

Kingsthorpe College

Scott Wade



Kingsthorpe
College

Acceptable Use Policy

Kingsthorpe College believes in the educational benefits of curriculum Internet use. The management recognises the dangers of Internet use and plans to ensure appropriate, effective and safe pupil use.

Students' safety is paramount. The Principal and governors revisit the policy regularly and ensure the issues are understood by all students and staff.

www.kingsthorpecollege.org.uk

<u>CONTENTS</u>	<u>Page</u>
Introduction	3
Core Principals of Internet Safety	3
The Importance of Internet Use	5
Evaluation of Internet Content	6
Management of Email	7
Management of Website Content	8
Restrictions on Chat sites	9
Virtual Learning Platform	10
The Management of Emerging Internet Applications	11
Authorisation of Internet Access	12
Risk Assessment	12
Filtering Management	13
Introduction of the Policy to Students	13
Maintenance of the ICT System	15
Complaints Process Regarding Internet Use	16
Parental Support	16
Code Of Conduct For Computer Use	17
Sample Letters to Parents	18
Sample Consent Form	19
References	20
Notes on the Legal Framework	22

Kingsthorpe College Internet Policy

Kingsthorpe College Internet Policy has been written by the college, based on college policy and government guidance. It has been agreed by the senior management and approved by governors. It will be reviewed annually.

Created by: Scott Wade
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Approved: Paul Moreton (Vice Principal)

The statutory curriculum requires students to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail. Computer skills are vital to access life-long learning and employment.

Core Principles of Internet Safety

The Kingsthorpe College Internet Policy is built on the following five core principles:

Guided educational use

Significant educational benefits should result from curriculum Internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Curriculum Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

Risk assessment

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they must learn to recognise and avoid these risks – to become “Internet Wise”. Colleges need to ensure that they are fully aware of the risks, perform risk assessments and implement a policy for Internet use. Students need to know how to cope if they come across inappropriate material.

Students may obtain Internet access in Youth Clubs, Libraries, public access points and in homes. Ideally a similar approach to risk assessment and Internet safety should be taken in all these locations, although risks do vary with the situation.

Responsibility

Internet safety depends on staff, colleges, governors, advisers, parents and, where appropriate, the students themselves taking responsibility for the use of Internet and other communication technologies such as phones. The balance between educating students to take a responsible approach and the use of regulation and technical solutions must be judged carefully.

Regulation

The use of a finite and expensive resource, which brings with it the possibility of misuse, requires regulation. In some cases, access within colleges must simply be denied, for instance un-moderated chat rooms present immediate dangers and are usually banned. Fair rules, clarified by discussion and prominently displayed at the point of access will help students make responsible decisions.

Appropriate strategies

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding students towards educational activities. Strategies must be selected to suit the college situation and their effectiveness monitored. There are no straightforward or totally effective solutions and staff, parents and the students themselves must remain vigilant.

The importance of Internet use

The purpose of Internet use in college is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the college's management information and administration systems.

Benefits of the Internet to education

Benefits of using the Internet in education include:

- Access to world-wide educational resource;
- Educational and cultural exchanges between students world-wide;
- Access to experts in many fields for students and staff;
- Staff professional development through access to national developments, educational materials and good curriculum practice;

Using the Internet to enhance learning

- Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of students.
- Staff guide students in on-line activities that will support the learning outcomes planned for the students' age and maturity.
- Students are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Evaluation of Internet content

Students are encouraged to report any material that they find distasteful, uncomfortable or threatening to the Network Manager Rob Green who will report the URL to EMBC the colleges Internet provider, which will result in that site being added to the blocked list.

Students judge material and are encouraged to select that which is relevant to their needs. Students are taught research techniques including the use of subject catalogues and search engines and encouraged to question the validity, currency and origins of information. Looking for the author's name, date of revision and whether others link to the site is a start. Students are also encouraged to use alternative sources of information for comparison purposes. Effective guided use reduces the opportunity students have for exploring unsavoury areas.

Access to sensitive sites are sometimes required for the duration of a specific educational activity by supervised students of older age groups e.g.6th Form students However these students are supervised at all times by a responsible adult.

Respect for copyright and intellectual property rights, and the correct usage of published material is taught.

- If staff or students discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the Network Manager
- Students are encouraged to be critically aware of the materials they read and are taught how to validate information before accepting its accuracy.
- Students are encouraged to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- Students are taught to question the reliability of material published on the Internet.
- Students are encouraged to notify staff if they witness any undesirable material which in turn is reported to the Network Manager.

Management of Email

The College encourages the use of e-mail as an essential means of communication for both staff and students. Directed e-mail brings significant educational benefits and interesting projects.

E-mail is not considered private and the college reserves the right to monitor e-mail.

Students are not allowed to email other students due to restrictions. Students can however email staff.

- Students may only use approved e-mail accounts on the college system.
- Students must immediately tell a teacher if they receive offensive e-mail.
- Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Access in college to external personal e-mail accounts is blocked.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on college headed paper.
- The forwarding of chain letters is not permitted.
- Students cannot email fellow students.
- Students are positively encouraged to email work to teaching staff.
- Staff can use the college email system at home.

Management of Website content

The college website has been designed by INCO Systems. The website is protected by copyright. The security of staff and students is a priority. The publishing of students' names or class name with large photographs of students is not permitted.

Photographs of students are not published without the parent's or carer's written permission.

- The point of contact on the Web site is the college address, college e-mail and telephone number. Staff or students' home information is not published.
- Web site photographs that include students are selected carefully and does not enable individual students to be clearly identified.
- Students' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of students are published on the college Web site.
- The principal takes overall editorial responsibility and ensures that content is accurate and appropriate.
- The Web site complies with the college's guidelines for publications.
- The copyright of all material is held by the college, or be attributed to the owner where permission to reproduce has been obtained.
- The college website is DDA compliant.
- The website is updated on a regular basis in liaison with all staff.

Restrictions on Chat Sites

Chat sites are banned by the college filtering system, their use by students outside college is beyond the colleges control. The college encourages parents to take a supervisory role if their child logs onto a chat site. Parents need to keep aware of developments and advising their children of the dangers of using chat sites.

The Childnet International site www.chatdanger.com has useful advice for students.

- Students are not allowed access to public or unregulated chat rooms.
- Students should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.
- A risk assessment will be carried out before students are allowed to use a new technology in college.
- Students are taught the dangers of accessing un-moderated chat sites from home.
- Students in year 7 are given a series of lessons on the dangers of using the Internet including the dangers of chat sites and giving out personal information to strangers.

Virtual Learning Platform

The learning platform provides a wealth of opportunity for both adults and students within and beyond the college to:

- access resources via the National Education Network (NEN) which extends regionally to support schools
- collaborate and share work via web cams and uploading
- ask questions
- debate issues
- dialogue with peers
- dialogue with family members or carers
- access resources in real time
- access other people and cultures in real time
- develop an on-line community

The tools available for use within the learning platform for adults and students include:

- Internet access
- E-mail
- Video-conferencing
- Weblogs (on-line diaries)
- Wikis (on-line encyclopaedia or dictionary)
- Instant Messaging
- An on-line personal space for adapting as a user to:
 - upload work
 - access calendars and diaries

Students use their login and password to access the internet via the learning platform so that the level of filtering is the same as the restrictions on the network at the Becta recommended level.

Staff have the responsibility to ensure that students are not bypassing the login to the learning platform so that they are protected to the best of the college's ability.

The management of emerging Internet applications

Students are not permitted to use mobile phones during lessons and therefore are not permitted to use the camera function or text messaging.

The inclusion of inappropriate language or graphical icons within text messages is difficult for staff to detect. Students are constantly reminded that such usage is both inappropriate and conflicts with college policy. Abusive text messages come under the college bullying policy.

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in college is allowed.
- Mobile phones will not be used during lessons or formal college time. The sending of abusive or inappropriate text messages is forbidden.
- Students seen using their mobile phones in lessons will have them confiscated and held by the office until a parent/guardian can collect it.
- The taking of photos using mobile phones is not permitted and any student seen doing this will be punished under the college behaviour system.

Authorisation of Internet access

The college allocates Internet access for staff and students on the basis of educational need. All students are granted access to the Internet when their parents have signed the Internet Agreement form in their planners. Until this has been checked the students Internet access will be disconnected.

Any students who misuse the Internet will have their access restricted for a specific duration.

The college keeps a record of all staff and students who are granted Internet access. The record is kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

- Parents are informed that students will be provided with supervised Internet access in their student planner which must be signed by both the parent and the student.
- Students must apply for Internet access individually by agreeing to abide by the Responsible Internet Use statement in their planners.
- Parents are asked to sign and return a consent form in their child's planner at the beginning of each academic year.
- Students are taught the risks of using the Internet.

Risk Assessment

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The college will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a college computer. Neither the college nor KCC can accept liability for the material accessed, or any consequences of Internet access.

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Principal will ensure that the Internet policy is implemented and compliance with the policy monitored.

Filtering Management

Levels of access and supervision will vary according to the pupil's age and experience. Internet access must be appropriate for all members of the college community from youngest pupil to staff. Older secondary students, as part of a supervised project, might need to access adult materials; for instance a course text or set novel might include references to sexuality. Teachers might need to research areas including drugs, medical conditions, bullying, racism or harassment. In such cases, legitimate use should be recognised and restrictions removed temporarily.

The technical strategies developed to restrict access to inappropriate material in Kingsthorpe College are as follows: (commonly described as filtering):

- **Blocking strategies** prevent access to a list of unsuitable sites or newsgroups. Maintenance of the blocking list is a major task as new sites appear every day.
- **Internet Allowed List** provides access only to a list of approved sites. An allow list inevitably restrict students' access to a narrow range of information.
- Staff and 6th form students are removed from the Internet Allowed List as these two groups need greater access to materials with adult content.

Despite careful design, filtering systems cannot be completely effective due to the speed of change of Web content. Filtering is performed by EMBC the college's internet provider.

- The college works in partnership with parents, the LEA, DfES and EMBC to ensure systems to protect students are reviewed and improved.
- If staff or students discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the network manager.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Introduction of the policy to students

The college Internet Policy is discussed with all students on a regular basis, Students are reminded of the rules at the point of Internet use.

- Rules for Internet access are posted in all rooms where computers are used.
- Students will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible Internet use will be included at the start of Year 7 in the students ICT lessons covering both college and home use.
- Students are taught the dangers of Internet use both in college and at home.

Staff consultation

All staff are aware of the college policy on Internet and Email use. This is visible in the staff handbook and in the ICT Faculty handbook.

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in college.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the College Internet Policy, and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures are supervised by senior management.
- Staff development in safe and responsible Internet use, and on the college Internet policy will be provided as required.
- Staff are encouraged to pass on the dangers of using the Internet to all students in their care.

Maintenance of the ICT security system

The security of the whole system is frequently reviewed by the Network Manager, from user practice to Internet service provider.

The Internet is a connection to the outside world that could compromise system performance or threaten user or system security. The downloading of large files such as video and MP3 can compromise system performance. As a result students are not permitted by software restrictions to download any files.

- The college ICT systems will be reviewed regularly with regard to security.
- Virus protection will be installed and updated regularly.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Use of portable media such as, memory sticks and CD-ROMs will be reviewed. Portable media may not be brought into college without specific permission and a virus check.
- Unapproved system utilities and executable files will not be allowed in students' work areas or attached to e-mail.
- Files held on the college's network will be regularly checked.
- The Network manager will ensure that the system has the capacity to take increased traffic caused by Internet use.

Complaints process regarding Internet use

Parents and teachers are required to report incidents. Prompt action is required if a complaint is made. Complaints of a child protection nature must be dealt with in accordance with LEA/KCPC child protection procedures.

- Responsibility for handling incidents will be delegated to a senior member of staff.
- Any complaint about staff misuse must be referred to the Principal.
- Students and parents will be informed of the complaints procedure.
- Parents and students will need to work in partnership with staff to resolve issues.
- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
 - interview/counselling by head of house;
 - informing parents or carers;
- After college/lunchtime detentions
 - removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system, including examination coursework.
- Permanent removal of Internet or computer access.

Parental support

- Parents' attention will be drawn to the College Internet Policy in newsletters, the college brochure, student planners and on the college Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.
- Interested parents will be referred to organisations such as PIN, Parents Online and NCH Action for Children.



Code of Conduct For Computer Use

Rules for Staff and Students

Do,s

- We will only use our own username and password to log on, which we will keep secret.
- We will only email people we know, or when the teacher has given permission to do so.
- The email messages that we send will be polite and will be related to college work or homework.
- We will respect Copyright on websites and if we use words or pictures from the Internet we will name the source.

Dont's

- We will not use the network computers unsupervised and we will ask permission from a member of staff before using the Internet.
- We will not bring USB pens into a computer room, or load them into any computer without having them checked for viruses by the ICT technicians.
- We will not download runnable programs (.exe files) from the Internet or bring them in on USB pens because of the risk of viruses.
- We will not use anyone else's username, password or mailbox, nor will we access any other student's files.
- We will not give our name, home address or telephone number or anything else that could identify us on the Internet or on e-mail, or arrange to meet anyone at any time we have talked to on the Internet.

We understand that staff will check computer files and the Internet sites we visit from time to time and they may also monitor us as we use the computers.

Failure to comply with these rules incurs "Consequences" under the Stamp system. Inappropriate use of the Internet may result in a temporary Internet access ban.



Sample Letter to Parents

1 July 2007

Dear Parents

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Kingsthorpe College is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for students as they grow up in the modern world.

Although there are concerns about students having access to undesirable materials, we have taken positive steps to reduce this risk in college. The ISP operates a filtering system, in line with the LEA requirements, which restricts access to inappropriate websites, students are also supervised when using computers.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the College cannot be held responsible for the nature or content of materials accessed through the Internet. The College will not be liable for any damages arising from your child's use of the Internet facilities.

Please would you read the Code of Conduct for Computer Use in your child's planner and sign the consent form so that your child may use the Internet at college.

Should you wish to discuss any aspect of Internet use please feel free to contact me to arrange an appointment.

Yours sincerely

Mrs J Long
Principal

Sample Consent Form

Kingsthorpe College Responsible Internet Use Please read and sign	
Student:	Form:
Student Agreement I agree to comply with the college rules on the Responsible use of Computers. I will use the college network in a responsible way and I have had the sanctions for breaking these rules explained to me.	
Student Signature:	Date:
Parent As the parent or legal guardian of the above student I grant permission for my son/daughter to use the internet and Email. I understand that students will be held for their actions and that the rules and sanctions have been explained to all students. I understand that whilst every reasonable endeavour is made to ensure that suitable precautions are taken, the college nor the LEA can guarantee that students do not see undesirable material.	
Signed:	Date:
Please print name:	
Parent's Consent for Web Publication of Work and Photographs I agree that, if selected, my son/daughter's work may be published on the college Web site. I also agree that photographs that include my son/daughter may be published subject to the college rules that photographs will not clearly identify individuals and that full names will not be used.	
Signed:	Date:

References

Particularly for Parents and Children

National Action for Children (NCH)

Parents Guide on Internet usage

www.nchafc.org.uk/itok/

Bullying Online

Advice for children, parents and colleges

www.bullying.co.uk

FKBKO - For Kids By Kids Online

Excellent Internet savvy for kids; KS1 to KS3

www.fkbko.co.uk

Parents Information Network (PIN)

Comprehensive guidelines on Internet safety

www.pin.org.uk

Parents Online www.parentsonline.gov.uk/2003/parents/safety/index.html

Interactive learning and safety advice, excellent presentation for parents.

Kidsmart

An Internet safety site from Childnet, with low-cost leaflets for parents.

www.kidsmart.org.uk

Think U Know?

Home Office site for students and parents explaining Internet dangers and how to stay in control.

www.thinkuknow.co.uk/

Family Guide Book (DfES recommended

Information for parents, teachers and students

www.familyguidebook.com

NCH Action for Children

Expert advice for children, young people and parents.

www.nchafc.org.uk

Safekids

Family guide to making Internet safe, fun and productive

www.safekids.com

Particularly for Colleges

Associations of Co-ordinators of IT (ACITT)

Acceptable use policy for the Internet in UK Colleges, original straightforward text.

www.g2fl.greenwich.gov.uk/acitt/resources/assoc/aup97.doc

NAACE / BCS

(publications section)

www.naace.org

A guide for colleges prepared by the BCS Colleges Committee and the National Association of Advisers for Computer Education (NAACE)

DfES Superhighway Safety

<http://safety.ngfl.gov.uk>

Essential reading, both Web site and free information pack. Telephone: 0845 6022260

KS2 Internet Proficiency Scheme

www.becta.org.uk/corporate/corporate.cfm?section=8&id=2758

A Becta, DFES and QCA pack to help teachers educate children on staying safe on the internet

Internet Watch Foundation -

www.iwf.org.uk

Invites users to report illegal Web sites

Data Protection

www.informationcommissioner.gov.uk/

New Web site from the Information Commissioner

Kent Web Skills Project

www.kented.org.uk/ngfl/webskills/

Discussion of the research process and how the Web is best used in projects.

Click Thinking: Scottish Education Department www.scotland.gov.uk/clickthinking

Comprehensive safety advice

Kent ICT Security Policy

www.kent.gov.uk/eis (broadband link)

An overview of the need to secure networks with Internet access.

Copyright

www.templetons.com/brad/copymyths.html

Irreverent but useful coverage of the main aspects of copyright of digital materials, US-based.

Internet Users Guide

www.terena.nl/library/gnrt/

A guide to network resource tools, a book (ISBN 0-201-61905-9) or free on the Web.

Alan November – The Grammar of the Internet www.edrenplanners.com/infolit/

Article explaining how to evaluate Web sites and information

DotSafe – European Internet Safety Project

<http://dotsafe.eun.org/>

A comprehensive site with a wide range of ideas and resources, some based on Kent work.

Cybercafe http://www.gridclub.com/home_page/hot_headlines/cyber.shtml

Internet proficiency through online games for KS2, with a free teacher's pack.

- www.parentscentre.gov.uk (for parents/carers)
- www.ceop.co.uk (for parents)
- www.netsmartkids.org (5 – 17)
- www.kidsmartorg.uk – (all under 11)

- www.thinkuknow.co.uk (for Yr 6 + and a section for parents)
- www.phonebrain.org.uk (for Yr 5 – 8)
- www.bbc.co.uk/dongaltherabbit (for Yr 3/4)
- www.hectorsworld.com (for FS, Yr 1 and 2)

Notes on the legal framework

The Computer Misuse Act 1990 makes it a criminal offence to gain access to a computer without permission. The motivation could be the technical challenge, data theft or to damage the system or data. The Rules for Responsible Internet Use remind users of the ownership of the college computer system.

Monitoring of data on a college network could contravene Article 8 of the European Convention of Human Rights and Fundamental Freedoms, e.g. the right to respect for private and family life, which is protected by the Human Rights Act 1998. The Telecommunications (Lawful Practice) (Interception of Communications) Regulations 2000 also limit monitoring. The 2000 Regulations apply to all forms of electronic monitoring and interception irrespective of whether the material monitored is generated by private use or in the course of the college's day to day activities.

A college may only monitor authorised private use of a computer system if it can justify monitoring on the basis that it is lawful, necessary and in the interests of amongst other things, the protection of health or morals or for the protection of the rights and freedoms of others. Colleges should ensure that the monitoring is not out of proportion to the harm that could be done if the monitoring did not take place.

Colleges could start by banning private use of a college's computer system, but then allow private use following application to the head teacher. The Rules for Responsible Internet Use, which every user must agree to, contain a paragraph that should ensure users are aware that the college is monitoring Internet use.

In order to defend claims that it has breached either the 2000 Regulations or the Human Rights Act 1998, a college should devise procedures for monitoring, ensure monitoring is supervised by a senior manager and maintain a log of that monitoring.

The following legislation is also relevant:

Data Protection Act 1984/98 concerns data on individual people held on computer files and its use and protection.

Copyright, Design and Patents Act 1988 makes it an offence to use unlicensed software

The Telecommunications Act 1984 Section 43 makes it an offence to send offensive or indecent materials over the public telecommunications system.

Protection of Children Act 1978

Obscene Publications Act 1959 and 1964 defines "obscene" and related offences.

References:

Brief introduction to dangers and legal aspects of the Internet.

www.bbc.co.uk/webwise/basics/user_01.shtml

List of useful law resources; see copyright and Internet sections.

<http://link.bubl.ac.uk/law>

HMSO: Full text of all UK legislation and purchase of paper copies.
www.legislation.hmso.gov.uk