



## St Mark's C of E Academy Policy

<b>Policy Title</b>	ICT AND INTERNET ACCESS POLICY	<b>Version No</b>	1
<b>Rationale</b>	<p>St Mark's Church of England Academy recognises the critical role that good access to ICT facilities plays in the academy's aim of providing an outstanding education for its students. The academy will therefore allow all students, teachers, support staff and any other relevant members of the academy community appropriate access to ICT facilities, including the internet.</p>		
<b>Policy Statement</b>	<p>All such access to ICT facilities and the internet must be in support of educational activities and appropriate to the aims of the academy. The aims of this policy and agreements is to ensure that a</p> <p>All students and staff are clear about what constitutes appropriate use of ICT and the internet, especially within the academy and when using academy ICT resources, and that staff and students have confirmed that they will make appropriate use of such ICT facilities, including the internet, and are aware of the possible consequences of inappropriate use, which could include temporary or permanent loss of access to ICT facilities, or even result in serious disciplinary action being taken.</p> <p>All students and staff who access the internet from the academy site, or using academy ICT resources when off site, must be aware that they are responsible for everything that takes place on their computers and that all activity, including use of the internet, may be logged.</p> <p><b>Benefits</b></p> <p>Access to the internet and email will enable students and staff to:</p> <ul style="list-style-type: none"> <li>• Explore exclusive sources of information to enhance the educational experience</li> <li>• Exchange personal communication with other internet users around the world</li> <li>• Extend the curriculum and be included in initiatives relevant to their education and take part in global educational projects</li> <li>• Keep abreast of news and current events</li> <li>• Take part in live discussions and other events</li> <li>• Make links with experts</li> <li>• Publish and display work via websites</li> <li>• Access curriculum resources and exchange work with staff and other</li> </ul>		

students through the development of an academy virtual learning environment (VLE)

### **Effective use**

Internet access will be planned to enrich and extend learning. Students will make best use of the internet if:

- They have been given clear objectives for using the internet
- They have been educated in responsible and effective internet use
- They are supervised when appropriate
- They are encouraged to evaluate sources and discriminate between valid and inappropriate materials
- They know how to copy, save and edit material from the internet without infringing copyright and data protection

### **Safety and reporting misuse**

Internet access from the academy site is filtered and monitored. Access to inappropriate websites will be blocked, either on a website by website basis or by blocking inappropriate key words or phrases. Internet activity on the academy site is monitored and logged and academy ICT equipment used off site will be checked for inappropriate use on its return.

It is ultimately the responsibility of staff to ensure that they set and convey appropriate standards for ICT and internet use. Staff and students should be aware at all times of the potential consequences of inappropriate use of the internet, which could include loss of access to academy ICT facilities, disciplinary action and, in extreme cases where misuse could constitute a criminal offence (for example, an incident of cyber-bullying or using access extreme pornography) will be reported to the appropriate police authority.

Any student who suspects misuse of the internet or ICT facilities must report this to their form tutor or classroom teacher in the first instance. Any member or staff who suspects misuse of the internet or ICT facilities must report this to their line manager in the first instance. Any serious or potentially illegal misuse of the internet or ICT facilities such as accessing pornography, cyber-bullying and on site use of internet and academy ICT facilities for personal financial gain, must be reported to the principal, or, in the case of misuse by the principal, to the chair or governors. If a child protection issue is suspected, a report should also be made to the designated child protection officer.

### **Personal security guidelines - students**

- Students should never reveal personal information, either their own or others, such as home address, mobile and home telephone numbers and personal e-mail address. Students should only give their full name (first and family name) if they are confident that the internet site is a legitimate site that is relevant to their learning; if in doubt they

should consult their classroom teacher or other member of staff for advice.

- Students must not share passwords as this may allow others to misuse your accounts. If you suspect that someone else knows your password, you should ask your form tutor or classroom teacher to arrange for your password to be changed.
- Student must always log off when they finish using a computer. Never leave a computer unattended when you are logged on.
- Students must not download photographs of themselves or other students on to emails or websites unless their parent or carer has given permission to do so. Individual students should not be identifiable by name from such images. If in doubt, consult your class teacher or other member of staff for advice.
- Students should never arrange to meet anyone that they have made contact with online without discussing this with their parent or carer first. Students must always be aware that the author of an email or other internet material may not be who they say they are.
- Students must always report any inappropriate internet content or email messages to their class teacher or other member of staff. Away from the academy they should report such materials to their parent or carer.
- Students must not take part in any activity that could be interpreted as cyber-bullying. This could include offensive email messages, use of sexist, racist or homophobic language or posting offensive emails. Students should also remember that once you have sent an email or posted a comment or image on a website they lose control of this material and it becomes open to misuse by others.
- Students are reminded that misuse of the academy's ICT facilities or internet to access inappropriate materials or for personal financial gain could result in disciplinary action being taken, including loss of access to ICT facilities, a verbal or written warning, a letter or phone call home to parents, detention or even exclusion.
- Students must be aware of examination board rules and regulations regarding plagiarism and not infringe copyright on any materials that they download from the internet.

#### **Personal security guidelines – staff**

- Staff are advised to use their academy email address for professional use and avoid using it for personal use in order to avoid accusations of misuse of academy ICT facilities
- Staff should take care when sharing personal information; your home address, personal telephone numbers and email addresses should be given with care.
- Staff must never allow others to use their accounts and should not reveal their password to others. If you suspect that someone else knows your account details or passwords please see the network manager to have these changed.
- Staff must always log off or lock their computer when they finish

working. Please do not ever leave a computer unattended while you are logged on.

- The academy network, especially SIMS, can allow staff to have access to confidential information about students and staff. Staff must ensure that such information remains confidential at all times.
- Staff must not use academy ICT facilities to access inappropriate internet content or for personal financial gain.
- Staff must be aware of copyright and ownership when they copy or download materials from the internet.
- Staff must not send photographs of students as email attachments or post photographs of students on websites unless they have permission to do this from students' parents or carers and the permission of the academy's senior leadership team. No student should be identifiable by name. All materials must represent the academy in an appropriate way.
- Staff are reminded that misuse of the academy's ICT facilities or internet to access inappropriate materials or for personal financial gain could result in disciplinary action being taken, including loss of access to ICT facilities, a verbal or written warning, suspension or dismissal according to academy policy. Extreme cases of misuse and all illegal activity will be reported to the police authorities.
- Staff have a duty to report all suspected misuse. This should be to their line manager in the first instance. Extreme misuse must always be reported to the principal, or, in the case of the principal, to the chair of governors. Any possible child protection issues must also be reported to the designated child protection officer.

#### **Links to the Anti-Bullying and Behaviour for Learning policies**

Students and staff are reminded that the guidelines and expectations for good conduct in and around the academy that are set out in these policies also apply to use of the academy's ICT facilities and the internet.

#### **Student email accounts**

From September 2009 all students will be issued with a London Grid for Learning (lgfl) email address and account. This account conforms with BECTA guidelines by ensuring students' anonymity. All other academy email accounts for students will cease to operate at this time.

#### **Parental support**

Students could potentially have unsupervised internet access at home or at other locations away from the academy. All parents or carers should be aware of the concerns and benefits of internet use. Parents and carers are invited to contact the academy at any time for advice on safe use of the internet. The academy will also provide information for parents and carers, for example, through talks on internet safety.

## **Usage rules and guidelines**

### **Privacy**

The academy will access student and staff academy accounts and may review documents and log files in order to ensure that inappropriate use is not taking place. Academy equipment such as laptops will be checked on return to ensure that it has been used appropriately.

### **Software**

Students and staff must not download, load or install software, shareware or freeware, or load any such software from USB pens without first consulting and obtaining permission from the network manager. All software installed must have an appropriate, current licence.

### **Sharing files**

Students and staff must not copy other's work or intrude in to other's files without permission. Please be aware of copyright when copying or downloading any materials from the internet or CD ROMs.

### **Back up**

The academy network is backed up daily by the network manager and ICT support team. Students and staff are also encouraged to make back up files for their work.

### **Purchasing hardware and software**

The network manager should always be consulted before any hardware or software is purchased to ensure that it is compatible with the academy network. Failure to do so may prevent this hardware or software from being installed on the network.

### **Virus protection**

The academy network is protected by anti-virus software. We recommend that all students and staff ensure that any personal ICT equipment is also protected by anti-virus software. It is also preferable that any media such as USB pens or CD ROMs brought in to the academy are also scanned for viruses before they are used on academy equipment. Care should also be taken when opening emails or attachments; please see the network manager before opening any dubious email or attachment.

The network manager can advise about ensuring adequate virus protection outside the academy.

### **Inappropriate materials or language, chat rooms and computer games**

Abusive or impolite materials or language should not be used to communicate nor should such materials be accessed which are not in line with the academy

Behaviour for Learning policy, Anti-Bullying Policy or Student Code of Conduct. A good rule is never to view, send or access materials which you would not want other students, staff or parents to see. If encountered, such materials should be immediately reported in accordance with this policy.

Students and staff should not access chat rooms from the academy site unless such chat rooms have an educational purpose and, in the case of students, they have been directed to do so by a teacher or other supervising adult.

It is not appropriate for staff and students to play computer or internet games during the academy day unless they have an educational purpose and, in the case of students, they have been directed to do so by a teacher or other supervising adult.

### **Theft, vandalism and wilful damage to ICT facilities**

ICT facilities represent a considerable financial cost to the academy. Theft and vandalism deplete the academy's resources and are detrimental to the learning of students.

Students are expected to treat all ICT facilities with respect. Staff should ensure that students are supervised when using ICT facilities and that any incidents of theft or vandalism are challenged, recorded and dealt with in an appropriate manner.

It is important that ICT facilities remain secure at all times. Rooms containing ICT facilities, for example, must not be left unlocked and unsupervised during open days, parents' evenings and other events when members of the public could be on site unsupervised.

### **Sanctions for the misuse of ICT facilities and the internet**

#### **Students**

Misuse of ICT facilities and the internet could result in:

- A verbal warning
- Being asked to stop using ICT facilities
- A detention
- A letter or phone call home
- Temporary loss of ICT facilities
- A fixed term exclusion

#### **Staff**

The misuse of ICT facilities and the internet by staff is a serious issue and may result in disciplinary action being taken. The principal must be informed of all serious misuse of ICT facilities and the internet. The chair of governors must be informed if the principal is suspected of such misuse

**ST MARK'S CHURCH OF ENGLAND ACADEMY**  
**STUDENT ICT AND INTERNET USE AGREEMENT**

The students of St Mark's Church of England Academy recognise the great benefit that access to ICT facilities and the internet brings to learning. As a student at the academy I agree to use ICT facilities and the internet responsibly.

- I will only use my own login, email address and password, which I will not share with others
- I will not use anyone else's login, email address or password
- I will not access anyone else's work on the academy network without their permission
- I will not download or install software, shareware or freeware on the academy network
- I will not violate copyright laws or licensing agreements
- I will avoid plagiarism by not passing off work downloaded from the internet as my own. I will give clear references to sources where I have downloaded someone else's work
- I will use ICT facilities and the internet for classwork and homework
- I will not bring in disks and USB pens from home without permission. I will screen all such devices for viruses before I download any files on to the network
- I agree not to bring in ICT hardware from outside of the academy and use this hardware on the academy network.
- I will not play computer games during the academy day unless they support my learning
- I will not use the internet without permission from a member of staff. I will log off from the internet if I am asked to do so
- I will not search, view, send or display offensive materials
- I will not send offensive or threatening messages or post inappropriate images on websites
- I will only print copies of my work when it is really necessary. I will reduce my printing by selecting pages or printing handouts. I will only print in colour when this is essential to my learning. I understand that the academy will monitor any printing that I do and may take action if this is excessive.
- I will not use inappropriate chat rooms and social networking websites during the academy day
- I will not give out personal information such as full name, home address, telephone numbers or personal email to anyone whose identity I cannot be certain of over the internet
- I will not arrange to meet anyone I have met over the internet
- I will notify an adult immediately if I encounter materials or messages that make me feel uncomfortable
- I will notify an adult immediately if I suspect someone else of misusing ICT facilities or the internet
- I will respect academy resources and not damage or steal ICT facilities

- I understand that the academy will check files and monitor the internet sites used by students
- I understand that sanctions will be used if I misuse ICT facilities or the internet

I have read and understood the above statements and I agree to comply with the academy rules for use of ICT facilities and the internet. I understand that failure to do this could result in the loss of my access rights to these facilities or the internet, along with further sanctions for serious misuse.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Year:** \_\_\_\_\_

## **ST MARK'S CHURCH OF ENGLAND ACADEMY**

### **STAFF ICT AND INTERNET USE AGREEMENT**

The staff of St Mark's Church of England Academy recognises the great benefit that access to ICT facilities and the internet bring to learning. As a member of staff at the academy I agree to use ICT facilities and the internet responsibly.

- I will keep my login, email address and password confidential. I will take care to ensure that others cannot use my accounts to access confidential information about students or staff by always logging off when I have finished work or locking my computer when it is left unattended.
- I will not use anyone else's login, email address or password
- I will not access anyone else's work on the academy network without their permission
- I will not download or install software, shareware or freeware on the academy network
- I will not violate copyright laws or licensing agreements
- I will screen all USB pens and CD ROMs for viruses before I download any files on to the network and take care when opening unknown email attachments. I will seek advice from the network manager if I am unsure about the safety of any such devices or attachments.
- I agree not to bring in ICT hardware from outside of the academy and use this hardware on the academy network.
- I agree to use the academy's ICT facilities and internet only for work related use during the academy day.
- I will not search, view, send or display offensive materials such as pornography
- I will not use the academy's ICT facilities for personal financial gain
- I will not send offensive or threatening messages or post inappropriate images on websites. All email sent will be of a professional nature and appropriate to its audience.
- I will only print copies of my work when it is really necessary. I will reduce my printing by selecting pages or printing handouts. I understand that the academy will monitor any printing that I do and may take action if this is excessive.
- I will take care when giving out personal information, for example, to students and parents.
- I will notify my line manager if I encounter materials or messages that are inappropriate to the work of the academy
- I will notify my line manager if I suspect someone else of misusing ICT facilities or the internet
- I understand that I must inform the principal immediately if I suspect another member of the academy of serious or illegal misuse of ICT facilities or the internet. I will inform the chair of governors if that person is the principal.
- I understand that I must also inform the designated child protection

	<p>officer if this misuse may be a child protection issue</p> <ul style="list-style-type: none"> <li>• I will ensure that all students under my supervision use ICT facilities and the internet appropriately to support learning. I will challenge and report any misuse.</li> <li>• I agree to plan the use of ICT facilities to best support students' learning. I will follow all relevant booking procedures when requesting to use ICT facilities.</li> <li>• I will ensure that I follow relevant Health and Safety regulations when using ICT facilities such as not looking in to the light beam from a projector and not leaving students unsupervised around projectors.</li> <li>• I will ensure that ICT facilities are left in a fit state for the next person or class to use them</li> <li>• I understand that I am responsible for the safekeeping of any ICT equipment which I use, including such equipment which I may take off site. This could include ensuring adequate insurance to protect against loss, damage or theft of such equipment. I will not remove ICT equipment from the site without signing it out from the network manager.</li> <li>• I understand that the academy will check files and monitor the internet sites used by staff</li> <li>• I understand that serious misuse of ICT facilities and the internet could result in disciplinary action being taken against me.</li> </ul> <p>I have read and understood the above statements and I agree to comply with the academy rules for use of ICT facilities and the internet. I understand that failure to do this could result in disciplinary action being taken against me</p> <p><b>Staff signature:</b> _____ <b>Date:</b> _____</p> <p><b>Staff Name:</b> _____ <b>Year:</b> _____</p>
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<b>Staff Responsible</b>		JME	
<b>School Group Responsible</b>		Resources	
<b>Date approved by Governing body</b>	September 2009	<b>Review Date</b>	September 2011