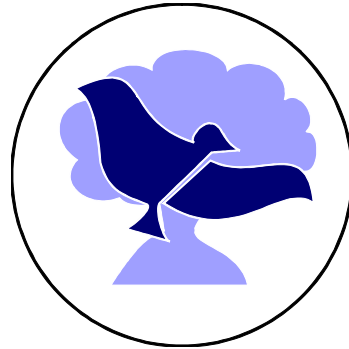
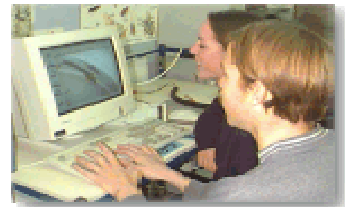


Shelley College



ICT, eLearning and eSafety Policy Original Version 2005

Last Amended June 2009



Summary

Shelley College believes that the educational benefits of Internet access far outweigh the possible risks and that good planning and management will ensure appropriate and effective student use.

NGfL
Initiative

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Introduction

The statutory curriculum expects students to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan for and make use of communications technology, for example, web-based resources and e-mail. Access to life-long learning and employment increasingly require computer and communications use and students need to develop life skills in their use.

Home and social Internet use is expanding and it is becoming an important part of learning and communication during leisure time. This brings students into contact with a wider range of information, the scope and nature of which may or may not be appropriate for the student. Some colleges are discussing with parents strategies for the responsible use of the Internet in the home and community.

The Internet is managed by a worldwide, non-statutory collaboration of independent agencies that serve mainly an adult audience. Without appropriate measures, access to unsuitable materials would be possible and security compromised. An Internet Access Policy will help to ensure that Internet use supports colleges' educational aims, that responsibilities to students are met. In addition, the DfEE requires that a college's ICT development plan for NGfL must set out their policy to protect students from access to undesirable materials.

Although teachers will have heard about the inappropriate aspects of the Internet, few will have had opportunities to discuss the issues in detail. The writing of a policy provides such an opportunity and the agreed policy produced is more likely to be implemented effectively.

We are grateful also to Kent County Council for the providing the basis on which we have built the Shelley College Internet Access Policy.

Amended by D. Emsley Jun 2009

Vision Statement

We believe that students and teachers should have access to appropriate, high quality, learning and teaching resources at the appropriate time, in the appropriate way, and in the appropriate location in order to enhance the learning and teaching experience.

The appropriate time, location and way will be unique to the individual students and the College will develop appropriate systems to address the individual.

The College envisages an environment where the use of information and communications technology (ICT) is regarded as an integral part of our everyday practices and administration management. It acknowledges the potential of eLearning to impact on learning outcomes for all students and the work habits of all staff.

eLearning encourages students and staff to assume greater responsibility for their own learning, in forums that develop their:

Skills to become active and independent leaders

Abilities to communicate, collaborate, plan, analyse and solve problems

Skills to use new technologies, particularly ICT.

The appropriate use of ICT develops our college's high quality teaching and learning, administration and management. eLearning enhances student centred learning through the integrated and negotiated curriculum, guides discovery through learning experiences and encourages continuity across all Learning Areas of the curriculum.

Aims

In order to achieve this:

- Teachers will be empowered to provide information technology skills to students
- Information technology will be integrated as a tool in all subject areas
- Students will be provided with opportunities to use appropriate ICT solutions to produce sophisticated results
- Students and teachers will access, manipulate, and distill vast amounts of information through the use of ICT
- Our teachers will gain proficiency in the effective use of technology through professional development activities and personal experiences
- Teachers and students will use technology to work with peers who are separated by distance or time
- Teachers will use technology to be more efficient and effective, and to enhance the teaching and learning experiences of their students

- The College will provide students with a safe, supportive and caring learning environment - enabling all students to reach their full potential through the development of a desire for lifelong learning

Who will write the policy?

The College's ICT, eLearning and eSafety Policy expands upon the previous Internet Access Policy and will relate to other policies including those for behaviour; for personal, social and health education (PSHE) and for citizenship.

This Policy has been based on material written by a team with a wide range of experience and will be reviewed on a yearly basis. It has been agreed by the senior management and approved by governors.

Created: September 2005 by D.Emsley

This revision: June 2009 by D.Emsley

To be revised:

Why is Internet access important?

The purpose of Internet access in college is to raise educational standards, to support the professional work of staff and to enhance the college's management information and business administration systems.

Access to the Internet is a necessary tool for staff and students. It is an entitlement for students who show a responsible and mature approach. Where students cannot maintain appropriate standards of use or who chose to misuse their access to this resource will be jeopardising their access and potentially damaging their own education as loss of access is one sanction that may be applied for misuse.

What are the benefits to the college?

The Government has set targets for ICT use in all colleges by 2002 through the National Grid for Learning (NGfL) initiative. A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education.

These benefits include:

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in government initiatives such as NGfL and the Virtual Teacher Centre;
- Information and cultural exchanges between students world-wide;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- Discussion with experts in many fields for students and staff;
- Staff professional development - access to educational materials and good curriculum practice;
- Communication with the advisory and support services, professional associations and colleagues;
- Improved access to technical support including remote management of networks;
- Exchange of curriculum and administration data with the LEA and DfEE.

How will Internet use provide effective learning?

Teachers, parents and students need to develop good practice in using the Internet as a tool for teaching and learning. There is a balance to be struck between encouraging autonomous learning and maintaining adequate supervision. Systems that ensure Internet access is as safe as possible will enable increased use, the quality of this use is a critical factor.

- Internet access will be purchased from a supplier that provides a service designed for students. This will include filtering appropriate to the age of students;
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirement;
- Students will be given clear objectives for Internet use;
- Staff will select sites which will support the learning outcomes planned for students' age and maturity;
- Approved sites will be bookmarked, listed and provided to the students via appropriate methods, such as the VLE, email or intranet
- Students will be educated in taking responsibility for their own Internet access.

How will students be taught to assess Internet content?

Students in college are unlikely to see inappropriate content in books due to selection by publisher and teacher. This level of control is not so straightforward with Internet-based materials. Therefore, ICT teaching shall incorporate Internet content issues, for instance the value and credibility of Web materials in relationship to other media. The tendency to use the Web when better information may be obtained from books will need to be challenged in all subjects.

- Students will be taught ways to validate information before accepting that it is necessarily accurate;
- Students will be taught to acknowledge the source of information, when using Internet material for their own use;
- Students will be made aware that the writer of an e-mail or the author of a Web page might not be the person claimed;
- Students will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

How will e-mail be managed?

E-mail is an essential means of communication within education. Shelley College has implemented a system based on the school being the provider of the email system. (As opposed to an external provider)

This allows us to meet the Government target for both teachers and students having the ownership of personal e-mail IDs.

E-mail is available and it is difficult to control its use, nevertheless e-mail content should not be considered private. Software to filter and restrict incoming and outgoing e-mail is in place and suitable filtering of e-mail for unsuitable content and viruses is now possible.

Where students abuse the email system they risk restrictions, as well as other sanctions such as the loss of access for short or long periods.

Students & staff are currently allowed to access personal e-mail from the college ICT system using such services as hotmail, yahoo and Gmail however this is under review;

In-coming e-mail will be regarded as public. In order to maintain the integrity of the email system and protect the College community the College will reserve the right to examine any e-mails received into the school domain.

Messages sent using the college domain name should be regarded in the same way as messages written on college headed paper, in other words it will have a professional tone to it.

The forwarding of chain letters will be banned, as will the use of chat lines.

Excessive social chit-chat wastes students' time and computer resources and will be discouraged using appropriate sanctions.

How will publishing on the Web be managed?

Many colleges have created Web sites that inspire students to publish work to a high standard, for a very wide audience. A Web site can celebrate students' work, promote the college and publish resources for projects or homework. Ground rules are important to ensure that the Web site reflects the college's ethos and that information is accurate and well presented.

As the college's Web site can be accessed by anyone on the Internet, the security of staff and students must be considered carefully. Although common in newspaper reports, on Web pages the publishing of students' names beside photographs that identify individuals may be considered inappropriate. While any risks might be small, the parents' perception of risk must also be taken into account in devising an appropriate policy. Parents will be asked for permission to include their children's images, voices, and names on the school website.

Staff must ensure they adhere to the wishes of the parents.

- The headteacher will delegate editorial responsibility to a member of staff to ensure that content is accurate and quality of presentation is maintained;
- The Web site will comply with the college's guidelines for publications;
- Students will be made aware that the quality of their work published on the web needs to reflect the diversity of the audience;
- All material must be the author's own work, or where permission to reproduce has been obtained, clearly marked with the copyright owner's name;
- The point of contact on the Web site will be the college address and telephone number. Home information or individual e-mail identities will not be published;
- Photographs must not identify individual students. Group shots or pictures taken "over the shoulder" will be used in preference to individual "passport" style images;
- Full names will not be used anywhere on the Web site, particularly alongside photographs;
- Written permission from parents will be sought before photographs of students are published on the college Web site.

The school VLE and intranet, to which parents may have access is a different issue and this is similar in context to parents coming into the school building. Therefore on the VLE and intranet where access is restricted by userID and password to known people students names may be used in the context of praising and rewarding achievement.

What other Internet applications are available?

New internet based applications are being developed to use this communications capability including Webcams and conferencing applications such as Chat and Newsgroups. Many of these facilities have great potential for education, for instance students could exchange live text, speech or video with a similar class in South Africa or Italy, at low cost. **However most new applications start without the needs of young users being considered, particularly in the area of security.**

- Students will not be allowed to access **public** chat rooms;
- Newsgroups are only available to staff and to senior students with specific permission;
- New applications will be thoroughly tested before students are given access.

How will Internet access be authorised?

The College will allocate access to the Internet on the basis of educational need and it should be clear who has Internet access, and who has not.

As a general rule all students will begin their school life with access to email, the school VLE, intranet, and the Internet restricted only by the level of filtering provided by the LA as our service provider¹. Additional filtering is available to teachers in individual lessons and this will be applied as the educational needs of the class require.

Students who abuse the system and access sites for personal or recreational reasons will risk losing their access for a period of time or having it restricted.

In order to appraise parents and students of the Acceptable Use Policy a slightly abridged copy will appear in the Student Planner. Parents and students will be required to sign this.

Internet access is a necessary part of the statutory curriculum. It is an entitlement for students based on responsible use;

Parents will be informed that students will be provided with Internet access via the planner and the school website

Secondary students must recognise the need for responsible use of Internet and email access individually by signing the Acceptable Use Policy, this must be countersigned by a parent;

Persons will have their access removed when access is no longer required, or is withdrawn for a breach of the College AUP.

¹ In reality this is quite high and seems fairly secure.

How will the college ensure Internet access is safe?

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students.

The Internet is a communications medium that is freely available to any person wishing to send e-mail or publish a Web site on almost any topic. Access to appropriate information should be encouraged and Internet access must be safe for all members of the College Community from youngest student to teacher and administrative officer. Students will generally need protected access to the Internet.

During lessons the College will supervise students and take all reasonable precautions to ensure that users access only appropriate material. **However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that unsuitable material will never appear on a terminal.** The college cannot accept liability for the material accessed, or any consequences thereof;

- Appropriate filtering systems provided by LA as the service provider have been adopted,
- Additional filtering systems have been installed over and above that provided by the LA,
- Methods to identify, assess and minimise risks will be reviewed,
- Staff, parents, governors and advisers will work to establish agreement that every reasonable measure is being taken.
- Should a parent or a student wish it they may have their internet access removed.

However it is recognised that older secondary students, as part of a supervised project, might need to access adult materials, for instance a set novel that includes references to sexuality. Teachers might need to research areas including drugs, medical conditions, bullying or harassment. In such cases, legitimate use must be recognised and the user protected from possible accusation of inappropriate use.

Shelley College operates a multi-level BLOCKING filtering system. This is based at the LA. The software at the LA restricts websites where the content is known to be unacceptable are blocked. In addition to this the school adds an extra level of blocking of our own.

The LA filtering system seems robust in this nature and therefore we are comfortable with the level of filtering and support however in the event that distasteful and unacceptable materials may slip through therefore in the event that a member of staff or a student comes across a site where the material is unacceptable they will be able to report the site and this site will immediately be blocked. Where necessary this will be reported to the LA² to ensure other schools do not have the same issues.

HOWEVER the nature of the Internet means that no system can be completely effective and a combination of approaches will be required, alongside adequate supervision.

- Students will be informed that Internet use will be supervised, monitored and logged;
- The college will work in partnership with parents, the LA, DfEE and the Internet Service Provider to ensure systems to protect students are reviewed and improved;
- Senior staff will ensure that occasional checks are made to ensure that the filtering methods selected are effective in practice;
- If staff or students discover unsuitable sites, the URL (address) and content will be reported technical support via the class teacher;

² Via INTEC – LA ICT Support services.

- Should ANY student wish they can report a site for blocking directly to the ICT Technical Support Department. In this event any student reporting a site who wishes to will remain completely anonymous;
- Any material that the college suspects is illegal will be referred to the Appropriate Authorities (in line with other school policies and child protection);
- Where minority languages are involved, appropriate measures will be used to ensure the process to select appropriate material is adequate.

How will the security of college ICT systems be maintained?

The Internet is a connection to the outside world that could compromise system performance or threaten security.

The College ICT systems are not closed systems as students and staff can bring work in from home and thus potentially affect the integrity of the systems.

Security strategies will be discussed regularly with the LA.

The ICT Manager will ensure that the system has the capacity to take increased traffic caused by Internet use;

The security of the whole system will be reviewed with regard to threats to security from Internet access;

Personal data sent over the Internet will be encrypted or otherwise secured;

Virus protection will be installed and updated regularly;

Use of floppy disks will be reviewed. Personal floppy disks may be brought into College as the Anti-Virus Software is deemed to be adequate;

Use of e-mail to send a document attachment is acceptable however the emailing of applications software etc is not;

The use of computer systems by a student, without the express permission of a member of staff, or for purposes other than educational is unacceptable and will result in sanctions under the school PB system. Depending upon the purpose it could also constitute a criminal offence under the Computer Misuse Act 1990; Data Protection Act 1998; Copyright, Designs and Patents Act 1988, or one of many others. Should any of these prove to be the case the appropriate authorities will be informed.

How will complaints regarding Internet use be handled?

Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the issue has arisen through Internet use inside or outside college. Transgressions of the rules could include minor as well as the potentially serious and a range of sanctions will be required, linked to the college's behaviour policy.

- Responsibility for handling incidents will be given to senior members of staff;
- Students and parents will be informed of the complaints procedure;
- Parents and students will need to work in partnership with staff to resolve issues;
- As with drugs issues, there may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies;
- Sanctions available include interview/counselling by head of year and, if appropriate, informing parents or carers;
- A student may have e-mail, Internet or computer access denied for a period of time depending on the nature of the incident;
- Denial of access could include all college work held on the system, including any examination work. Students and staff need to be aware of the potential severity of the sanctions which will be proportional to the offense.

How will staff and students be consulted?

It is very important that staff feel prepared to use the Internet appropriately with students and subscribe to the college Internet Access Policy. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies. It would be unreasonable if staff, particularly supply staff, were asked to take charge of a lesson involving Internet activity without training. Reassurance and discussion may be required.

Rules for Internet access will be posted near computer systems. The Acceptable Use Statement or Rules for Responsible Internet Use could be printed as posters (see appendix) and available on the school website;

All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Internet Access Policy, and its importance explained;

Parents' attention will be drawn to the Policy in newsletters, the college brochure and on the College Web site;

A module on responsible Internet use will be included in the PSHE programme covering both college and home use.

How will parents' support be enlisted?

Internet use in students' homes is increasing rapidly, encouraged by offers of free software and discount packages from ISPs such as Sky, BT Broadband etc. Unless parents are aware of the dangers, students may have unrestricted access to the Internet. The college may be able to help parents plan appropriate, supervised use of the Internet at home.

- A careful balance between informing and alarming parents will be maintained;
- Demonstrations and practical IT sessions for parents will be organised to encourage a partnership approach;
- Joint home / college guidelines on issues such as safe Internet use will be established;
- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents;
- A stock of relevant leaflets from organisations such as BECTa, PIN, CEOP and NCH Action for Children will be maintained.

How is Internet used across the community?

Internet use in the local community is becoming common. In addition to the home, access may be available at the local library, youth club, adult education centre, village hall or supermarket. The college may wish to contact their community colleagues in order to advise students regarding issues such as membership, booking procedures, availability and cost. Each organisation is developing its own approach and students may find variations in the rules and even unrestricted access to the Internet. Although policies may differ in detail, community partners adhere to the same laws as colleges with respect to content, copyright and misuse.

Likely policy elements:

In libraries, parents/carers of children under 18 years of age will generally be required to sign an acceptable use policy on behalf of the child;

In libraries, adult users will also need to sign the acceptable use policy;

In libraries, children under 8 years of age must be accompanied by an adult when accessing the Internet, as required by The Children Act 1989;

Rules for Internet access will be posted near computer systems, or will be available on request. Rules are there to protect legitimate use;

Visits, demonstrations and practical IT sessions for colleges may be organised to encourage a partnership approach;
Suitable educational, vocational and leisure use is encouraged in community facilities.

eSafety

The nature of the Internet and the wide-spread use ICT in all aspects of life requires that the school policy address the issue of eSafety as a separate but also very clearly connected child safety issue.

The school eSafety coordinator is Mrs J. Williamson. eSafety issues are likely to include Child Protection Issues therefore the two roles coincide.

The internet access provided by the school is filtered with filtering systems appropriate to the age of the students.

Clear boundaries have been set as to the use of ICT based facilities and these are laid out in this document and on the school website. Breaches of this policy will be dealt with via the school PB systems, Child Protection systems or, where necessary, external authorities.

Staff and students have been provided with guidelines on the legal aspects of the use of ICT and the use of materials derived from the internet. These guidelines are visible in all ICT Suites and on the school website. These aspects include but not exclusively:

- Data Protection Act 1998
- Computer Misuse Act 1990
- Copyright, Designs and Patents Act 1988

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

eMail

- Students must immediately tell a teacher if they receive offensive e-mail.
- In e-mail communication, students must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

Internet Access

- Students will be educated and supported in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Students will be educated and supported to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Where students access a site the content of which they are not happy with they should report this to their teacher. A student might not be comfortable reporting a site via a teacher therefore the College will put a system in place for anonymously reporting sites which should be blocked.

College Website Content

- Staff or student personal contact information will not generally be published. The contact details given online will be the school office.

- Photographs that include students will be selected carefully so that individual pupils cannot be identified or their image misused.
- Work can only be published with the permission of the student and parents/carers.

Social networking and personal publishing

- The College will block access to social networking sites, but will endeavour to educate students in their safe use.
- It is recognised that education is a social activity therefore the College will use the facilities that are built into the College VLE (Moodle) to allow for collaborative work. However it is also recognised that there are several useful sites through which group work and collaboration can be beneficial and these will be examined on an individual basis, for example: bubbl.us, comindworks.com etc.
- Newsgroups will be blocked unless a specific use is approved. The VLE is capable of providing appropriate newsgroup facilities.
- Public newsgroups will be blocked.
- Students will be advised never to give out personal details of any kind which may identify them, their friends or their location.
- Students should not place personal photos on any social network space without considering how the photo could be used now or in the future.
- Students should be advised on security and encouraged to set passwords, to deny access to unknown individuals and to block unwanted communications. Students should only invite known friends and deny access to others.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications.
- Mobile phones will not be used during lessons or formal College time. The sending of abusive or inappropriate text messages is forbidden.
- The use by students of cameras in mobile phones will be kept under review.
- Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. Care is required in any use in College or other officially sanctioned location.
- Staff must use a College phone where contact with students is required.
- New hardware will be evaluated and any new threats exposed in the press, or via any source, will be notified to, and discussed with, the LA. Where a new threat is exposed then appropriate proportionate systems for dealing with them will be developed by the ICT Department and recommendations presented to the SLT as quickly as is possible. In such a situation the security and safety of the students MUST remain paramount. Although it is unforeseeable at present actions such as completely removing Internet access will be taken if there is a danger to students.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

- Students and parents will be informed of the complaints procedure.
- Discussions will be held with the Police to establish procedures for handling potentially illegal issues.

Communicating e-Safety

Introducing the e-safety policy to Students

- e-Safety rules will be posted in all rooms where computers are used and on the school intranet and website.
- Students will be informed that network and Internet use will be monitored.
- A programme of training in e-Safety will be developed, possibly based on the materials from CEOP. This will be developed over the year 2009-10 with discussion between ICT Department and PSHCE department.

Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues.
- Staff should understand that phone or online communications with pupils can occasionally lead to misunderstandings or even malicious accusations. Staff must take care always to maintain a professional relationship.

Enlisting parents' and carers' support

- Parents' and carers' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.
- The school will maintain a list of e-safety resources for parents/carers. This list will appear on the school website.
- This policy will be available on the school website.

Acknowledgements

The original policy and this revision bring together the expertise and critical comments of many people including staff from Kent colleges, advisers from Kent and other LEAs, members of NAACE and the British Computer Society Colleges Committee.

Contributors:

Alastair Fielden, Valence College; Brian Tayler, KCC; Carol Webb, The Cornwallis College; Chris Ridgeway, Invicta Grammar College; Chris Shaw, Kent NGfL; Chris Smith, Hong Kong; Chris Woodley, KCC; Clive Bonner, KCC; Doreen Hunter, Deanwood Primary Technology College; Gita Vyas, Northfleet College for Girls; Graham Stabbs, St Margarets at Cliffe Primary College;

Ian Whyte, Plaxtol Primary College; Joanna Wainwright, KCC; John Allen, Kent Advisory Service; John Fulton, Hartsdown College; John Smith, Wakefield LEA; Judy Revell, KCC; Keith Gillett, Seal Primary College; Laurie Thomas, KCC; Les Craggs, Kent Advisory Service; Linda Shaw, Kent NGfL; Maureen Gillham, The Weald of Kent Grammar College; Michael Headley, KCC; Nick Roberts, Sussex LEA; Richard Packham, KCC; Richard Ward, KCC; Roger Blamire, BECTa; Sharon Sperling, KCC; Theresa Warford, KCC; Sandra Crapper, Belle Associates Ltd; Steve Bacon, Derbyshire LEA; Stephanie Brivio, KCC; Steve Murphy, Drapers Mills Primary and Tom Phillips, KCC.

Shelley College



ICT, eLearning and eSafety Policy

Dear Colleague

The college's ICT, eLearning and eSafety Policy has been drawn up to protect all parties - the students, the staff and the College. The computer system is owned by the College and is made available to staff to enhance their professional activities including teaching, research, administration and management.

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

Access must only be made via the authorised username and password, which must not be made available to any other person. Should you believe your password security has been compromised you must arrange to change it with the ICT Department as a priority;

All Internet use should be appropriate to staff professional activity;

Activity that threatens the integrity of the college ICT systems, or that attacks or corrupts other systems, is forbidden;

Sites and materials accessed must be appropriate to the educational ends for which they are provided. Users will recognise materials that are inappropriate and should expect to have access to these removed. Where you come across such a site it is important that this is reported to the ICT Support immediately so that the site can be blocked;

Users are responsible for e-mail they send and for contacts made that may result in e-mail being received. The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded;

Posting anonymous messages and forwarding chain letters is forbidden;

Copyright of materials and intellectual property rights must be respected;

Legitimate private interests may be followed, providing College use is not compromised;

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

Use of the College ICT systems to breach any laws or which threaten the safety and security of students at the College may result in professional sanctions as well as potential legal actions;

Issues with this policy should be discussed with D.Emsley.

Appendix 2

Shelley College



Acceptable Use Policy For Sixth Form Students

This Statement must be read and signed by every sixth form student requiring Internet Access at Shelley College.

The computer system is owned by the college and is made available to students to further their education. The college's Internet Access Policy has been drawn up to protect all parties - the students, the staff and the college.

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

Access must only be made via the authorised username and password, which must not be made available to any other person;

All Internet use should be appropriate to staff professional activity or student's education; Activity that threatens the integrity of the college ICT systems, or that attacks or corrupts other systems, is forbidden;

Sites and materials accessed must be appropriate to work in college. Users will recognise materials that are inappropriate and should expect to have their access removed.

Users are responsible for e-mail they send and for contacts made that may result in e-mail being received;

The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded;

Posting anonymous messages and forwarding chain letters is forbidden;

Copyright of materials and intellectual property rights must be respected;

Legitimate private interests may be followed, providing college use is not compromised;

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

Students requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to Mr D. Emsley.

Full name Form

Signed date

Access granted date

Shelley College



Acceptable Use Policy For External Students

The college's ICT, eLearning and eSafety Policy has been drawn up to protect all parties - the students, the staff and the College. The computer system is owned by the College and is made available to staff to enhance their professional activities including teaching, research, administration and management.

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

Access must only be made via the authorised username and password, which must not be made available to any other person. Should you believe your password security has been compromised you must arrange to change it with the ICT Department as a priority;

All Internet use should be appropriate to staff professional activity;

Activity that threatens the integrity of the college ICT systems, or that attacks or corrupts other systems, is forbidden;

Sites and materials accessed must be appropriate to the educational ends for which they are provided. Users will recognise materials that are inappropriate and should expect to have access to these removed. Where you come across such a site it is important that this is reported to the ICT Support immediately so that the site can be blocked;

Users are responsible for e-mail they send and for contacts made that may result in e-mail being received. The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded;

Posting anonymous messages and forwarding chain letters is forbidden;

Copyright of materials and intellectual property rights must be respected;

Legitimate private interests may be followed, providing College use is not compromised;

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

Use of the College ICT systems to breach any laws or which threaten the safety and security of students at the College may result in sanctions as well as potential legal actions;

Students requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to Mr D. Emsley.

Full name Form

Signed date

Access granted date

Appendix 4

Shelley College Rules for Responsible ICT Use

Shelley College has Internet access over the network to help students learning. The following rules are there to keep everyone safe and help us be fair to others.

Students must only use their own login and password, which must be kept secret;
Students must not access other people's files;
Students are only allowed to use the computers for college work and homework;

Internet Access

Students must obtain permission from a member of staff before using the Internet.

Students must not download programs from the Internet.

Students only use it for college work or homework.

If students encounter any material they are unhappy with on the internet they should report it to their class teacher. However a system to anonymously report sites is available.

eMail Access

Students must only e-mail people they know, or their teacher has approved;

Students must only send messages which are polite and sensible;

Students must not give out any personal information, such as: their home address or phone number, or arrange to meet someone, over the Internet unless their parent, carer or teacher has given permission;

To help protect other students and myself, students must tell a teacher if they see anything they are unhappy with or they receive messages they do not like;

To maintain the integrity of the College systems we may check student's computer files and may monitor the Internet sites visited by students.

The following are not permitted:

- Sending, storing or displaying offensive messages or pictures,
- Using obscene, rude or potentially offensive language,
- Harassing, insulting or attacking others,
- Damaging computers, computer systems or computer networks,
- Violating copyright laws,
- Using a user identity and/or password not issued to you,
- Trespassing in another user's folders, work or files,
- Intentionally wasting limited resources,

For example:

- downloading or uploading files that are not work related,
- storing unnecessary files, particularly graphics and music,
- printing multiple copies of files,
- printing pictures or files not connected with school work,
- listening to online music, watching online video or playing online games recreationally.
- (this is to enable students who are using the internet for work purposes to use the full bandwidth available).
- Employing the school resources for commercial purposes,
- Installing and/or using software from outside the school.

Violations may result in a loss of access as well as other disciplinary or potential legal action.

Re: Responsible Use of the Internet

As part of students' curriculum enhancement and the development of ICT skills, Shelley College is providing supervised access to the Internet including e-mail.

Although there have been concerns about students having access to undesirable materials, we are taking positive steps to deal with this risk in college. Our college Internet access provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we enclose references in the Parent's Bulletin to information on safe Internet access that may be of use.

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

A copy of the Rules for Responsible Internet Use that we operate at Shelley College, is to be found on the Parent's Bulletin. We also have a number of leaflets from national bodies that explain issues further, which are available on request from college.

Should you wish to discuss any aspect of Internet use, please telephone Mr D.Emsley (ICT Strategic Manager) to arrange an appointment.

To give your child access to the Internet, we would therefore be grateful if you and your child could sign and return the permission slip below.

Yours sincerely

Mr J. Fowler
Headteacher

Permission for Internet Access

Parent/carer's permission
I give permission for access to the Internet on the terms set out in the above letter.

Signed:
Print name:
Date:

Student's agreement
I agree to follow the Rules for Responsible Internet Use.

Signed:
Print name:
Class:

References

Particularly for Parents

America Links Up

Useful US government site for parents www.netparents.org/

Government site for Parents (UK)

Information about education for parents www.dfes.gov.uk/parents/

NCH Action for Children

A Parents' Guide to the Internet, leaflet www.nchafc.org.uk/internet/

Parents and IT

BECTa information sheet www.becta.org.uk/info-sheets/parents.html

Parents' Information Network (PIN)

Guidelines on using the Internet safely www.pin-parents.com

National Centre for Technology in Education
or Technology in Education

Particularly for Colleges

Association for Co-ordinators and Teachers of IT (ACITT)

Acceptable Use Policy for UK Colleges www.acitt.org.uk/aup.html

Connecting Colleges, Networking People 2000

BECTa, October 1999 (free order line) Tel: 024 7641 6669

Internet Watch Foundation www.iwf.org.uk

Reporting illegal Internet material Tel: 0845 600 8844

Irish National Centre for Technology in Education

Comprehensive advice on Internet use www.ncte.ie/support.htm

Kent NGfL Website

Latest version of this policy www.kent.gov.uk/ngfl/policy.html

Promoting the Responsible Use of the Internet in Colleges

British Computer Society / NAACE leaflet www.bcs.org.uk/iap.htm

Superhighway Safety Pack <http://vtc.ngfl.gov.uk/vtc/library/safety.html>

Free pack from DfEE on safe Internet use Tel: 0845 6022260

The Internet and the World Wide Web

Information sheet published April '99 www.becta.org.uk/info-sheets/internet.html