

ACCEPTABLE USE POLICY FOR THE INTERNET/NETWORK



ICT will play a core part in the school's implementation of the personalisation of learning agenda by developing independent, confident and socially responsible young people through the use of flexible learning opportunities designed to build the experiences, understanding and skills through which they can define and realise their own success.

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A Parent's Very Short Guide to Technology Technology has become integral to young people's lives and it is important that they know how to stay safe online and make the most of the opportunities that the internet provides. Parents and carers play a key role in supporting children to learn about how to stay safe online. It can be very difficult to stay on top of the wide range of sites and devices that young people use. Below are some interesting facts about technology usage by the average young person.

8-11 year olds	12-15 year olds
39% have their own smartphone, 52% have their own tablet	83% have their own smartphone, 55% have their own tablet
95% watch TV on a TV set, for nearly 14 hours per week.	91% watch TV on a TV set, for nearly 14 ½ hours per week.
55% watch TV on other devices, mostly on a tablet.	68% watch TV on other devices, mostly on a tablet or mobile.
81% play games, for around 10 hours per week.	77% play games, for around 12 hours per week.
94% go online, for nearly 13 ½ hours per week.	99% go online, for nearly 21 hours per week.
46% of these mostly use a tablet to go online, 22% a mobile.	49% of these mostly use a tablet to go online, 26% mostly use a mobile.
81% use YouTube, of which 23% say funny videos or pranks are their favourite thing to watch, 18% say music videos.	90% use YouTube, of which 26% say music videos are their favourite thing to watch, 23% say funny videos or pranks.
23% have a social media profile.	74% have a social media profile.
The TV set or tablet are the devices they would miss the most.	Their mobile phone is the device they would miss the most.

Source: Children and Parents: Media Use and Attitudes Report 2017

What are the dangers of the Internet referred to in the media? It is true that there is some material on the Internet that would be offensive to most people, such as pornography, racist and fascist material, and this can be accessed by children if using the internet unsupervised. The main educational providers try to 'filter' known offensive locations of material of this kind, but there is too much for this filtering to be very effective, and the locations change frequently. The only way to block access to this kind of material is to have a restricted range of pages available, in which case many of the advantages of the global and dynamic nature of the internet may be lost. It is a feature of the Internet that the information available is free. Increasing restrictions will undoubtedly lead to systems of charging for access to specific material, in addition to the other costs described. An alternative system is to educate students and encourage an acceptable use policy and partnership between home and school in dealing with the less savory side of internet use. Mark Rutherford School, as well as educating our students to be positive digital citizens, also uses age appropriate filtering.

How can I get more information? There are many magazines in newsagents that cater for beginners to advanced use of the Internet. In order to be better informed about the Internet and e-Safety there are a number of websites that you can look at. If you log on to the school's website (<http://www.markrutherford.beds.sch.uk/Sharp.asp>) there are a list of useful links and some advice and guidance. If you have any specific questions please contact the school and ask for the Headteacher, Head of ICT, or the School's Network Manager.

SCHOOL ICT POLICY ACCESS TO THE INTERNET / NETWORK / ICT SYSTEMS

The school encourages use by students of the rich information resources available on the internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our students will be entering.

On-line services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, teaching and library materials could usually be carefully chosen. All such materials would be chosen to be consistent with national policies, supporting and enriching the curriculum while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the students. Internet access, because it may lead to any publicly available site in the world, opens classrooms to electronic information resources which have not been selected by teachers as appropriate for use by students.

Electronic information research skills are now fundamental to preparation of citizens and future employees during the coming Information age. The school expects that staff will begin to investigate possibilities and blend use of such information as appropriate within the curriculum and that staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the Head of ICT and Network Manager for advice on content, training and appropriate teaching levels consistent with the school's ICT programme of study.

Access to on-line resources will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access to information resources and increased opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for independent access. The school's ICT Management Team will prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.

The school implements a filtering system along with a firewall and also a system of education whereby the students are regularly taught/reminded about eSafety.

SCHOOL PROCEDURES

Resource Development

In order to match electronic resources as closely as possible to the national and school curriculum, teachers need to review and evaluate resources in order to offer materials that are appropriate to the age range and ability of the group being taught. The Head of ICT and Network Manager will provide appropriate guidance on the use of telecommunications and electronic information resources to conduct research and other studies. All students will be informed by staff of their rights and responsibilities as users, before their first use, either as an individual user or as a member of a class or group.

As much as possible, the school's chosen information provider has organised information resources in ways that point students to those that have been reviewed and evaluated prior to use. Whilst students may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

SCHOOL RULES

The school has developed a set of guidelines for Internet, Network and ICT System use by students. These rules will be made available to all students, and kept under constant review by the ICT Management Team.

All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of Internet, E-mail and Network access and their responsibilities towards students.

STUDENT GUIDELINES FOR ACCEPTABLE USE

General

Students are responsible for good behaviour when using the Internet, e-mail, messaging systems, the school's Network, ICT systems and equipment just as they are in a classroom or a school corridor. General school rules apply.

The Internet/e-mail is provided for students to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right, and that access requires responsibility. Individual users of the Internet are responsible for their behaviour and communications over the school network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Network storage areas and any removable devices will be kept securely. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers, PCs or removable devices would always be private.

It is a student's responsibility to ensure that any removable device is free from viruses. This can be done by ensuring home PCs are fully up to date with antivirus software. This can be done either by purchasing a piece of software or from using one of the numerous freeware antivirus software available. Students who store personal school information on personal devices are expected to follow the same security procedures as for school devices.

Network Usernames and Password must be kept secret and not passed on to any other person. Students must logon as instructed by their teacher and not use any other person's username or password. During school, teachers will guide students towards appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The school actively engages in video conferencing with approved educational providers. This will involve discussions between the school, other schools and the content providers. These sessions will be supervised and managed at all times by a member of staff.

The following are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer related accessories or computer networks
5. Violating copyright laws and software licensing
6. Using the network/e-mail usernames and passwords of others
7. Saving or redistribution of offensive material on schools ICT systems/network/e-mail
8. Trespassing in folders, work or files of others
9. Intentionally wasting limited resources
10. Hacking computer systems or networks
11. Playing of computer games is forbidden

Sanctions

1. Violations of the above rules will result in disciplinary action in line with current school rules.
2. Parents will be informed of the incident.
3. Violations may lead to a temporary or permanent ban on Internet, email or Network access/use.
4. Any data stored on the network or on removable devices that is not for school use will be deleted.
5. When applicable, police or local authorities may be involved if a crime has been committed.

MARK RUTHERFORD SCHOOL

ACCEPTABLE USE POLICY FOR THE INTERNET/NETWORK

NAME OF STUDENT: **TUTOR GROUP:**

Please complete and return this form to the School in the envelope provided or on Parents Evening. If a reply is not received the school will presume you grant permission.

PARENT/CARER

As the parent or carer of the student above:

I have read the school's Acceptable Use Policy for the Internet/Network.

* I do / do not grant permission for my son or daughter to use the school's ICT systems, electronic mail, Internet and Video Conferencing facilities.

I understand that students will be held accountable for their own actions when using the school's Internet, Network and ICT systems. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Signed: Date:
Parent/Carer

Please print:
Parent/Carer's name

Home telephone:

If permission has been granted by the parent/carer, then the student must sign below.

STUDENT

As a school user of the Internet, Network and ICT systems, I agree to comply with the school rules on its use. I will use the Internet, Network and ICT systems in a responsible way and will observe all the restrictions made by the school.

Signed: Date:
Student