

## THE FOREST SCHOOL

<b>POLICY TITLE</b>	<b>ICT – Responsible Use Policy</b>
<b>PERSON(S) RESPONSIBLE FOR POLICY</b>	SLT responsible for ICT

### WHO IS GOVERNED BY THIS POLICY

Pupils

### POINT (S) OF CONTACT

Senior Leader Responsible for ICT, Head of ICT

### LINKS TO THE FOLLOWING POLICIES AND PROCEDURES

HR Manual, Safeguarding, Safer Recruiting, Behaviour, Inclusion, Equal Opportunities

### MAIN ECM OUTCOMES (EVERY CHILD MATTERS)

Be Healthy, Stay Safe, Enjoy and Achieve, Make a Positive Contribution, Achieve Economic Well-being

### INTRODUCTION

The Forest School offers controlled access to the school's ICT facilities including filtered access to the internet and the virtual learning environment to enable pupils to exchange electronic mail with partner schools and research information as part of their programme of learning. We hope that they will gain a great deal from it.

Pupils use the internet as part of the National Curriculum programme of study and precautions are taken by the school to protect your child from undesirable material. Access to the internet is provided by a West Sussex County Council approved educational supplier that operates a filtering and restricted access system.

### AIMS

The policy is designed to outline the acceptable use of computers including the use of the Internet and e-mail. It is a dynamic document in that it will respond to the ever-changing ICT environment at the school, as we attempt to stay up to date with ICT advancements. It will therefore be added to and amended as applicable. It is the schools aim to highlight the 'personal responsibility' of the computer user, whether it is for drafting coursework on a Word Processor or using the Internet.

### OBJECTIVES

- Allow staff and pupils the chance to access computer equipment, the Internet and e-mail, for educational purposes.
- Set guidelines for acceptable use of equipment, hardware and software, so staff and pupils are aware of what is acceptable and not acceptable.
- Protect pupils and staff from undesirable information, particularly on the World Wide Web (WWW).

- Provide rules which are consistent, and in agreement with the Data Protection Act and West Sussex County Council.

## EXPECTATIONS OF THE ICT USER

The following guidelines set the schools expectations for the acceptable use of equipment and use of computers generally around the school.

**Passwords** - Passwords are the responsibility of the user and in no circumstances should they be disclosed in anyway. Auditing software on the network tracks usage of computers by username: therefore if a username and password has been used it will be assumed to have been used by the owner, and therefore any consequences will devolve upon that owner. If you suspect somebody knows your password then contact the Network Manager or DoL as soon as possible.

**User areas** - User areas are the responsibility of the user. File space is given to users based on the requirements of the work they are doing. If the space given is exceeded, the user needs to contact the Network Manager or ICT Technician. They will then decide according to previous usage whether or not to give the user more space.

**Unacceptable Files** – On a regular basis the Network Manager will search the network for illegal or unacceptable files; which in turn will be removed. If excessive or persistent files are being saved then this will result in the sanctioning stages being applied. If there is any doubt whether or not a file may be saved then ask member of the ICT staff. An example of an illegal file would be a game or program (.exe file) downloaded from the Internet.

**Hacking** – Hacking into or attempting to corrupt the network settings, software or hardware will not be tolerated. Any attempts to do so will be picked up through regular network checks any will dealt with by a member of the Senior Leadership Team (SLT)

**Computer damage** – Any incident of damage to computers (hardware & software) needs to be reported to a member of staff immediately; this will then be followed up accordingly.

## USE OF THE INTERNET AND E-MAIL

The school uses a filtered, broadband Internet service provider for e-mail and Internet access. Pupils will be allowed to use the Internet to search for information and resources to meet their learning objectives in school. Pupils will need to be aware that there is no regulatory authority body for the Internet; anyone, anywhere can publish material. It is not censored for opinion, bias or validity of information.

- Any inappropriate or offensive websites must be reported to a member of staff immediately. Although the WSGFL filter removes the vast majority of offensive materials, staff should use their discretion to determine the suitability of the web content. Staff have the right to determine what they consider to be inappropriate and offensive. In no circumstances should you view, upload or download any material which is likely to be unsuitable for children or schools. This applies to any material of a violent, dangerous, racist or inappropriate sexual content.
- No games are to be played on the network unless under direct supervision from a member of staff or with permission at ICT clubs.
- Do not download, use or upload any material that is under copyright. Always seek permission from the owner before using any material from the Internet. If in doubt, or you cannot obtain permission, do not use the material.
- Use of 'chat rooms' (unless used for a specific lesson under supervision from a teacher) is forbidden.
- Internet use at school will be monitored regularly.
- When applicable, police and/or local authorities may be involved. Early contact will be made to establish the legal position and discuss necessary strategies.

- You may only use the WSGFL web-based e-mail in school. The school reserves the right to block any web-based e-mail service that is considered to be unsafe or inappropriate. All e-mails sent and received are considered the responsibility of the user.
- During lessons pupils should only use headphones when issued by a member of staff. Their use should be to facilitate pupil learning and not include the listening of music from the internet, MP3 files or other sources.

## ICT CONSEQUENCES

If a pupil does not comply with the Responsible Use of ICT Facilities policy their internet and email access will be removed pending investigation. Once the investigation is complete, a decision will be made as to which level of the ICT Consequences Policy is appropriate. In such circumstances parents/guardians will be informed. In extreme circumstances we may need to involve the Child Protection Officer or the police.

Level	Area of unacceptable use	Consequences
1	<ul style="list-style-type: none"> <li>• (a) Persistent game playing in lessons.</li> <li>• (b) Unsupervised use of PC's on 2 occasions.</li> <li>• (c )Pupils username being used by another pupil.</li> <li>• (d) Low Level Damage to Hardware (e.g. disabling cables ; leads)</li> </ul>	Username removed from accessing internet for 1 week. Policy letter home.
2	<ul style="list-style-type: none"> <li>• (a) Mass storage of games and data on their user or any other area.</li> <li>• (b) Basic forms of network mi-use i.e. messaging with C:prompt, attempting to access security etc.</li> <li>• (c) 2 occasions of recorded unacceptable use in one term.</li> <li>• (d) 2 occasions of Low Level Damage to Hardware</li> </ul>	Username removed from accessing network for 2 weeks. Policy letter home. SLT detention.
3	<ul style="list-style-type: none"> <li>• (a) Hacking or an attempt to corrupt the school network.</li> <li>• (b) Storage or viewing of material of racist, dangerous or sexual material.</li> <li>• (c) 3 occasions of recorded unacceptable use in on term.</li> <li>• (d) Significant damage to equipment (e.g. deliberate damage to monitor)</li> </ul>	Username removed from accessing network until review with parents. SLT detention. SLT meet parents and/or Internal Exclusion and/or External Exclusion

## DISCLAIMER

- The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material.
- The school will provide a filtered Internet service.
- Neither the school nor West Sussex LA can accept liability for the materials accessed, or any consequences thereof.
- Any pupil removed from the network will be responsible to produce written notes of ICT lessons, and catch up at home or when they are re-instated. If they require work from the network they should see their teacher who can transfer files onto a USB stick for use at home.
- If you do not understand any part of this Acceptable Use Policy, please contact the Network Manager or any senior member of staff.

We ask all pupils and a parent/guardian of each to sign the attached agreement. We cannot allow access to the school network, the virtual learning environment, e-mail or the internet

without parental agreement. In return we will take reasonable care to protect your child from any harm. An annual review of computer use will be taken and the results reported to the ICT working party of the Governing Body.

***Please keep a copy of this at home for reference.***

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

- I will use the internet responsibly.
- I will access the system with my own login and password, which I will keep secret.
- I will not use anyone else's login or access other people's files.
- I will only use the computers for work required for my education.
- I will not use the facilities for games, music, videos or load software / screensavers etc, unless authorised by my teacher.
- The messages I send will be polite and responsible and I will never send abusive messages or those that might be interpreted as bullying other pupils. This includes "Forums" on the virtual learning environment.
- I will only communicate with people I know or my teacher has approved.
- To protect other pupils and myself I will report any unpleasant material or messages sent to me and I will not try to find unsuitable content.
- I understand that the school will check all my computer files including email and the virtual learning environment and will record the internet locations I visit.
- I will not use material copied from the internet and use it as my own – this is called plagiarism. This is cheating and I could be disqualified from examinations if I do this.
- I will report any damage or misuse of school ICT facilities or equipment to a teacher or ICT Support.
- When I am given access from home to the school network, I understand that all the above rules apply.

Any violations of the above policy will be punished and reported to parents as detailed above. Any cyber-bullying will be dealt with through our normal school anti-bullying policy.

**THE FOREST SCHOOL CONTRACT FOR RESPONSIBLE ICT USE**

**Pupils** – please tick boxes to show that you agree:

I will use the internet, e-mails and forums responsibly using only appropriate language

I will only access my own files and will not use any other person's log-in or password

I will not download, copy or use music, video, games, software or screensavers or cheat by copying materials and pretending it is my own work

I will only communicate with people I know or my teacher has approved. I will be polite and responsible

I will report any computer damage or any unpleasant material from websites or e-mails to my teacher immediately. This includes e-mails from people I do not know.

I will not wilfully cause any damage to any equipment. I realise that my parents will need to pay for any wilful damage I make

I promise to report any "cyber bullying" of myself or any other pupil to a teacher, another member of staff

I understand that my files, e-mails, **internet use** and use of The Forest VLE are monitored at all times

Name of Pupil: ..... Tutor Group: .....

Signed: (Pupil) ..... Date: .....

Signed: (Parent) ..... Date: .....