



ICT, Internet and System Monitoring Acceptance Policy

Acceptable Use Statement

The computer system is owned by the school. "The computer system" means all computers and associated equipment belonging to the school, whether part of the school's integrated network or stand-alone, or taken offsite.

Professional use of the computer system is characterised by activities that provide students with appropriate learning experiences; or allow adults to enhance their own professional development. The school recognises that technologies such as the Internet and e-mail will have a profound effect on students's education and staff professional development in the coming years and the school's Internet Access Policy has been drawn up accordingly.

The installation of software or hardware unauthorised by the school, whether legitimately licensed or not is expressly forbidden.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited.

Internet Access Policy Statement

All Internet activity should be appropriate to staff professional activities or the students's education;

Access is limited to the use of authorised accounts and passwords, which should not be made available to any other person;

The Internet may be accessed by staff and students throughout their hours in school;

Activity that threatens the integrity of the school's computer systems, or that attacks or corrupts other systems, is prohibited;

Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media;

Use for personal financial gain, gambling, political purposes or advertising is excluded;

Copyright of materials must be respected. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited;

Posting anonymous messages and forwarding chain letters is forbidden;

The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden;

All web activity is monitored, including the content of e-mail. It is the responsibility of the user to ensure that they have logged off the system when they have completed their task;

Students must not be given unsupervised access to the Internet. For the purposes of this policy, "supervised" means that the user is within direct sight of a responsible adult;

The teaching of Internet safety is included in the school's ICT Scheme of Work, but all

teachers within all year groups should be including Internet safety issues as part of their discussions on the responsible use of the school's computer systems;

All students must understand that if they see an unacceptable image on a computer screen, they must turn the screen off and report immediately to a member of staff.

Through the Ranger software, all Internet activity and keyboard entry is monitored by the system. It is the responsibility of the ICT department to review this activity periodically. It is the duty of the ICT department to report any transgressions of the school's Internet policy and/or use of obscene, racist or threatening language detected by the Ranger to the Headteacher. Occasionally, it may be necessary for the ICT department to investigate attempted access to blocked sites, and in order to do this, the ICT department will need to set his/her Internet access rights to "Unrestricted". Whenever this happens, this should be recorded in the Internet log book, and the Headteacher notified.

Transgressions of Internet Policy and use of inappropriate language will be dealt with in a range of ways, including removal of Internet access rights; computer system access rights; meetings with parents or even exclusion; in accordance with the severity of the offence and the school's Behaviour Policy.

Breaches of Internet Access Policy by staff will be reported to the Headteacher and may be dealt with according to the prescribed disciplinary procedures as laid down by the Governing Body and LEA

Any Internet activity which is deemed to be illegal may be reported to the police

Internet Publishing Statement

The school wishes the school's web site to reflect the diversity of activities, individuals and education that can be found at Sale Grammar School. However, the school recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

No video recording may be made or published without the written consent of the parents/legal carer of the child concerned, and the child's own verbal consent.

Surnames of students should not be published, especially in conjunction with photographic or video material;

No link should be made between an individual and any home address (including simply street names);

Where the person publishing material suspects that there may be child protection issues at stake then serious consideration must be taken as to whether that material may be published or not. In the case of a simple piece of artwork or writing, this may well be fine, but images of that child should not be published. If in doubt, refer to the person responsible for child protection;

No material may be published on the school web site without approval of the ICT Coordinator.

Use of Portable Equipment

The school provides portable ICT equipment such as laptop computers, colour printers and digital cameras to enhance the students' education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

Exactly the same principles of acceptable use apply as above.

Equipment may be in the care of a specific individual, but it is expected that all staff may wish to benefit from the use of a laptop computer and access should be negotiated with the individual concerned. Any difficulties should be reported to the ICT department.

Certain equipment (e.g. digital camera/digital camcorder/projectors etc) will remain in the ICT suite, and may be booked out for use according to staff requirements. Once equipment has been used, it should be returned to the ICT department;

Equipment such as laptop computers are encouraged to be taken offsite for use by staff in

accordance with the Acceptable Use Statement and Internet Access Policy and that the equipment is fully insured from the moment it leaves the school premises. Note: our school insurance policy provides cover for equipment taken offsite, provided it is looked after with due care, i.e. not left in view on a car seat etc.

Any costs generated by the user at home, such as phone bills etc. are the responsibility of the user;

Where a member of staff is likely to be away from school through illness, professional development (such as secondment etc.) arrangements must be made for any portable equipment in their care to be returned for school. In the event of illness, it is up to the school to collect the equipment if the individual is unable to return it;

The use of USB pens, re-writeable CDs, floppy disks etc. to transfer data from external computer systems is forbidden for students.

Information on Use of Mobile Phones

The use of mobile phones in school hours is forbidden. This includes the use of phones for text messages, recording images or sound. Anyone found using a phone during school hours will have it confiscated and parent(s) will be asked to collect the phone at the end of school or when convenient.