

Bishop Hedley RC High School  
Ysgol Uwchradd Gatholig Esgob Hedley

Internet Access and Acceptable Use Policy

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Policy



# Internet Access and Acceptable Use Policy

## IMPORTANCE OF INTERNET ACCESS

The purpose of Internet Access in Bishop Hedley Catholic High School is to raise educational standards, to support the professional work of staff and to enhance the school's management and business administration systems.

Access to the Internet is a necessary tool for staff and an educational entitlement for students who show a responsible and mature approach.

## BENEFITS TO THE SCHOOL

There are a number of educational benefits to be gained through the appropriate use of the Internet. These include:

- access to world-wide educational resources, including museums, art galleries, higher educational establishments, libraries and commercial company resources;
- access to government sponsored initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre;
- information and cultural exchanges between students world-wide;
- news and current events;
- the ability to discuss educational issues with experts in many fields;
- staff professional development through access to educational materials and examples of curriculum practice;
- communication with external agencies and commercial companies.
- links with other Catholic Schools in the U.K. and elsewhere

All users must agree to the following conditions prior to use of the school's network.

## AUTHORISATION OF INTERNET ACCESS

Bishop Hedley Catholic High School will authorise access on the basis of educational and professional need. Access will not be permitted for any other purpose. Access shall be limited to use:

- as part of planned lessons;
- as part of an individual student's private study for educational purposes;
- for a teacher's development of lessons;
- for a teacher's personal professional development.

## MAINTAINING SECURITY OF SCHOOL ICT SYSTEMS

- Access from the system will only be routed through a properly protected server;
- Access will only be allowed to certified web sites;
- Virus protection software will be installed on this server;
- Security strategies will be regularly reviewed.

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## ENSURING THAT INTERNET USE PROVIDES EFFECTIVE LEARNING

- Internet access will be planned to enrich and extend learning activities as an integrated part of the curriculum.
- students will be given clear objectives for Internet use.
- students will be advised on suitable web sites.
- students will be educated in taking responsibility for their use of the Internet.
- students will be informed that regular checks take place on files held in the system.
- students using the Internet will be supervised appropriately.

## TEACHING STUDENTS HOW TO ACCESS THE INTERNET

- Students will be taught to validate information before accepting it as true.
- Students will observe copyright when copying materials from the Internet.
- Students will be made aware that the writer of an E-Mail or the author of a web page may not be the person claimed.
- Students will be taught to expect a wider range of content, both in level and in audience, than is found in the school library and television.
- Students will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
- Students will be made aware of the need to respect the privacy of others.
- Students will be made aware of the importance of not supplying personal information about themselves or others via the web or email.
- Students will be made aware of the importance of not attempting to arrange meetings with anyone met via the web or email.
- Students will be made aware that the school has a right to access personal areas on the network. Privacy will be respected unless there is reason to believe the Acceptable Use of Policy or school guidelines are not being followed.

## MANAGEMENT OF E-MAIL

- If a user receives an email from an unknown person or that is offensive or upsetting, the relevant teacher or a system administrator should be contacted. Do not delete the email in question until the matter has been investigated.
- Do not open attachments from senders you do not recognise, or that look suspicious.
- Users should periodically delete unwanted sent and received emails.
- Automated software scans all email and removes content that could compromise the integrity of the computer systems or contain unsuitable/offensive content. Users should be aware that the system logs all email content.
- Students may send E-Mail as part of planned lessons.
- Sixth form students may in addition send E-Mail for personal educational use.
- Students will not be given individual private E-Mail accounts.
- **All E-Mail will be regarded as public.**
- E-Mail will be periodically checked for unsuitable content.
- The content of the received E-Mail is the responsibility of the recipient.
- The forwarding or sending of chain letters is prohibited.
- E-Mail messages on official school business (e.g. arranging a work placement) must be checked before sending.

## DISCIPLINARY PROCEDURE

Those who break the Acceptable Use Policy will be subject to school disciplinary procedures.

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## **ACCEPTABLE USE**

Please read the following and click "Yes" to accept the rules and continue using the school ICT facilities.

### **EQUIPMENT**

- Installing, attempting to install or storing programs of any type on the computers is not allowed.
- If you need a specific program for your studies you will need to talk to the Network Manager or your teacher.
- Damaging, disabling or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate.
- Flash Games are not permitted in school, unless authorised by a member of staff supervising the lesson.
- Always check files brought in on removable media (such as CDs, flash drives etc.) with antivirus software and only use them when they are found to be clean of viruses.
- No eating or drinking is allowed in the IT rooms to protect the computers from spillages.
- Do not use the network in any way that would disrupt use of the network by others.
- Unapproved system utilities and executable files will not be allowed in work areas, attached to email or run from an external drive.

### **SECURITY AND PRIVACY**

- Protect your work by keeping your password to yourself.
- Never use someone else's logon name and password.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers.
- Attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas and portable storage will be treated as school books. Staff may review your files and communications at any time to ensure that you are using the system responsibly.
- Do not reveal any personal information (e.g. home address, telephone number) about yourself or other users.
- Do not trespass into other users files or folders.
- The school has a trained internet safety advisor (MR R L Davies). If you are concerned about any issues regarding the use of the internet or contact you have had via the internet please talk to your tutor who will be able to refer you to the advisor.

### **INTERNET**

- Access to the Internet at school and use of the school network are privileges not rights.
- You should access the Internet only for study or for school authorised/supervised activities.
- Only access suitable material - Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted. You are responsible for rejecting these links if any appear inadvertently during your research.
- Respect the work and ownership rights of people outside the school, as well as other students and staff. This includes abiding by copyright and intellectual property rights.
- Do not try and bypass the filters which are in place as they are there for your protection.
- If you find unsuitable websites through the school network you should report the web address to the network manager.

### **EMAIL**

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as antisocial on the Internet as on the street.
- You should remember that you are representatives of the school on a global public system.

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- Only open attachments to emails if they come from someone you already know and trust.
- Attachments contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an e mail containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The school will treat this misuse in line with the school's code of conduct.
- The sending or receiving of an e mail containing content likely to be unsuitable for children or schools is strictly forbidden.
- Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
- Electronic mail - Is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities.

This policy was updated on Autumn 2014

This policy will be reviewed Autumn 2016