



# Ovingham Middle School

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## Policy for the Acceptable Use of the Internet and Network

### Pupils

*Updated November 2018*

#### Aims

1. To allow all users to access and use the Internet for educational purposes and to support the goals and learning objectives of the school.
2. To provide a mechanism by which students and staff are protected from sites, information and individuals, which would undermine the principles and aims of the school.
3. Provide rules which are consistent, and in agreement with the Data Protection Act.
4. Provide rules, which are consistent with the acceptable procedures commonly used on the internet.
5. To share good practice within the school, local authority and other schools.

#### **Pupils and staff must ensure that they:**

- Comply with current legislation.
- Use the internet and school network in an acceptable way.

## **Unacceptable Behaviour**

- Deliberately visiting internet sites that contain obscene, hateful, pornographic or any other unacceptable material.
- Using the internet, network or computers to perpetrate any form of fraud, or software or music piracy.
- Pupils will not engage in conversation or dialogue with other users on the Internet without permission or supervision from their teacher.
- Using the internet or network to send offensive, defamatory or harassing material or language to others
- Downloading commercial software or any copyrighted materials belonging to third parties, unless the download is covered or permitted under a commercial agreement or other such licence.
- Compromising the Data Protection act or the law of copyright in any way.
- Hacking in to unauthorised areas and/or using methods to bypass filtering systems.
- Using the login credentials or passwords of any other user, or a computer which has been logged on by another user.
- Undertaking deliberate activities that waste staff effort or networked resources.
- All pupil data must be accessible by staff. No hidden or password protected files or documents are allowed.
- Introducing any form of computer virus in to the school network.

## **Monitoring**

While the use of the internet is a valuable educational tool, misuse of the internet can have a negative impact upon pupils work and, sometimes, relationships between pupils. It could also mean breaking UK laws.

Therefore, the school reserves the right to monitor internet use via the LA PCE software and Lightspeed filtering systems.

## **Reporting**

Pupils have a responsibility to report any misuse of this facility. In the first instance they should inform the member of staff taking the lesson, who should then inform the Head Teacher.

Any unsuitable websites encountered should be reported to the Head Teacher and network manager so that action can be taken to block their content.

## **Acceptable Use of the school Internet and Network Rules**

We have developed the following rules to ensure the privacy and safety of pupils when using the Internet and E-Mail at school.

- Children are only referred to by first names in written text on our web pages.
- Any images of children will not be labelled with their full name.
- Images and copies of pupils work will only be published with that person's permission.
- Children will never reveal their personal details, home addresses or telephone numbers on the web or in dialogue with other Internet users.
- Children do not have individual E-Mail addresses.
- Children will not engage in conversation or dialogue with other users on the Internet without permission or supervision from their teacher.
- Internet access must only be made via the user's authorised account and password, which must not be given to any other person.
- The school ICT systems may not be used for private purposes unless the Headteacher has given permission for that use.
- School Internet access for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright and intellectual property rights must be respected.
- Any child finding themselves uncomfortable or upset by anything they discover on the Internet will report it to a teacher immediately.
- Downloading of files is restricted to staff, or children under supervision.
- Children have no access to newsgroups.
- All Internet access at Ovingham Middle School is filtered through a Content Management Server provided by Northumberland Local Authority, to screen undesirable sites at source. This server is constantly monitored and maintained by the LA.

### **Sanctions**

Failure to comply with this policy will result in sanctions being applied by:

- The School, via the school discipline policy. These sanctions could range from a warning to permanent exclusion.
- The Police, via any UK laws that may be broken.

We must all recognise that, under certain circumstances, the Internet can give children access to undesirable information and images. We have done all that is possible to ensure children are

protected from such information through the use of the LEA filtered Proxy Server and Firewall and the rules set out in this policy for us all to follow. The County have also introduced new monitoring software on all County computers called Policy Central Enterprise (PCE). This monitors all computer activity, not just the internet, and records any perceived inappropriate use. All recorded incidents are automatically sent to the Head Teacher for analysis.

It is recommended that parents using the Internet at home with children develop a similar set of rules and invest in appropriate security software, e.g: Norton, Netnanny, Cyberpatrol or Surfwatch. There are many to choose from.

## **References**

The National Grid for Learning (NGFL) and GridWatch [www.ngfl.gov.uk](http://www.ngfl.gov.uk)

The Data Protection Act [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

Albion.Com Netiquette guide

Becta (British Educational Communications and Technology Agency)  
[www.becta.org.uk/aboutsite/index.html](http://www.becta.org.uk/aboutsite/index.html)

Department for Education and Skills (DfES) Superhighway safety/ Schools safe use of the Internet  
[www.safety.ngfl.gov.uk/schools/](http://www.safety.ngfl.gov.uk/schools/)

Parents Information Network (PIN) [www.pin.org.uk](http://www.pin.org.uk)

Ambleside School [www.ambleside.schoolzone.co.uk](http://www.ambleside.schoolzone.co.uk)

Kent Education Authority [www.Kented.org.uk/ngfl](http://www.Kented.org.uk/ngfl)

Internet filtering and blocking software for the home

[www.netnanny.com](http://www.netnanny.com) [www.cyberpatrol.com](http://www.cyberpatrol.com) [www.surfwatch.com](http://www.surfwatch.com)

## Policy Review

Action	By whom	Date
Agreed	Kathryn Brown, Chair of Governors	November 2018
To be reviewed		November 2020