



Policy:	Acceptable Use
Policy Ref:	CM18
Review Date:	Oct 2024
Next Review:	Oct 2027
Authorised by:	Head of ICT

Introduction

The School has responsibility for providing students with safe, reliable and useful ICT resources. Usually, the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will be directed to sites which provide reviewed and evaluated sources, at times, they may be able to move beyond these, to sites unfamiliar to the teacher.

The problems and issues that have been highlighted by the media concern all schools. Whilst some of the media interest is hype, there is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

- Establish the ground rules we have in school for using the Internet.
- Describe how these fit into the wider context of our discipline, safeguarding and PHSE policies.
- Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence.

The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and carers.

Parents/carers will be sent an explanatory letter and the rules which form our Acceptable Use Agreement (Attached to the end of this document). This is an extension to our Home School Agreement.

Using the Internet for Education

The benefits include:

- Access to a wide variety of educational resources including libraries, art galleries and museums
- Rapid and cost effective world-wide communication
- Gaining an understanding of people and cultures around the globe
- Staff professional development through access to new curriculum materials, experts' knowledge and practice
- Exchange of curriculum and administration data with LA/DfE
- Social and leisure use
- Greatly increased skills in Literacy, particularly in being able to read and appraise critically and then communicate what is important to others.

We teach pupils about the vast information resources available on the Internet, and use it as a planned part of many lessons and activities.

All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught. Initially the pupils may be restricted to sites which have been reviewed and selected for content. They may be given tasks to perform using a specific group of web sites accessed from a common 'Shared Documents' menu on the school Network.

Pupils will have the opportunity to exchange information via email safely within school using the school based E-mail system. They will be taught how to use the address book, how to attach files to an email and how to follow conventions of politeness. As pupils gain experience, they will be taught how to use search techniques to locate specific information for themselves. Comparisons will be made between researching from different sources of information. We develop pupils' skills in judging when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken; the amount of information found; the usefulness and reliability of information located.

At times, information, such as text, photos etc may be "downloaded" from the Internet for use in pupils' presentations. Pupils will be reminded of the need to ensure copyright and intellectual property rights are not infringed. Tasks will be set to encourage pupils to view web sites and information with a critical eye.

Pupils' Access to the Internet

Clare Mount uses a "filtered" Internet Service, provided by Wirral Local Authority, which minimises the chances of pupils encountering undesirable material.

Clare Mount will normally only allow children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of them when using all technology.

Teachers have access to pupils' emails and other Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met.

School Web Site and VLE Guidelines

Our web site and VLE are used to celebrate good work, promote the school, publish resources for projects and homework and link to other good sites of interest.

- No names and photographs that identify individual children will appear on them without parental consent.
- Home information and e-mail identities will not be included only the point of contact to the school i.e. phone number, school address and e-mail to the ICT Coordinator.
- Group photos will not contain a names list.
- Work displayed will be of the highest quality and reflect the status of the school.

Expectations of Pupils using the Internet

Our expectations are clearly set out in the Acceptable Use Agreement. Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school which comprises an escalating set of measures including a letter to parents and withdrawal of privileges.

Acceptable use Agreement

All pupils and their parent(s)/carers will be asked to read and sign the Acceptable Use Agreement covering the expectations we have of pupils using the Internet and ICT resources in school. At Clare Mount, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use. Pupils will be provided with guidance from staff in the use of resources available through the school network. School staff will regularly monitor the network to make sure that it is being used responsibly.



The school has provided computers for use by students, offering access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, and you are encouraged to use and enjoy these resources, and help to ensure they remain available to all. You are responsible for good behaviour with the resources and on the Internet just as you are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Equipment

- Damaging, disabling, or otherwise harming the operation of computers, or intentionally wasting resources puts your work at risk, and will cut short your time with the ICT equipment.
- Only use the computers for educational purposes. Activities such as buying or selling goods are inappropriate.
- Always check files brought in on removable media (such as floppy disks, CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.
- **Always** check mobile equipment (e.g. laptops, tablet PCs, PDAs etc.) with antivirus software, and ensure they have been found to be clean of viruses, before connecting them to the network.
- Protect the computers from spillages by eating or drinking well away from the ICT equipment.
- No eating or drinking is allowed in the ICT Suites.

Security and Privacy

- Protect your work by keeping your password to yourself; never use someone else's logon name or password.
- Always get permission before revealing your home address, telephone number, school name, or picture to people you meet on the Internet.
- Other computer users should be respected and should not be harassed, harmed, offended or insulted.
- To protect yourself and the systems, you should respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk.
- Computer storage areas and floppy disks will be treated like school lockers. Staff may review your files and communications to ensure that you are using the system responsibly.

Internet

- You should access the Internet only for study or for school authorised/supervised activities.
- Only access suitable material – Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
- 'Chat' activities take up valuable resources which could be used by others to benefit their studies, and you can never be sure who you are really talking to. For these reasons 'chat' rooms should be avoided.
- People you contact on the Internet are not always who they seem. Always ask a parent/guardian or teacher to go with you if you need to meet someone who you only know from the Internet or via email.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is as anti-social on the Internet as it is on the street.
- Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.
- If you receive an email containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending or receiving of an email containing content likely to be unsuitable for children or schools is strictly forbidden.

Please read this document carefully. Only once it has been signed and returned will access to the Internet be permitted. If you violate these provisions, access to the Internet will be denied and you will be subject to disciplinary action. Additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

I have read and understand the above and agree to use the school computer facilities within these guidelines.

Student Name: _____ Signature: _____

I have read and understand the above.

Parent/Guardian Name: _____ Signature: _____



Metropolitan Borough of Wirral
Children & Young People's Department

CLARE MOUNT SPECIALIST SPORTS COLLEGE

<http://www.claremount.wirral.sch.uk>



Headteacher – Mrs K Webster
Bed (Hons), MA, NPQH

Fender Lane, Moreton,
Wirral, CH46 9PA

☎ 0151-606 9440

☎ 0151-606 0274

☎ 0151-678 5476

e-mail: [schooloffice](mailto:schooloffice@claremount.wirral.sch.uk)

@claremount.wirral.sch.uk

Dear Parent(s)/Carer

Responsible Use of the Internet

The school has a computer system in school which gives the children access to the internet. Mindful of the problems there are with children gaining access to undesirable materials, we have taken steps, along with the Local Authority, to deal with this.

Our Internet access is supplied by the Local Authority and it has a filtering system that restricts access to sites containing inappropriate content. All our screens are in public view and normally an adult is present to supervise. Our staff are vigilant throughout lessons, however no system is perfect, and you should be aware that it is not possible to remove entirely the risk of finding unsuitable material.

We would like to take this opportunity to stress the importance of the parents supervising Internet access by their children at home, in order to prevent the accessing of inappropriate adult material and exposure to dangerous individuals & groups online or them becoming involved in 'Cyber-bullying', also minimising the risk of grooming by radicalist groups.

I would ask you to look though these rules and discuss them with your child and return the signed form to us at school.

If you would like to read our 'Acceptable Use Policy', you can view it on the school website or I will forward you a copy upon request.

Yours faithfully

Mr Kearney
Head of ICT & Computing

