



ICT, E-Safety and Acceptable Use Policy

(for students)

Date of next review: **March 2024**

Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented
26.08.22	Headteacher	Change of format - new logo added; numbering added to paragraphs	26.08.22

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Statement of Purpose

Used wisely, the ICT system and the Internet are extremely useful educational resources, but there is also the potential danger of entrapment, misinformation, of losing private information, of addiction, or simply wasting time.

When using Prospect School's information and communication technology equipment, there should be no expectation of privacy. The use of such systems are regularly monitored. Work created in a digital format is no more private than work created in a traditional workbook; staff members have equal right of access to both.

Aims

The aims of this policy are to ensure that all members of Prospect School community and in particular, the students, will benefit from learning opportunities offered by the school's internet resources in a safe and effective manner and to become prepared for the use of ICT systems in the world of work.

Internet use and access is considered a school resource. Access is a privilege, not a right. By accessing the internet using school facilities, students are agreeing to comply with the school rules for internet use. Therefore, if the school policy is not adhered to, this privilege will be withdrawn and appropriate consequences outlined in this policy will be imposed.

You should read the policy regulations and guidelines carefully to ensure that the content is accepted and understood. If you do not want your child to have access to the Internet then please put your request in writing to the Headteacher.

Definition of Unsuitable and Inappropriate

Unsuitable – DO NOT send, download, display, print or distribute material that is:

- Sexually explicit
- Obscene
- Likely to cause complaints of sexual or racist harassment or bullying or any other form of harassment
- Intimidating
- Fraudulent
- Defamatory
- Otherwise harmful

Inappropriate – prohibited student activities:

The following uses of the Internet are specifically prohibited and will be dealt with as serious breaches of the ICT Policy.

- Accessing web pages by writing in the numerical IP address
- Accessing any web page in order to download or play games, or to access 'Virals' other than those deemed as having educational value
- Using MSN Messenger or any other form of network based instant messaging service
- Accessing any chat room websites, instant messaging services, social networking sites or Skype
- No files may be intentionally downloaded unless directed by staff

- No programs may be introduced, nor installations made
- Accounts must not be set up
- Goods or services must not be ordered
- Pay to view or chargeable services must not be accessed
- Accessing any website that contains the functionality to facilitate the bypassing of the proxy server

Disciplinary action may result if anyone is found to be involved in such activities.

1. Regulations and Guidelines

1.0.1 Prospect School will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with ICT and the Internet. These strategies are as have a responsibility to:

1.1. World Wide Web

1.1.1. The Internet provides access to information on a wide variety of topics. All Internet users at Prospect School:

- Will not be permitted to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material
- Must report any material of the above nature to a member of staff
- Will use the Internet for educational purposes only
- Will not upload, download or otherwise transmit material that is copyrighted
- Will not disclose or publicise personal or confidential information, for example their name or classmates' home addresses, telephone numbers, name and location of their school, without their teacher's permission
- Will not examine, change or use another person's files, user name or password
- Will be aware that any computer usage, including distributing or receiving any information, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.

1.1.2. All Internet use is logged and access to many web sites will automatically be barred (either by our ISP or internally using the Hampshire proxy server). Prospect School does not expect its students to visit any inappropriate sites. If students become aware of inappropriate sites accessible through by passing proxy server, it is their responsibility to inform a member of staff.

1.2. School website

1.2.1. Inform The copyright of all material produced by the school for display on the school web pages belongs to the school. Permission to reproduce any other material will be sought and obtained, from the copyright owner. Please seek permission through the Headteacher.

1.2.2. The publication of student work will be co-ordinated by a member of staff.

1.3. Email

- 1.3.1. Prospect School encourages staff and students to send emails instead of letters and other forms of paper communication where deemed appropriate (i.e. for school related communication).
- 1.3.2. This form of contact provides quicker communication and also a convenient way of filing such documents. Email accounts will be supplied to all computer users.
- 1.3.3. Please be aware that the system is automatically checked to protect against viruses, identifying the access of unsuitable material and for highlighting other illegal or inappropriate behaviour. Disciplinary action may result if anyone is found to be involved in such activities.
 - Students will use only approved email accounts under supervision or permission of a member of staff
 - Students will not arrange to meet someone outside the school via email, the Internet or social networking sites
 - Students will note that sending and receiving email attachments is subject to permission from a member of staff
 - Students will not send or download any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person
 - Students will refrain from sending on chain e-mails
 - Students will not reveal their own or other people's personal details; such as addresses or telephone numbers or pictures
 - Students will not send unsolicited email to other students or teachers
 - If a student at Prospect School receives unsolicited email they must immediately notify the sender that such e-mails are not permitted, must not be sent in the future and will be deleted unread and must notify a member of staff
 - The school email system will not be used for any form of harassment
 - Users of the school e-mail system will manage the size of their mail folder in accordance with the system-wide tier limits imposed. These are subject to change.

1.4. Social networking, instant messaging and chat rooms

- 1.4.1. Students must not use social networking sites, chat rooms, forums or blogs to post inappropriate or derogatory comments about other students, members of staff or the school as these sites are accessible by members of the public.
- 1.4.2. Any instances where this occurs as a result of comments posted while in or out of school time may result in disciplinary action.
- 1.4.3. Students will only have access to discussion forums such as those found on the educational websites and the VLE.
- 1.4.4. External moderated chat rooms, discussion forums and newsgroups will be used only for educational purposes as directed by a member of staff.
- 1.4.5. It is advised:
 - Face to face meetings with someone organised via Internet chat will be forbidden.
 - All other forms of internet based Instant Messaging are prohibited, for example MSN Messenger, AOL IM and Yahoo IM. SKype

1.5. Files and directories

- 1.5.1. Keep file and directory names meaningful, you may know what the contents are now but may forget in the future
- 1.5.2. Keep all files on the server; the server is backed up every night. If you keep files on your local drive then this will be your responsibility
- 1.5.3. Regularly perform housekeeping on your files and directories, delete unwanted files and check that the files are in the correct directory
- 1.5.4. Try and create a hierarchy for your directories; it is far better to have ten directories with ten files each rather than one with a hundred
- 1.5.5. USB Memory Sticks may be used to transfer large files between home and the school where internet access is not available or too slow. Everyone will have a personal directory. Although under normal circumstances the ICT Support Team will not access these directories users must be aware Prospect School reserves the right to review what is in these directories for security and legal reasons. Files brought in from home must not include programs or file types that are mentioned as forbidden in this policy
- 1.5.6. MP3, MP4, WMA and other compressed media file formats are not allowed to be stored on Prospect School owned ICT resources unless authorised by a member of staff for educational purposes
- 1.5.7. Password protected 'zip' files are not to be used; any found on the system will be deleted.

1.6. Usernames, passwords and security

- 1.6.1. You will be issued a username and password for email/VLE/On-line Learning Facilities. This is to be kept very secure.
- 1.6.2. Do not give your password to anyone else. If you do and that person does something that they should not do when logged in as you, you are responsible, as you should have not given your password to them
- 1.6.3. Passwords will be required to access all ICT facilities at Prospect School
- 1.6.4. Passwords should be changed regularly. If you suspect other persons have your password, then please inform a member of the ICT staff
- 1.6.5. We respect students' privacy; therefore, the ICT department does not know anyone's password for the curriculum network. You will only have access to information on the server that has been deemed appropriate to you. If you think you need other information the ICT Support Team will discuss this with you.
- 1.6.6. Report any suspected security violations or weaknesses
- 1.6.7. If you are temporarily leaving your workstation you must log off
- 1.6.8. Use of another person's account, or allowing another person to use your account, to access any information/data is wholly unacceptable and will be dealt with as a breach of the Data

Protection Act: this could result in police involvement and disciplinary action which may involve external agencies

1.7. Unauthorised software

- 1.7.1. No unauthorised software is to be loaded. Do NOT bring games, screen savers etc. in and try and load them.
- 1.7.2. If you require anything in addition to what is loaded, speak to a member of the ICT staff.

1.8. Viruses

- 1.8.1. A virus shield is installed. Although this will increase the protection, please be on guard for any suspicious e-mails etc. If you are in doubt, then speak to a member of the ICT staff.
- 1.8.2. Students must not attempt to switch off the virus scan for any reason or attempt to change any of the settings.

1.9. Hardware

- 1.9.1. Any damage to hardware should be reported to a member of the ICT staff immediately. Students, should, under no circumstances, disconnect any cable from a computer, for example, network, power, mice, keyboards and monitor cables. If for any reason this is required, it must only be undertaken by a member of staff.
- 1.9.2. Network cables should not be removed from wall/floor ports.
- 1.9.3. No members of Prospect School should disconnect any wireless access points.

1.10. Wireless network

- 1.10.1. The school supplies wireless access throughout the premises to all staff. The network is secured and encrypted to industry standards.
- 1.10.2. Staff can request access on their own devices at the discretion of the Headteacher.
- 1.10.3. No users will give out the wireless keys or details without permission from the Headteacher.
- 1.10.4. All devices connected to the wireless networks are monitored and can be disconnected at any time.

1.11. iPads and laptops

- 1.11.1. The use of iPads and laptops at Prospect School is at the discretion of the staff. They must only be used for educational or reward purposes.
- 1.11.2. iPad and laptop settings, wallpapers, icons and similar must not be changed or tampered with. iPad and laptop cases must not be removed except at the request of the ICT staff.
- 1.11.3. The ICT staff team manage a simple booking system so that staff have access to the iPads and laptops for class use. This is a first come first serve system. iPads and laptops that have been loaned are the staff members responsibility.

1.12. Data Protection

- 1.12.1. The school complies with the Data Protection Act 1998 (updated 2000) and was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers.

1.13. Consequences

- 1.13.1. Misuse of Prospect School's ICT facilities and the Internet may result in disciplinary action, including verbal and written warnings, withdrawal of access privileges, and in extreme cases, suspensions or a permanent exclusion. The school also reserves the right to report any illegal activities to the appropriate authorities.

2. Communication

2.1 Informing students

- 2.1.2 'Code of Practice' posters will be displayed near all networked computer systems.
- 2.1.3 Students will be informed that their Internet use is monitored and be given instructions on safe and responsible use of the Internet.
- 2.1.4 Students must read and sign the Acceptable use agreement for students before being allowed network access (together with their parents/carers).

2.2 Informing staff

- 2.2.1. All staff will be provided with a copy of the Acceptable Use Policy. Staff are aware that Internet traffic can be monitored and traced to an individual user.
- 2.2.2. Staff will be consulted about the development of the Acceptable Use Policy and instructions on safe and responsible Internet use.

2.3 Informing parents/carers

- 2.3.1. Parents'/carers' attention will be drawn to the Acceptable Use Policy when their child enrolls at Prospect School in the school admission pack and on the website.
- 2.3.2. Advice that accords with acceptable and responsible Internet use by students at home will be made available to parents/carers. Safety issues will be handled sensitively.
- 2.3.3. The school will obtain parental consent before publication of students' photographs.

3. Monitoring and Review

- 3.0.1. In order to ensure that it reflects current best practice, this policy will be reviewed bi-annually by the Senior Leadership Team.