Alpha Training / Hawthorn Farm
Alpha Training Internet Access Policy

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This policy is to help to ensure responsible use of the Internet and the safety of students. It covers access to the internet by any device and also 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 students 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 student 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 student 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 students 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 students world-wide;
• cultural, vocational, social and leisure use in libraries, clubs and at home;
• access to experts in many fields for students 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 with the LA and DCSF.
• mentoring of students and provide peer support for them and teachers

3.   The management of student access to the Internet

The school internet access will:

• Be planned to enrich and extend learning.
• Be designed for student use at the appropriate level.
• Include filtering appropriate to the age of the students.
• Comply with copyright law.
• Provide appropriate support for staff.

4.　Internet Use will enhance learning

Students 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 students 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.
• To get proper authorisation for any email sent to an external organisation using the school domain name.
• 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. Students, 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, appointed by the Headteacher 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 students unless all of the following apply. An educational requirement for their use has been demonstrated. A risk assessment has been carried out, and students have been made aware of the risks. Clear rules have been laid down and student use is supervised.

8.　Internet access

The school will keep an up-to-date record of all staff and students who are granted Internet access. Staff and students must apply for Internet access individually by agreeing 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, 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 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 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, governors 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, the LA, DCSF and the Internet Service Provider 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 Head of ICT/ICT Technician/Assistant Head of ICT. Paper and online facilities will be provided for this. Senior staff will ensure that 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 the Internet Watch Foundation. Filtering strategies will be selected by the school, in discussion with the filtering provider where appropriate. The filtering strategy will be selected to suit the age and curriculum requirements of the student.

11.   The policy and students

Rules for Internet access will be posted in all rooms where computers are used. Students will be informed that Internet use will be monitored. Instruction in responsible and safe use will precede Internet access. Students 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 before using any Internet resource in school.
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. The monitoring of Internet use is a sensitive matter. Staff who operate monitoring procedures will do so only under the supervision of senior management. 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. Security strategies will be discussed with the LA, particularly where a wide area network connection is being planned. Personal data sent over the Internet will be encrypted or otherwise secured. Portable media may not be brought into school. Unapproved system utilities and executable files

will not be allowed in students' work areas or attached to e-mail. Files held on the school's network will be regularly checked. The ICT Technical Team will ensure that the system has the capacity to take increased traffic caused by Internet use.

15.   Complaints

Responsibility for handling complaints will be delegated to a senior member of staff who will be identified to staff and students. Any complaint about staff misuse must be referred to the Headteacher. Students and parents will be informed of the complaints procedure. The law may require the school to contact the police. Sanctions available include the removal of Internet 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. A partnership approach with parents will be encouraged. This will 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.

Internet Safety Acceptable Use Agreement Form

This form relates to Alpha Training Safe use of Internet Policy.
Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

I have read and understand the Alpha Training Internet safety rules and agree to follow these guidelines when:

- I use the Alpha Training systems and devices (both in and out of school)
- I use my own devices in the Alpha Training (when allowed) e.g. mobile phones, gaming
- devices USB devices, cameras etc.
- I use my own equipment out of Alpha Training in a way that is related to me being a
- member of this Alpha Training e.g. communicating with other members of the school, accessing school email, VLE, website etc.

I understand the following:

- Irresponsible use may result in the loss of Internet access.
- Copyright must be respected.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- Use for financial gain, gambling, political purposes or advertising is not permitted.

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Student name _____

I have read through, understand and agree to follow the 'Alpha Training' Internet safety rules

Signed _____ Date_____