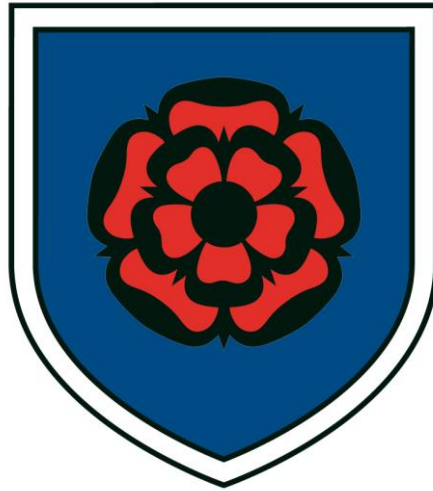


Mossfield Primary School



Policy for Acceptable ICT Use



1 THE BENEFITS OF INTERNET ACCESS FOR EDUCATION

Access to the Internet offers both students and teachers vast, diverse, and unique resources. The Internet opens up opportunities to initiate cultural exchanges between students from all over the world, while at the same time providing access to educational, social and leisure resources.

The main reason that we provide Internet access to our teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. However, for both students and teachers, Internet access at school is a privilege and not an entitlement.

Unfortunately as there is the possibility that students will encounter inappropriate material on the Internet, the school will actively take all reasonable precautions to restrict student access to both undesirable and illegal material.

Teachers are responsible for guiding students in their on-line activities, by providing clear objectives for Internet use. Teaching staff will also ensure that students are only too aware of what is regarded as acceptable and responsible use of the Internet. The main goal is to utilise Internet access to enrich and extend those learning activities that reflect the curriculum requirements and the age and maturity of the students.

2 WHOLE-SCHOOL NETWORK SECURITY STRATEGIES

The school's computer network security systems are reviewed regularly

Uploading and downloading of non-approved application software is denied.

All access to the school network requires entry of a recognised User ID and password. Students and staff must log out after every network session.

Passwords must be kept secure and not revealed to anybody else, as they identify that user on the network. **NEVER** let somebody else use your login details – This could lead to disciplinary measures.

Compromised passwords must be reported to the ICT co-ord or head teacher

Virus protection software is installed and updated regularly

Unapproved system utilities software and executable files are not allowed to be stored in student storage areas.

Student files held on the school's network are checked regularly by the ICT co-ordinator.

Hardware and software infrastructures

The school has invested in the following hardware and software infrastructures to reduce risks associated with the Internet

Proxy server – in conjunction with a web management system

Client Server network – in conjunction with an information and web management system

Filtering software

Firewall – that has been configured to prevent access to inappropriate websites.

Download Manager – that allows entire certain websites to be downloaded for use in an offline scenario eg espresso.

Classroom management structures

Seating will allow teachers to trace and monitor student access and usage of the Internet.

Ensure that computers are positioned in such a way that monitors are easily observed by teachers.

3 RISK ASSESSMENT AND MANAGEMENT OF INTERNET CONTENT

The school has taken and will continue to take all reasonable precautions to ensure that students access appropriate material only. However, it is not possible to guarantee that a student will never come across unsuitable material while using a school networked computer. The school, however, cannot accept liability if such material is accessed nor for any consequences resulting from Internet access.

All students are taught effective online research techniques, including the use of subject catalogues and search engines. Receiving information over the web or in e-mail or text messages presupposes good information-handling skills.

Key online information-handling skills include:

- Ensuring the validity, currency and origins of the information accessed or received;
- Using alternative sources of information for comparison purposes;
- Identifying an author's name, date of revision of the materials, and possible other links to the site;
- Respecting copyright and intellectual property rights.

Students will be made fully aware of the risks to which they may be exposed while on the Internet. They will be shown how to recognise and avoid the negative areas of the Internet such as pornography, violence, racism and exploitation of children.

However, if they encounter such material they will know that they should report the incident to the nearest teacher who will deal with it according to the school AUP.

REGULATION AND GUIDELINES

The school's Internet access incorporates a software filtering system to block certain chat rooms, newsgroups, and inappropriate websites. The filtering system used on the school network aims to achieve the following:

Access to inappropriate sites is blocked.

- Access will be allowed only to a listed range of approved sites.
- The content of web pages or web searches is dynamically filtered for unsuitable words.
- A rating system is used to rate web pages for inappropriate content and that the web browsers are set to reject these pages.
- Records of banned Internet sites visited by students and teachers are logged.

The school's ICT Co-ordinator regularly assesses the effectiveness of the filtering system. The school's filtering strategy depends on the age and curriculum requirements of each class.

The school will immediately report the details of any inappropriate or illegal Internet material found.

Similarly, the school will request of that 'allow' access be made of certain banned sites and provide the educational reasons behind the request.

E-mail accounts

Students may only use their approved e-mail account/s on the school network during school time.

Students shall immediately report any offensive e-mails that they receive to their teacher

Access in school to external, Web-based, personal e-mail accounts is denied for network security reasons (Pupils only).

It is forbidden to distribute chain letters or to forward a message without the prior permission of the sender.

Students may not reveal their own or other people's personal details, such as addresses or telephone numbers or arrange to meet someone outside school via the school network.

Sending and receiving e-mail attachments is subject to permission from the teacher.

Web Browsing

GENERAL FOR ALL USERS

Pupils must not access the internet unless supervised by an appropriate adult

Raw image searches are to be discouraged when working with pupils.

Material to be projected onto a whiteboard should always be previewed on the computer monitor first.

Copyright must be respected at all times

No access to any form of social networking site, chat room, IRC, or Instant Messenger

No downloading of executable files or programs is permitted without the direct permission of ICT co-ord or head teacher

No personal information is to be disclosed by pupils

Pupils must report any incidences of 'cyber bullying' to their teacher.

Access to unsuitable sites for under 12's is banned eg gambling, pornography, hatred sites, radicalisation and extremism sites etc.

SCHOOL STAFF USERS

School staff may use the internet outside of school operating hours and during lunchtime to access shopping sites etc and use the internet for personal reasons.

This DOES NOT apply to other adult users, guests to the school, or staff from external companies who hire the school facilities on a regular or irregular basis.

However- Access to unsuitable sites/images/text is banned eg gambling, pornography, hatred sites etc Attempts to access such material is a disciplinary offence

Staff users of social networking and chat sites must not communicate with pupils

Staff should be wary about placing unsuitable photographs of themselves on the internet, as once an image is placed, it can effectively never be deleted.

THE ABOVE RESTRICTIONS ALL APPLY EQUALLY TO STAFF ISSUED LAPTOPS

The school's website

The head teacher and administration staff manage all aspects of placing web pages on the school's website. They have full editorial responsibility and ensure that the content on the site is accurate and appropriate. The website will comply with the Education Authority's guidelines.

The copyright of all material produced by the school for display on the school's web pages belongs to the school. Permission to reproduce any other material will be sought and obtained, from the copyright owner.

The contact details for the school will include only the school's postal address, e-mail address and telephone number. No information about teachers' home addresses or the like will be published.

Photographs of students will not be published without a parent or carer's written permission. A student's full name will not be used in association with photographs.

Moderated mailing lists, newsgroups and chat rooms

The school may use an e-mail distribution list to send messages to selected groups of users.

Students and staff are denied access to public or unmoderated chat rooms. They are also denied access to all social networking sites.

Only regulated educational chat environments shall be used. They will always be used under supervision. Safety is the major consideration.

No Newsgroups will be made available to pupils.

5 COMMUNICATING THE SCHOOL'S AUP

5.1 Informing students

'Code of Practice' posters will be displayed in each classroom. Students will be informed that their Internet use is monitored and be given instructions on safe and responsible use of the Internet.

5.2 Informing staff and adult guest users

All staff will be provided with a copy of the School's Acceptable Use Policy. Teachers are aware that Internet traffic can be monitored and traced to an individual user. Staff will be consulted regularly about the development of the school's Acceptable Use Policy and instructions on safe and responsible Internet.

To avoid misunderstandings teachers will contact the ICT Co-ordinator regarding any doubts that arise concerning the legitimacy of any given instance of Internet use. Teachers will be provided with information on 'copyright and the Internet' issues that apply to schools.

5.3 Informing parents / carers

Parents' attention will be drawn to the School AUP in school newsletters, the school prospectus and on the school's website. Advice that accords with acceptable and responsible Internet use by students at home will be made available to parents. Safety issues will be handled sensitively.

The school will obtain parental consent before publication of photographs.

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