# Wester Hailes High School

# Internet Use Policy

"To enable all schools and local authorities to develop an ethos of digital citizenship that leads to safe and responsible use of mobile technology. This will encourage schools to positively embrace mobile technology to enhance learning now and, in the future, whilst helping them protect staff, children and young people from possible harmful consequences of misuse."

- *Scottish Government*

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**Core Principles of Internet Safety**

Guided educational use
Risk assessment
Responsibility
Regulation
Appropriate strategies

1.The Importance of the Internet
2. Use of the internet will benefit education
3. The management of pupil access to the Internet
4. Internet use will enhance learning
5. How email will be managed
6. How will publishing on the Web be managed?
7. Newsgroups, chatrooms and forums
8. Internet access
9. Risk assessment
10. Filtering
11. The policy and pupils
12. The policy and staff
13. School-held data
14. ICT Security
15. Complaints
16. Parental Support
17. E Safety
18. Staff Training

Rules for Staff and Pupils
Letter to Parents/Carers: Acceptable ICT Use

**Principles of Internet Safety**
This policy is to help to ensure responsible use of the Internet and the safety of pupils.   It covers access to the internet by any device and the use of social media.

Guided educational use
Curriculum Internet use should be planned, task-orientated and educational within a regulated and managed environment.

Risk assessment
The school has a responsibility to protect children and young people from the risks of Internet use alongside teaching them to become "Internet wise".

Responsibility
The balance between educating pupils to take a responsible approach and the use of regulation and technical solutions must be judged carefully.

Regulation
Fair rules, clarified by discussion, prominently displayed at the point of access will promote responsible pupil use of ICT.

Appropriate strategies
Strategies must be developed to suit the school situation and their effectiveness monitored.

## 1. The Importance of the Internet

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

The school has a statutory duty to provide pupils with good quality Internet access as part of their learning experience.

## 2. Use of the internet will benefit education by facilitating

- access to world-wide educational resources including museums and art galleries.
- educational and cultural exchanges between pupils world-wide.
- cultural, vocational, social and leisure use in libraries, clubs and at home.
- access to experts in many fields for pupils and staff.
- staff professional development through access to national developments, educational materials and good curriculum practice.
- communication with support services, professional associations and colleagues.
- improved access to technical support including remote management of networks.
- exchange of curriculum and administration data.
- mentoring of pupils and provide peer support for them and teachers.

## 3. The management of pupil access to the Internet

The school internet access will:
- Be planned to enrich and extend learning.
- Be designed for pupil use at an appropriate level.
- Include filtering appropriate to the age of the pupils.
- Comply with copyright law.
- Provide appropriate support for staff.

## 4. Internet Use will enhance learning

Pupils will be taught:
- The appropriate and acceptable use of the Internet.
- The skills of knowledge location, retrieval and evaluation.
- Ways to validate information.
- To acknowledge the source of information.
- To be wary of claims made in emails and on Web pages.
- To inform a teacher if they encounter material that makes them feel uncomfortable.

## 5. How e-mail will be managed

Staff and pupils will be required:
- To use email in school only for educational purposes.
- To use only approved email accounts on the school system.
- To sign the Acceptable ICT Use Agreement.
- Not to reveal details about themselves or others in email communications, including addresses, telephone numbers, mobile numbers or arrange to meet anyone.
- Not to forward chain letters, use chat rooms or social networking websites.
- To tell a member of staff or line manager if they receive offensive, abusive or bullying emails.
- To be aware that in-coming emails will be regarded as "public".   Received email may be examined could, for example, be used as evidence in disciplinary procedures.   Pupils, and in some circumstances staff, may be asked to show the contents of their email as part of an investigation.

## 6. How will publishing on the Web be managed?

The Website will:
- Be managed by an editor, who will ensure the content is accurate, the quality of presentation is maintained and complies with the school's guidelines for publications.
- Reflect the diversity of the audience
- Contain the author's own work or work reproduced with the permission of the copyright owner and acknowledged.
- Not contain home information of individual emails.
- Include photographs only with the written permission of parents or carers.

**7. Newsgroups, chatrooms and forums**

Newsgroups, chatrooms and forums will not be available to pupils unless all of the following apply.
- An educational requirement for their use has been demonstrated.
- A risk assessment has been carried out, and pupils have been made aware of the risks.
- Clear rules have been laid down and pupil use is supervised.

**8. Internet access**

- Staff and pupils must agree in writing to abide by the relevant Acceptable ICT Use Agreement.
- Parents or carers will be asked to sign and return a consent form.
- The school may exercise its right to monitor the use of the school's computer systems & devices, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

**9. Risk Assessment**

- The school will take all reasonable precautions to ensure users only access appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee unsuitable material will never appear on a school computer. The school therefore cannot 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.
- Staff, parents, and advisers will work to ensure that every reasonable measure is being taken.
- The Headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

**10. Filtering**

- The school will work in partnership with parents, City of Edinburgh Council, CGI and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the ICT Technician.
- Senior staff will ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be referred to City of Edinburgh Council/CGI.
- Filtering strategies will be selected by the school, in discussion with the filtering provider (City of Edinburgh Council, CGI), where appropriate.   The filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

## 11. The policy and pupils

- Rules for Internet access will be posted in all rooms where computers are used.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use will precede Internet access.
- Pupils will accept the policy by signing the Acceptable ICT Use Agreement.

## 12. The policy and staff

- All staff must sign the Acceptable ICT Use Agreement.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff development in safe and responsible Internet use, and on the school Internet policy will be provided as required.

## 13. School-held data

- Staff must ensure that personal data (such as data held on the administration system) is kept secure and is used appropriately.   Personal data can only be taken out of school or accessed remotely when authorised by the Headteacher and with appropriate levels of security in place.

- Images of pupils or staff will only be taken, stored and used for professional purposes in line with data protection policy and with written consent of parents, carer or staff member.   Images will not be distributed outside the school network without the permission of the parent, carer, staff member or Headteacher in line with data security policy.

## 14. ICT security

- The school 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.
- Portable media should be avoided being used as much as possible due to security risks. It is acknowledged that this is not always possible.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.
- The WES-ICT Team will monitor the system/network to check it has the capacity to take increased traffic caused by Internet and iPad use.

## 15. Complaints

- Responsibility for handling complaints will be delegated to a senior member of staff who will be identified to staff and pupils.
- Any complaint about staff misuse must be referred to the Headteacher.
- Pupils and parents will be informed of the complaints procedure.
- The law may require the school to contact the police.
- Sanctions available include removal of Internet access or computer access for a period of time.

## 16. Parental support

- Parents' attention will be drawn to the School Internet Policy in newsletters, the school brochure and on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.

## 17. E Safety

The school is preparing a comprehensive E-safety guide which will be published in school and be available on line. It is envisaged e-safety will be promoted by:

- Pupil ICT Champions and Wardens.
- Information sessions for new parents, staff and pupils.
- Assemblies.
- PSCHE and other lessons.

## 18. Staff Training

- A comprehensive staff ICT training programme will be established within school.
- The training programme will consist of a wide range of short drop in sessions focussing on all aspects of ICT from the MIS system through to teaching and learning resources.
- Key staff will lead these training sessions including staff sharing good practice.

# Wester Hailes High School

***Notice to be displayed in every room where ICT is available***

Wester Hailes High School: Acceptable ICT Use

Rules for Staff and Pupils

The computer system is owned by the school. The Acceptable ICT Use Agreement helps protect pupils, staff, and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of Internet access.

- Network access must be made via the user's authorised account and password, which must not be given to any other person.

- School computer and Internet use must be appropriate to the pupil's education and to staff professional activity (also see below).

- Copyright and intellectual property rights must be respected.

- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.

- Users are responsible for e-mail and attachments they send and for contacts made.

- Anonymous messages and chain letters are not permitted.

- The use of chat rooms, unless authorised by a teacher, is not allowed.

- Staff may use the school ICT systems outside of their working hours for private purposes, but not to gain access to inappropriate sites.

- Use for personal financial gain, gambling, political purposes, or advertising is not permitted.

- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.

The school may exercise its right to monitor the use of the school's computer systems and network, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

**Wester Hailes High School**

*Letter to be sent to parents and carers*

Dear Parents/Carers

**Acceptable ICT Use**

As part of your child's curriculum and the development of ICT skills, Wester Hailes High School provides 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 children as they grow up in the modern world.   Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may continue to use Internet at school.

Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issues further.

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

Should you wish to discuss any aspect of Internet use, please contact the School to arrange an appointment.

Yours sincerely

NAME
Headteacher