Personal storage devices such as USB memory sticks, MP3 players, digital cameras & floppy discs may not be brought into school without specific permission and a virus check. Any unauthorised items may be confiscated, placed in a secure area, and returned to the user at the end of the school day.
- Devices that are taken and used away from the school will be subject to regular scrutiny to ensure that malicious applications do not breach network security systems.

How will e-mail be managed?

- Students are expected to use e-mail.
- Communications with persons and organisations will be managed to ensure appropriate educational use and that the good name of the school is maintained.
- Students may send and receive e-mail as part of planned lessons.

How will publishing on the Web be managed?

- The head teacher will delegate editorial responsibility to a member of staff to ensure that content is accurate, and quality of presentation is maintained.
- Websites will comply with the school's guidelines for publications.
- Students will be taught to publish for a wide range of audiences which might include governors, parents/carers, or young children.
- All material must be the author's own work, credit the sources used and state clearly the author's identity or status.
- The point of contact on the Website will be the school address and telephone number.
- Home information or individual e-mail identities will not be published.
- Photographs published on the Web will not have full names attached and anonymity will be protected where necessary.

Social Media

- Social media sites such as Facebook and Twitter can be used for learning purposes and sharing of good practice.
- Staff should not authorise friend or follow requests from students.

How will incidents be handled?

The management of the acceptable use of the Internet in school is achieved by:

- Protection software installed on the network.
- Acceptable Use Policy adopted by the school.
- A range of disciplinary procedures for infringements of the policy whenever a student or member of staff infringes the policy, the final decision on the level of sanction will be at the discretion of the school's management team.

**Students: Category A infringements:**

- Accessing non-educational sites during lessons.
- Unauthorised use of e-mail
- Use of file sharing sites on school premises.
- Transmission of commercial or advertising material.

**Sanctions:**

The ICT leader will discuss appropriate use of the Internet with the student and the probable consequences of continued misuse. The student's attention will be drawn to the 'Rules for Responsible Internet Use' and the incident will be recorded.

**Students: Category B infringements:**

- Continual access to non-educational sites during lessons after being warned.
- Unauthorised use of email after being warned.
- Unauthorised use of social networking sites/applications, including chat rooms and newsgroups/forums.

**Sanctions:**

The infringement will be brought to the attention of the designated member of staff who will telephone the student's parents/carers informing them of their continued misuse of the Internet. The consequences of continued misuse will be made clear to all concerned. The incident will be recorded in the student's file.

**Students: Category C infringements:**

- Accidentally accessing offensive material and not logging off or notifying a member of staff of it.
- Any purchasing or ordering of items over the Internet.

**Sanctions:**

The infringement will be brought to the attention of the Head of School or designated member of staff who will write to the student's parents/carers to inform them of their continued misuse of the Internet and to request a meeting at which this behaviour may be addressed. The incident will be recorded in the student's file. Future use will depend on an appropriate response to the imposed sanctions.

### **Students: Category D infringements:**

- Deliberately accessing, downloading, and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic, or violent.
- Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, revised 1988.
- Bringing the school or school name into disrepute.
- Deliberately corrupting or destroying others' data/violating privacy of others.

### **Sanctions:**

The infringement will be brought to the attention of the Head of School who will write to the student's parents/carers to inform them of their continued misuse of the Internet and to request a meeting at which this behaviour may be addressed. The incident will be recorded in the student's file. Future access to the Internet will be at the discretion of the Head of school/staff.

The following activities will be considered a breach of the School Code of Staff Conduct and will result in disciplinary action.

- Excessive use of Internet for personal activities not related to professional development
- Deliberately accessing, downloading, and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic, or violent.
- Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, Revised 1998
- Bringing the school's name into disrepute.
- Befriending students on personal social media accounts.

How will staff and students be informed?

- Rules for Internet access will be posted near computer systems.
- The Acceptable Use Statement will be printed as posters.
- All staff will be provided with the e-learning safe use policy, and its importance will be explained. The policy will be made available to parents on request.
- A module on responsible Internet use will be addressed in PSHE, citizenship and ICT lessons.
- The school has installed computers with Internet access to help with learning.

### **These rules will keep us safe and help us be fair to others.**

- I will only access the system with permission from an adult.
- I will not access other people's files.
- I will use the computers for schoolwork and homework.
- I will not bring memory devices from outside school unless I have been given permission.
- I will only e-mail people I know, or those approved by my teacher.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.
- I will report any unpleasant material or messages sent to me. I understand that this report would be confidential and would help protect other students and myself.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Signed: -----

(Student)

Signed: -----

(Head teacher)

Date: -----