



MATHS & COMPUTING COLLEGE

E Safety & Use of ICT Policy

Autumn Term 2009

Every Child Matters

Policy dated: 11th November 2009

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Ratified by Policies Committee of the governing body : November 2009

Signed by:

Headteacher: R. Evans

Chair of Policies Committee: H. Inskip

Cantell School Policy on Responsible Use of the Internet

At Cantell Maths & Computing College we believe that the educational benefits of the internet far outweigh the possible risks of its use. Good planning and management by the school is essential in order to ensure appropriate and effective student use. This policy reflects our strong belief in trusting individuals to use the internet responsibly in the first instance.

Electronic information research skills are now a fundamental competence for citizens and future employees in the information age. We will investigate and use electronic information as appropriate within the curriculum and that staff will provide guidance and instruction to students in the appropriate use of resources. Staff will work with the ICT subject leader to develop the use of electronic information resources to fulfil the school's ICT programme of study and National Curriculum requirements for ICT and other subjects.

The internet is a significant educational resource, which can be shared. Southampton City Council encourages the use by staff and students of the rich information resources available on the internet, together with the development of appropriate skills to analyse and evaluate such resources.

Students will use the internet in a range of places such as school, cafes, libraries and at home. It is therefore important for schools not only to monitor their own provision, but also to develop responsible attitudes to the internet in their students, so that they can make responsible decisions for themselves, not just adhere to a set of rules imposed by others. The Personal, Social, Health and Citizenship Education (PSHCE) programme can be an appropriate context in which to discuss the responsible use of media including video, computer games and the internet.

Staff and students should never feel uncomfortable or threatened by email messages received or material seen on the internet. A filtering service is provided by Southampton City Council which aims to block unsuitable web sites. However it is unrealistic to expect this service to block every single inappropriate site. If schools find that people are accessing offensive material, they should contact the support service, ISIS, to request that the filtering service is extended to this site. Where we find that some people are consistently discovering inappropriate sites or continually accessing through proxy servers, we shall close these off and check that there is sufficient supervision and that internet resources are being used responsibly.

Our rules are made available to parents and students, 'contracts' are issued and monitored by tutors/mentors.

This policy applies to all people using school equipment. This includes teaching staff, administration staff, ancillary staff, site team, students, parents and visitors.

We use our best endeavours to ensure that every person to whom this policy applies is aware of its contents. All school staff must also comply with the City Council's IS/IT guidelines that can be found on the intranet.

Internet Use

Students should always be supervised at all times when using the internet.

Independent student use of telecommunications and electronic information resources is not advised.

Access to school systems is with a unique user name and password which must not be made available to any other staff member or student.

All internet activity should be appropriate to staff's professional activity or the student's education.

Internet activity that threatens the integrity or security of the school's ICT systems, or activity that attacks, corrupts, or threatens the security of other organisations' systems, is prohibited.

Copyrights, software licensing rules, laws of the land, property rights, privacy and the rights of others must be respected and adhered to at all times.

The internet must not be used to access, display, store, transmit, distribute, edit or record inappropriate sites such as those containing pornographic, violent, racist, discriminatory, criminal skills related, illegal drugs related or offensive material. Users will recognise materials that are inappropriate and, if deliberately accessing them, should expect to have their access removed.

The internet must not be used to download entertainment software or games, or play games against other internet users.

Uploading materials or files to City Council systems must only be performed on machines that have virus protection to the latest corporate standards and with appropriate authorisation from the relevant departments.

Downloading of files to school systems using ftp, email and http must be carried out with an appropriate level of care and thought. Problems arising from the installation of files, utilities and software updates obtained by such methods are the school's responsibility unless directed to do so by representatives of the City Council or their agents. Virus infection and subsequent removal caused by such methods on machines without protection to the latest corporate standards will be the school's responsibility.

The internet must not be used to engage in any activity for personal gain or personal business transactions.

The internet must not be used to conduct or host any on-going non-education related activities, including discussion groups, chat lines, newsgroups or any other form of on-line club.

The internet must not be used for personal or commercial advertisements, solicitations or promotions.

The use of a computer system without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

School Web Sites

All Southampton City Council school web sites can be accessed via a home page provided by the City Council and for Cantell Maths & Computing College personally through www.cantell.co.uk.

Only the designated staff member(s) within the school may upload material to the school web site and all material for the web site must be monitored and approved by the person(s) responsible.

The user name and password must not be given to any other members of staff or students.

Full names, addresses, telephone numbers and email addresses of students must not be published on the school web site. Approved photographs may be published.

Southampton City Council reserves the right to remove any material from school web sites if it is considered to be unsuitable or if it poses a threat to the safety of a school or student.

Email Use

Access to email should only be made via the authorised user name and password, which must not be made available to any other staff member or student.

Schools are responsible for all email sent and for contacts made that may result in email being received.

Posting anonymous messages and creating or forwarding chain letters is forbidden.

As email can be forwarded or inadvertently sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.

Messages that contain abusive or objectionable language, that libel others, or that infringe the privacy rights of others are forbidden.

Changes must not be made to other people's messages which are then sent on to others without making it clear where the changes have been made.

Users must not pretend that they are someone else when sending email, or use someone else's account to send a message.

Users must not publish, electronically or otherwise, any school email address as a point of contact for non-Education related activities.

Personal or otherwise sensitive data must not be transferred via email unless the security of the data whilst in transit can be assured.

All Staff are reminded that they are to comply with the City Council instructions reproduced below.

Cantell Maths & Computing College

Email and Internet Standards

These Standards are mandatory for all users of our computers.

- We have tried to make these standards as simple and straightforward as possible. If you are unsure about any of them or believe that you cannot comply with them for any reason, you must discuss and resolve this with your line manager. Assistance is also available from the ITS Helpdesk.
- These standards apply to all staff, contractors, volunteers, temporary staff, third party or partner organisations that use our non-public facilities.
- It is a line management responsibility to ensure that the above people are aware of them and abide by them. As with all corporate standards and policies, breaches will be dealt with as part of the management function.
- If you become aware of any breaches of the standards, or believe that you have inadvertently breached them, you should report this straight away to your line manager.
- There will need to be a few exceptions to some of these standards for certain business functions but these must be agreed with ITS if not agreed already.
- The standards will be reviewed annually. Any suggestions are welcome and should be submitted to the Head of ITS.

INTERNET

- The internet (web) may be used responsibly for business use if authorised by your manager.
- It may be used responsibly for personal use (including personal shopping, banking etc) during working hours, provided that this is not to the detriment of your work and that any such time spent is made up.
- It may be used responsibly outside your agreed working hours for personal use.
- You must not access inappropriate websites¹. If this happens by mistake, let your manager know to prevent any unnecessary action being taken against you.
- The Council will monitor all internet usage in terms of sites visited and volumes / times without the consent of the individual user and any identified non compliance with these standards may result in the Council withdrawing your internet access temporarily or permanently and notifying your manager who may take disciplinary action.
- You must not use internet facilities that are accessed other than through the Internet Explorer browser – for example Peer to Peer servers such as Limewire or Napster, or use any Instant Messenger software or FTP.
- You must not, on behalf of the Council, order goods or services or enter into any agreement or make any commitments through the internet, unless you are authorised to do so.

¹ Inappropriate includes but is not limited to sexually explicit, pornographic, violent, drug-related, illegal or hateful material. If in doubt you should discuss this with your manager. The LA uses software that intercepts access to certain websites that may contain inappropriate material and informs you of this at the time. If it detects that you have made repeated attempts to access such sites, this will be notified to your manager who will discuss it with you.

- You must not download large files such as music, video clips, large pictures or photographs, screensavers, anything that breaches copyright or any software unless specifically authorised to do so.
- You must not set up websites in connection with the Council's business. If you want to publish anything, ITS will show you how to do so on the Council's website.
- You must not use the Council's internet facilities to knowingly violate the laws of the UK or other nations.
- You must not use the Council's internet facilities to undertake private business activities or to work for another employer.

EMAIL

- This standard applies to internal and external email.
- In addition to normal business use, email may be used responsibly for personal use during working hours, provided that this is not to the detriment of your work and that any time spent is made up.
- It may be used responsibly outside your agreed working hours for personal use.
- Email relating to Council business must only be sent using the Council's installed e-mail system²
- Email, both business and personal is not private and the contents and volumes are logged and may be examined from time to time at the discretion of the Council. If there is evidence that you are not adhering to the email standards the Council may withdraw your email access and notify your manager³ who may take disciplinary action
- Emails must not contain inappropriate³ wording or attachments that could bring the Council into disrepute.
- If you receive inappropriate external email you should delete it or report it to your manager if you have concerns.
- Council emails represent the organisation in the same way as a letter and so the same degree of care in their wording must be taken.
- If you are not able to reply to your external emails you must arrange for them to be forwarded to someone else.
- Where emails are sent to generic email addresses such as benefits@Southampton.gov.uk the department concerned must have a protocol in place to ensure that they are dealt with properly and in a timely manner.
- You must not send very sensitive information by email without ITS guidance on encryption.
- You must not attach software, music or anything which would breach copyright, data protection or other appropriate legislation.
- Internal emails should not be sent to more people than necessary – use mail groups to target where possible.
- Emails of a personal or trivial nature must not be sent to groups of people – this specifically prohibits the sending of messages to staff regarding items for sale etc. but you can use it in a personal emergency such as the loss or damage of a valuable item.

² You must not use Hotmail or any other web-based email systems for school business.

³ This includes sexually explicit, hateful, abusive, slanderous, harassing, bullying, illegal, chain letters, religious or similar material, jokes or views that could bring the school into disrepute, or to conduct any form of business other than the school's.

- You may allow others to read your email (using the Outlook delegation facilities) but they must not send email under your name.
- You must not forward chain letters, spam, jokes or other inappropriate email internally or externally.
- You must not use a Council email address for a personal contact point for the public or groups of people – for example clubs.