



The Old Hall School INTERNET Policy 2010

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FAMILY INVOLVEMENT

The internet changes the way we can research and communicate in a very powerful way - but there is a dark side and young people must be aware of it and know how to protect themselves. As a parent, you need to know what the issues are and how best to deal with them.

It is really important to involve your children in the development of your *Family Internet Agreement*, just as you would explain to them why it is necessary to wear a seat belt in the car or why they should not speak to strangers in a park. The content of each family's Agreement will vary widely according to the ages of your children - the following covers the main points which need to be considered.

First things first...

- Keep Internet-connected computers in a communal area of your home.
- Become an Internet user yourself.

Acceptable use

- Be clear about what you consider to be unacceptable information.
- Be clear about what is unacceptable communication.
- Never download unknown files.
- Agree, if necessary, who can use the Internet and when.
- Agree how long each person can be on-line.
- Consider whether you want your Agreement to apply to visiting friends and family.

Personal Safety

In school, pupils are not allowed to visit chat rooms or social networking sites. However, if you as parents are happy to allow your child to explore these popular ways of communicating, please read the safety guidelines below:-

- If you must dabble with social networking, find child-friendly chat rooms with full-time trained moderators for your children to use. Note, sites such as Bebo, Facebook and MySpace require members to be **over thirteen years old**.
- Explain that passwords, addresses, PIN numbers, credit card details, phone and e-mail details are all private and should NEVER be given to anyone.
- Ensure your child knows NEVER to arrange to meet anyone met via the Internet, because not everyone is who they say they are.
- If your child has his/her own e-mail address it is best if it does not give any indication of their age, gender or full name.
- Emphasise what you have already taught your children about 'Stranger Danger'.
- Encourage your child to know that it is safe to tell you about anything found via the Internet
- Never post a picture of yourself on your site. Use an "avatar" or at least a nickname instead. See http://www.kenttrustweb.org.uk/kentict/kentict_esafety_avatars.cfm

CHATROOMS / INSTANT MESSAGING - GUIDANCE FOR PUPILS

Always...

- Always check with your parent or guardian that it is ok to be using online chat.
- Always keep your password to yourself, do not share with anyone.
- Always be very careful in chatrooms. Even if a chatroom says it is only for children, there's no way to tell if everyone there is really a child. It might be an adult or an older child trying to trick you.
- Always get out of a chatroom if someone says or writes something which makes you feel uncomfortable or worried. Make sure you tell your parents or carer.
- Always be yourself and do not pretend to be anyone or anything you are not.
- Always stay away from sites that say they are for people over 18 only. The warnings are there to protect you.

Never...

- Never tell anyone you meet on the Internet your home address, your telephone number or your school's name, unless your parent or carer specifically gives you permission.
- Never send anyone your picture, credit card or bank details, or anything else.
- Never open attachments to e-mails unless they are from someone you already know and trust. They could contain viruses or other programmes which would destroy all the information and software on your computer.
- Never respond to nasty or suggestive messages. Always tell your parent or carer if you get such a message or if you see rude pictures while online and report them to your Internet Service Provider.

What direct action can you take?

- Contact your Internet Service Provider (ISP) and find out what child-safety measures they offer, if any, and how to use them.
- Choose software to protect against inappropriate Internet access.
- Complain to your ISP if you or your child find any inappropriate content or are subjected to any inappropriate contacts by strangers on-line.
- Contact the Internet Watch Foundation via their web site at <http://www.internetwatch.org.uk/> in case of possibly illegal material.
- Advice can be obtained from the Child Exploitation and Online Protection Unit (CEOP).

The issues covered on this page are obviously worrying. However, it is important to keep these things in perspective. Whilst the Internet introduces new potential dangers it also brings some really fantastic benefits to children and their learning which need to be balanced against the possible risks. The points covered by this Agreement are not necessarily going to affect your child directly, but they are real risks for which your family needs to be prepared.

COLLABORATIVE INTERNET POLICY

13th December 2009

Dear Pupils and Parents,

As we offer all pupils access to the internet, providing a wealth of information to assist with their studies, it is necessary that we continue to update our policies and consider possible hazards and issues that arise.

With internet access comes the responsibility of the user to only access materials that are considered educational in value in the context of the school setting. School staff will make every effort to guide pupils in the correct use of the internet. Our internet access is filtered by a firewall using manually configurable automatic software to exclude inappropriate material to various user-groups on the school network; however, on a global network, it is impossible to control all materials. It is imperative therefore, that users surf with the correct attitude and exercise care in their use of this technology.

The internet has become an essential tool for the school curriculum - in virtually all subject areas and at all levels. It is school policy to allow pupils supervised access to the internet during lessons. During these times, pupils will visit web sites, use search engines and send emails in the safety of a controlled environment. Pupils in Years 5 and 6 may be given tasks which require independent research work to be carried out. The school library is available for this at lunch times. Pupils are not supervised continuously at this time so, in order to allow internet access, please read and sign the attached agreement, which contains the guidelines for proper conduct. Be assured that no pupil's work will suffer adversely as a result of access being denied either by you or by the school.

Your child may, having taken part in certain school activities - for example trips, projects concerts etc, have the opportunity to appear in the school's web pages, newsletters, magazines or promotional publications. These may contain pictures, video clips as well as written work. In order for this to be made possible, it is also necessary to sign the media release form included with this policy document.

Please read and discuss this document with your child, ensuring that he/she understands the various sections. Finally you and your child must sign and return the document as soon as possible.

We look forward to continuing and extending our use of this educational resource.

Sincerely

M.C. Stott (Headteacher)
P. B. Ashley (Head of IT)

ACCEPTABLE USE POLICY

Networked internet access is available to staff and pupils in our school. In order to raise awareness of the potential hazards facing users and to encourage parental involvement, we are asking you to read carefully the attached documents. We would like all pupils and parents to read sign and return the agreement attached to this letter.

The staff at the Old Hall strongly believe in the educational value of such electronic services and recognises their potential to support the curriculum. Every effort will be made to provide quality experiences to pupils and teachers using this information service, however, inappropriate and/or illegal interaction with any information service is strictly prohibited.

Please read this document carefully. Listed below are the provisions of this agreement. If any pupil violates these provisions, access to the internet will be denied and the pupil may be subject to disciplinary action.

Terms And Conditions of This Agreement

1. Personal Responsibility

As a pupil of the Old Hall School, I will promise to report any misuse of the school network to a staff member. Misuse can take the forms of wilful physical damage, any message sent or received to indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and other issues described below.

2. Acceptable Use

The use of electronic services (i.e. the internet, e-mail etc) must be in support of education and research in accordance with the educational goals and objectives of Old Hall School.

- I will ask permission before using the internet.
- I will only use websites that an adult has chosen.
- I will tell an adult if we see anything I am uncomfortable with.
- I will immediately close any webpage I am not sure about.
- I will only e-mail people an adult has approved.
- I will send e-mails that are polite and friendly.
- I will never give out personal information or passwords.
- I will never arrange to meet anyone I don't know.
- I will not open e-mails sent by anyone we don't know.
- I will not use Internet chat rooms.

Accessing, copying or transmitting of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws.

- Accessing commercial sites run by for-profit organisations, for example Ebay etc, is generally not acceptable.

ACCEPTABLE USE POLICY

3. Privileges

The use of the internet and other electronic services is a privilege and inappropriate use will result in that privilege being withdrawn. Pupils with access to the internet will participate in a discussion with a member of the school staff as to proper behaviour and use of the facilities. Old Hall School staff will rule upon inappropriate use and may deny, revoke or suspend usage.

4. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette when writing e-mails. These rules include, but are not limited to the following:

- **BE POLITE.** Never send or encourage others to send abusive messages.
- **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of the school on a global public system. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **PRIVACY.** Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or any other pupils.
- **PASSWORD.** Do not reveal your password to anyone. If you think someone has obtained your password, contact a member of the IT department immediately.
- **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities
- **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the services by others.
- **OTHER CONSIDERATIONS:**
 - * Be brief. Few people will bother to read a long message. Proof read your message to ensure that it is error free and easy to understand.
 - * Remember that humour and satire are very often misinterpreted.
 - * Cite references for any facts that you present.
 - * Respect the rights and beliefs of others.

5. Services

Old Hall School makes no warranties of any kind whether expressed or implied, for the network service it is providing. Old Hall School will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the network or other information systems is at your own risk. Old Hall School specifically denies any responsibility for the accuracy of information obtained via its Internet services.

ACCEPTABLE USE POLICY

6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify a member of the IT staff at once. Never demonstrate the problem to another pupil. All use of the system must be under your own username and password unless specifically directed by a member of staff. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the system and be subject to disciplinary action.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading (or creation) of computer viruses, the wilful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage.

8. Online Ordering systems

It is strictly forbidden for pupils to use the internet for ordering goods or services regardless of their nature. In addition it is also forbidden for pupils to subscribe to any newsletter, catalogue or other form of correspondence via the internet, regardless of its nature.

9. Electronic Mail

Electronic mail (Email) is widely available via the internet. Pupils are only allowed to use the school email, whilst under supervision. Other email providers such as hotmail are forbidden and will be blocked. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This may include pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence. Disciplinary action will be taken in all cases. It is also forbidden to send large volume Emails (Spamming).

10. Chat Services and instant messaging

Pupils are not permitted to use any chat or messaging services available on the internet in school.

11. Mobile phones

Pupils are not allowed to bring mobiles to school.

12. Portable gaming devices

If pupils are given permission to bring portable games consoles to school, for example, PSPs, Nintendo DSs etc, they must hand them in to the teacher responsible at registration, or at the earliest possible opportunity, so that they can be safely stored until their supervised use.

Child's Name:

Media Release

Old Hall School may develop, participate in or be the subject of media and/or electronic based (Internet) presentations such as the school web site and events that highlight various educational activities that take place during the school year. These presentations/events are of two types:

- 1. Those developed by Old Hall staff and /or pupils which may include but are not limited to: videotapes, computer generated presentations which may include photographs and video clips, computer based productions transmitted via telecommunications, photographs, slide/tape presentations, web pages designed at school. These media based presentations may be used in: staff presentations, the school web site, parent programs, staff development activities, media festivals, public relations (newspaper articles, TV presentations etc.)
- 2. Those produced by commercial media for use in news or feature story presentations or articles. (Note: professional media presentations may require an additional release.)

As the parent/legal guardian of the above named child, I have the right to sign this release, granting The Old Hall School permission to use the pupil's name and photograph for:

	Yes	No
Internal Publications		
Newspaper		
Web site		

Please tick appropriate boxes

Your Name (Block Caps)

Form

Parent/Guardian signature

Date

Collaborative Internet Policy KG - Year 4

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action and the revocation of my privileges. I also agree to report any misuse of the system to a staff member.

As the parent or Guardian of ,I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, whilst access to the internet is filtered, it is impossible for Old Hall School to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the system to the school.

I hereby give my permission to Old Hall School to permit my child supervised access to electronic information services and I certify that the information given on this form is correct.

Pupil Name (Block Caps)..... Form

Parent/Guardian signature Pupil signature

Date.....

ICT IN THE CURRICULUM

Technology has transformed the entire process of teaching and learning at The Old Hall School. It is a crucial component of every academic subject, and is also taught as a subject in its own right. All of our classrooms are equipped with electronic whiteboards, projectors and computers. We have two ICT suites in the school and pupils in Years five and six may, with permission, use the machines in the library for private study.

All of our pupils are taught how to research on the internet and to evaluate sources. They are educated into the importance of evaluating the intellectual integrity of different sites, and why some apparently authoritative sites need to be treated with caution. Some sites that appear to be serious, impartial, historical sites, actually masquerade as sources of racist, homophobic, jihadist or other propaganda. Some free, on-line encyclopaedias do not evaluate or screen the material posted on them.

THE ROLE OF TECHNOLOGY IN OUR PUPILS' LIVES

Technology plays an enormously important part in the lives of all young people. Sophisticated games consoles, or PSPs (play stations portable), like Wiis and Nintendo DS, together with Bluetooth-enabled mobile phones provide unlimited access to the internet, to SMS messages, to blogging (web logging) services (like Twitter), to skype (video calls, via web cameras built into computers, phones and PSPs), to wikis (collaborative web pages), chat rooms social networking sites (such as Bebo, Facebook and MySpace) and video sharing sites (such as YouTube).

This communications revolution gives young people unrivalled opportunities. It also brings risks. It is an important part of our role at The Old Hall to teach our pupils how to stay safe in this environment and how to avoid making themselves vulnerable to a range of risks, including identity theft, bullying, harassment, grooming, stalking and abuse. They also need to learn how to avoid the risk of exposing themselves to subsequent embarrassment.

ROLE OF OUR TECHNICAL STAFF

With the explosion in technology, we recognise that blocking and barring sites is no longer adequate. We need to teach all of our pupils to understand why they need to behave responsibly if they are to protect themselves. This aspect is a role for our Child Protection Officer and our pastoral staff. Our technical staff have a key role in maintaining a safe technical infrastructure at the school and in keeping abreast with the rapid succession of technical developments. They are responsible for the security of our hardware system, our data and for training our teaching and administrative staff in the use of ICT. They monitor the use of the internet and emails and will report inappropriate usage to the pastoral staff.

ROLE OF OUR DESIGNATED TEACHER FOR SAFEGUARDING CHILDREN

We recognise that internet safety is a child protection and general safeguarding issue. Gareth Davies, our Designated Teacher (DT) has been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices. He works closely with the Local Safeguarding Children's Board (LSCB) and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of The Old Hall School. He will ensure that all year groups in the school are educated in the risks and the reasons why they need to behave responsibly online. It is his responsibility to handle allegations of misuse of the internet.

MISUSE. STATEMENT OF POLICY

We will not tolerate any illegal material, and will always report illegal activity to the police and/or the Local Child Safeguarding Board (LCSB). If we discover that a child or young person is at risk as a consequence of online activity, we may seek assistance from the Child Exploitation and Online Protection Unit (CEOP). We will impose a range of sanctions on any pupil who misuses technology to bully, harass or abuse another pupil in line with our anti-bullying policy.

INVOLVEMENT WITH PARENTS AND GUARDIANS

We seek to work closely with parents and guardians in promoting a culture of e-safety. We will always contact you if we have any worries about your son or daughter's behaviour in this area, and we hope that you will feel able to share any worries with us. We recognise that not all parents and guardians may feel equipped to protect their son or daughter when they use electronic equipment at home. We therefore provide parents with our Collaborative Internet Policy, which contains much advice, mirroring what their children are taught and provides a basis for family discussion on the practical steps that parents can take to minimise the potential dangers to their sons and daughters without curbing their natural enthusiasm and curiosity.

CHARTER FOR THE SAFE USE OF THE INTERNET AND ELECTRONIC DEVICES
AT THE OLD HALL SCHOOL

"Children and young people need to be empowered to keep themselves safe. This isn't just about a top-down approach. Children will be children -pushing boundaries and taking risks. At a public swimming pool we have gates, put up signs, have lifeguards and shallow ends; but we also teach children how to swim. "Dr Tanya Byron "Safer Children in a digital world: the report of the Byron Review".

E-safety is a whole school responsibility, and at The Old Hall School, the staff and pupils have adopted the following charter for the safe use of the internet inside the school:

Cyber bullying

- Cyber bullying is a particularly pernicious form of bullying, because it can be so pervasive and anonymous. There can be no safe haven for the victim, who can be targeted at any time or place. Our school's anti-bullying policy describes our preventative measures and the procedures that will be followed when we discover cases of bullying.
- Proper supervision of pupils plays an important part in creating a safe ICT environment at school; but everyone needs to learn how to stay safe outside the school.
- We value all of our pupils equally. It is part of the ethos of The Old Hall School to promote considerate behaviour, and to value diversity.
- Bullying and harassment in any form should always be reported to a member of staff. It is never the victim's fault, and he or she should not be afraid to come forward.

Treating Other Users with Respect

- We expect pupils to treat staff and each other online with the same standards of consideration and good manners as they would in the course of face to face contact. They should always follow the school's Rules and Regulations copies of which are sent to parents and are posted in classrooms.
- Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying policy is set out in the School Handbook. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.
- All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or worrying issue to a member of the pastoral staff.

Keeping the School Network Safe

- We adhere to the BECTA guidelines regarding E-teaching and the internet.
- Certain sites are blocked by our filtering system and our IT Department monitors pupils' use of the network.
- The IT Department monitors email traffic and blocks SPAM and certain attachments.
- We issue all pupils in Years Five and Six with their own personal school user ID. Access is via personal log in, which is password protected. We give guidance on the reasons for always logging off and for keeping all passwords securely.
- Access to sites such as "hotmail" is not allowed on the school's network.
- We have strong anti-virus protection on our network, which is operated by the IT Department.
- Any member of staff or pupil, who wishes to connect a removable device to the school's network, is asked to arrange in advance with the IT Department to check it for viruses.

Promoting Safe Use of Technology

Pupils of all ages are encouraged to make use of the excellent online resources that are available from sites such as:

- Childnet International www.childnet-int.org
- Digizen www.digizen.org.uk
- Cyber Mentors www.cybermentors.org.uk
- Cyber bullying www.cyberbullying.org
- E-Victims www.e-victims.org
- Bullying UK www.bullying.co.uk

They prepare their own models of good practice, which form the subject of presentations at Assemblies and discussion in the meetings of the School Council. They cover the different hazards on the internet, such as grooming, stalking, abuse, bullying, harassment and identity theft. Guidance covers topics such as saving yourself from future embarrassment, explaining that any blog or photograph posted onto the internet is there permanently. Anything that has been deleted may be cached in a search engine, company server or internet archive and cause embarrassment years later.

Safe Use of Personal Electronic Equipment

- Our guidance is that no one should put anything onto the web that they would not say to their grandmother!
- We offer guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Privacy is essential in the e-world.
- We give guidance on how to keep safe at home, by encrypting your home wireless network, not opening unknown attachments and reporting any illegal content. Similarly we cover how a mobile phone filter can be activated, and how to block nuisance callers.
- We do not allow the use of skype in school, but acknowledge that it is an invaluable tool for keeping in touch with relatives overseas. Pupils should beware of allowing strangers access, especially when using webcams.

Considerate Use of Electronic Equipment

- Mobile phones are not permitted in school or on trips.
- If pupils are given permission to bring portable games consoles to school, for example, PSPs, Nintendo DSs etc, they must hand them in to the teacher responsible at registration, or at the earliest possible opportunity, so that they can be safely stored until their supervised use.
- Staff may confiscate personal equipment that is being used during the school day until home time, when it will be given to the child's parent/guardian.
- Sanctions may be imposed on pupils who use their electronic equipment without permission.

We expect all pupils to adhere to this charter for the safe use of the internet. It is posted on the School Web Site and copies are given to all pupils and their parents, and we may impose sanctions for the misuse, or attempted misuse of the internet, mobile phones and other electronic devices.