



## **Acceptable Use of the Internet Policy**

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**DAME HANNAH ROGERS SCHOOL  
EDUCATION**

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# Acceptable Use of the Internet Policy

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## **PURPOSE**

This policy relates to the use of the Internet, social Network and Blog facility. The purpose of the policy is to protect children, young people and staff from undesirable materials on the internet, social network and blog sites; to protect them from undesirable contacts via the internet, social network and blog sites and to prevent unacceptable use of the internet, social network and blog sites by children and adults such as cyber bullying. The focus of the policy is on both personal and shared responsibility. The policy also addresses legal obligations with respect to copyright and data protection. This policy will be reviewed every two years or sooner if legislation changes.

## **DEFINITIONS USED IN THIS DOCUMENT**

### **Undesirable materials**

- Pornographic images or obscene text on internet, social network and blog web sites.
- Language that is abusive, profane, inflammatory, coercive, defamatory, blasphemous or otherwise offensive on web sites or in e-mail messages.
- Racist, exploitative or illegal material or messages on web sites or in e-mail.
- Any e-mail, social networking or blog material that may be interpreted as a bullying nature.

### **Undesirable contacts**

- E-mail messages from unknown or unverified parties who seek to establish a child's or young person's identity and / or to communicate with them for advertising or potentially criminal purpose.

### **Unacceptable use**

- Deliberate searching for and access to undesirable materials.
- Creating and transmitting e-mail messages that contain unacceptable language or content, or which may be interpreted by a third party as constituting bullying.
- Creating and publishing internet, social network and blog materials that contain unacceptable language and content.
- Using software or websites to circumvent the monitoring of internet use. Such sites as Proxies, Tors and VPNs.

### **Adults**

- School Educational, Therapeutic, Care or Medical staff
- Trust staff
- Governors
- Parents
- Visitors

## **UNINTENTIONAL EXPOSURE OF CHILDREN TO UNDESIRABLE MATERIALS**

It is the School's policy that every reasonable step should be taken to prevent exposure of children to undesirable materials on the internet, social network and blog sites. It is recognised that this can happen not only through deliberate searching for such materials but also unintentionally when a justifiable internet, social network and blog search yields unexpected results.

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To prevent such occurrences the Trust has adopted the following position:

- (a) The use of an ISP which offers protection by:
    - (i) the filtering of sites by a grading process;
    - (ii) the filtering of sites by language content with prohibition of sites with unacceptable vocabulary.
  
  - b) In-School / Trust protection by:
    - (i) staff supervision of pupils' internet, social network and blog activity with no searching of the Internet, social network and blog allowed without a suitable adult present;
    - (ii) the application of language filtering by appropriate software (eg Net Nanny).
- NB: Filtering software is not foolproof and should be updated regularly.

In the event of children being unintentionally exposed to undesirable materials the following steps will be taken:

- (a) Students / young people should notify a member of staff immediately.
- (b) The Head Teacher should be notified by the member of staff.
- (c) The incident should be recorded in a central log by which the school may reliably report the frequency and nature of incidents to any appropriate party.
- (d) The parents and / or the School Governors should be notified at the discretion of the Head Teacher according to the degree of seriousness of the incident.

### **INTENTIONAL ACCESS OF UNDESIRABLE MATERIALS BY CHILDREN**

Students / young people must never intentionally seek offensive material on the internet, social network or blog. Any transgression should be reported and recorded as outlined above. Any incident will be treated as a disciplinary matter and the parents / responsible carer will be informed.

### **DELIBERATE ACCESS TO UNDESIRABLE MATERIAL BY ADULTS / STAFF**

Deliberate access to undesirable materials by staff is unacceptable and will be treated as a disciplinary issue. If abuse is found to be repeated, flagrant or habitual the matter will be treated as a very serious disciplinary issue. The Governors will be advised and the LA and / or police may be consulted.

### **RECEIPT AND TRANSMISSION OF E-MAILS BY CHILDREN**

It is recognised that e-mail messages received or transmitted by students / young people can contain language or content that is unacceptable. It is also recognised that some people may try to use e-mail to identify and contact them for unacceptable reasons (grooming).

To avoid these problems the Trust has adopted the following practices:

- (a) staff supervision of all e-mail use
- (b) allowing pupils to read e-mail messages only when staff are present or when the messages have been previewed by staff (Note: Most students are unable to read e-mails independently so they require help which is always given with this activity).
- (c) taking steps to verify the identity of those seeking to establish regular e-mail communications with students at this School.
- (d) allowing students / young people to send e-mail messages only when the contents have been approved by staff (see above).

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- (e) avoiding the personal identification of students / young people either by never revealing the surname, address or other information which might identify his / her whereabouts or by using 'internet, social network and blog aliases' for each person.

If staff believe that children have been targeted with e-mail messages by parties with criminal intent the messages will be retained, the incident recorded and the Governors and parents / responsible carer informed. Advice will also be taken regarding further steps and the issue referred to the Child protection / Vulnerable Adult protection officers.

### **PUBLISHING OF MATERIALS ON THE INTERNET, SOCIAL NETWORK AND BLOG**

It is recognised that staff, students and young people may at some time produce and publish materials on an internet, social network or blog web site associated with the School / Trust.

No materials will be published on the any site which contain any unacceptable images, language or content. Infringement of this rule will be taken as a serious disciplinary issue

No materials will be published on the internet, social network and / or blog which will reveal the identity of any student / young person.

### **USE OF THE SCHOOL INTERNET, SOCIAL NETWORK AND BLOG BY VISITORS AND GUESTS**

Members of staff will take responsibility for the actions of any guests or visitors to whom they allow use of the Trust internet, social network and blog facilities. The essential 'dos and don'ts' will be explained to such visitors and guests prior to their use.

Unacceptable use will lead to the immediate withdrawal of permission to use the facility.

### **LEGAL CONSIDERATIONS**

It is recognised that all materials on the internet, social network and blog are copyright unless copyright is specifically waived. It is the School's Policy that the copyright of internet, social network and blog materials will be respected. Where materials related to Trust activities are published on the internet whether through e-mail, social network or blog as part of the staff's professional duties, copyright will remain with the Trust. Internet, social Network and blog materials will contain due copyright acknowledgements for any third party materials contained within them.

**PARENTAL APPROVAL**

Photographs of students / young people and materials produced by them will not be published on the internet, social network or blog without approval from parents / legal guardians. or relevant local authority

### **MANAGING INTERNET, SOCIAL NETWORK AND BLOG ACCESS IN THE CLASSROOM**

#### **Notes for Teachers**

1. The internet, social network and blog sites should be seen as an extension of the school library which facilitates resource sharing, communication and innovation.
2. The issues of responsibility that arise from use of the internet, social network and blog sites should be addressed before access is given.
3. All users should be aware of and adhere to the agreed code of practice.
4. Student access should always be supervised and monitors placed where the screen can be viewed from a distance.
5. Teachers should consider checking students' internet, social network and blog searches and using history pages to monitor access.
6. Teachers should consider pre-selecting web sites as part of their lesson planning in order to guide their student's searches and to ensure that they do not inadvertently expose their students to inappropriate material.
7. Contributions to web pages should be original work and should be checked for accuracy before being submitted

#### **GUIDELINES FOR STUDENTS AND STAFF**

##### **Using the Computer**

1. Make sure you have permission to use the computer.
2. Use your own log in and password.
3. Save your work regularly.
4. Ask a staff member to help you if there is a problem with the computer.
5. Close all programmes when you have finished and leave the computer ready for someone else to use.
6. Use the computers with care. They are there for everyone to use.



### INTERNET, SOCIAL NETWORK AND BLOG AND E-MAIL

1. Narrow down internet, social network and blog searches as much as possible before you start.
2. Use 'Bookmarks' and 'Favourites' to save interesting sites.
3. Ask before you print anything and note the source.
4. Do not give personal information about yourself (eg name, address or location) to anyone.
5. Tell a staff member if you come across anything that makes you feel uncomfortable.

#### **Employees**

In general, the Trust views social networking sites (eg MySpace, Facebook), personal websites, and weblogs positively and respects the right of employees to use them as a medium for self-expression.

If an employee identifies himself or herself as an employee of the Trust on such internet, social network and blog venues, some readers of such websites or blogs may view the employee as a representative or spokesperson of the Trust. In light of this possibility, the Trust requires, as a condition of employment at the Trust, that employees observe the following guidelines when referring to the Trust, its programs or activities, its students / young people, and / or other employees, in a blog or on a website.

1. Employees must be respectful in all communications and blogs related to or referencing the site, its users, and / or other employees.
2. Employees must not use obscenities, profanity, or vulgar language.
3. Employees must not use blogs or personal websites to disparage the Trust, students / young people, or other employees of the Trust.
4. Employees must not use blogs or personal websites to harass, bully, or intimidate other employees or students / young people. Behaviours that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, colour, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, or physically injure another employee or student / young person.
5. Employees must not use blogs or personal websites to discuss engaging in conduct that is prohibited by Trust policies, including, but not limited to, the use of alcohol and drugs, sexual behaviour, sexual harassment, and bullying.
6. Employees must not post pictures of Trust employees or students / young people on a website
7. Our Trust does not host or sponsor a social networking site. The use of our copyrighted Trust name or logo is not allowed without written permission.
8. Any employee found to be in violation of any portion of this Acceptable Use of the Internet Policy will be subject to immediate disciplinary action, up to and including termination of employment.

### REVIEW OF THIS POLICY

This policy will be reviewed regularly at least every two years and when or if there are significant changes to legislation or if a significant incident precipitates a review eg regulatory guidance in respect of web filtering / monitoring September 2016.

Acceptance: Staff will sign off the slip below.

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***I have read, understood and agree to use the school ICT systems and my own devices (in and out of school) when carrying out communications related to the school within these guidelines.***

**Staff name:**

**Signed:**

**Date:**

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### AMENDMENT RECORD AND REVISION HISTORY

Procedures are reviewed annually to ensure relevance to the system and processes.

A record of contextual additions or omissions is given below.

Date	Page	Addition or Omission	Context	Initial	Version

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In Confidence

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