

INTERNET & ICT POLICY

The effective use of internet is an essential life-skill. Unmediated Internet access brings with it the possibility of placing of pupils in embarrassing, inappropriate and even dangerous situations. This policy will help to ensure responsible use and the safety of pupils at CCCS. The CCCS Internet Policy is built on the following five core principles:

- **Guided educational use**

Significant educational benefits should result from curriculum Internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Curriculum Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

- **Risk assessment**

21st century life presents dangers including violence, racism, the threat of radicalisation and exploitation from which children and young people need to be protected. At the same time they must learn to recognise and avoid these risks – to become “Internet Wise”. Schools need to ensure that they are fully aware of the risks, perform risk assessments and implement a policy for Internet use. Pupils need to know how to cope if they come across inappropriate material.

Pupils may obtain Internet access in Youth Clubs, Libraries, public access points and in homes. Ideally a similar approach to risk assessment and Internet safety would be taken in all these locations, although risks do vary with the situation.

- **Responsibility**

Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and other communication technologies such as phones. The balance between educating pupils to take a responsible approach and the use of regulation and technical solutions must be judged carefully.

- **Regulation**

The use of a finite and expensive resource, which brings with it the possibility of misuse, requires regulation. In some cases, access within schools must simply be denied, for instance un-moderated chat rooms present immediate dangers and are usually banned. Fair rules, clarified by discussion and prominently displayed at the point of access will help pupils make responsible decisions.

- **Appropriate strategies**

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. Strategies must be selected to suit the school situation and their effectiveness monitored. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

WHY USE THE INTERNET?

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

HOW DOES INTERNET USE BENEFIT EDUCATION?

Internet access at CCCS gives pupils access:

- to world-wide educational resources.
- to experts in many fields for pupils and staff.

Internet access at CCCS gives staff access:

- to professional development through national developments, educational materials and good curriculum practice.
- to the means of mentoring of pupils and providing peer support for them and teachers.

HOW DOES INTERNET USE ENHANCE LEARNING?

- The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access is planned to enrich and extend learning activities. Access levels are reviewed to reflect the curriculum requirements and age of pupils.
- Staff guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

HOW DO PUPILS EVALUATE INTERNET CONTENT?

It is a sad fact that pupils may occasionally be confronted with inappropriate material, despite all attempts at filtering. Pupils are taught what to do if they experience material that they find distasteful, uncomfortable or threatening i.e. to close the page and report the URL to the teacher or ICT manager (the Bursar) for inclusion in the list of blocked sites.

Pupils learn research techniques including the use of search engines and encouraged to question the accuracy and origins of information – key information handling skills.

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT manager.
- Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils learn to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

E-MAIL

In the school context, e-mail should not be considered private and most schools, and indeed firms, reserve the right to monitor e-mail. At CCCS we try to balance between monitoring that is necessary to maintain the safety of pupils and the preservation of human rights, both of which are covered by legislation.

Many teenagers have their own e-mail accounts, which they use widely outside school. CCCS pupils are free to use such e-mail accounts outside school, but within school they are prohibited. Pupils should use the school e-mail system.

- Pupils may only use approved e-mail accounts on the school system.
- They must immediately tell a teacher if they receive offensive e-mail.
- They must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Access in school to external personal e-mail accounts is blocked for pupils.
- Excessive social e-mail use can interfere with learning and is restricted for pupils.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

MANAGING WEB-SITE CONTENT

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- Written permission from parents or carers is obtained when a pupil joins the school before photographs of pupils are published on the school Web site or on our social media, Twitter and Instagram.
- The Headmaster or nominee takes overall editorial responsibility and ensures that content is accurate and appropriate.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

MANAGING MOBILE APPLICATIONS

Many emerging communications technologies offer the potential to develop new teaching and learning tools. Mobile communications, wide Internet access and multimedia present

opportunities which are evaluated to assess risks, to establish benefits and to develop good practice.

Mobile phones will not be used during lessons or formal school time apart from supervised use with specific applications. The sending of abusive or inappropriate text messages is forbidden.

AUTHORISING INTERNET ACCESS

Internet access for all staff and pupils is allocated on the basis of educational need. We operate a policy of differing access rights for staff and pupils. For boys parental permission must be approved in all cases (see parental permission form).

Choristers have access outside of normal school hours but it must be authorised by the Duty Teacher.

- a) The school keeps a record of all staff and pupils who are granted Internet access.
- b) At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- c) Parents are informed that pupils will be provided with supervised Internet access and are asked to sign and return a consent form (see below).

INTERNET RISK ASSESSMENT

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school takes all reasonable precautions to ensure that users access only appropriate material. However, because of 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 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 are reviewed regularly.
- The Headmaster ensures that the policy is implemented and compliance with the policy monitored.

INTERNET FILTERING POLICY

- The school works in partnership with parents, the IAPS, DoE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT manager.
- Senior staff ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Filtering strategies, where appropriate, will be selected in discussion with the filtering provider as appropriate to the age and curriculum requirements of the pupil.

- The School understands its responsibility to protect pupils from radicalisation under Prevent legislation and filtering is designed to ensure that this does not happen.

THE POLICY AND PUPILS

The Internet policy is introduced into lessons within the ICT Scheme of Work throughout all stages of the boys' lives whilst at CCCS. All departments are made clear on the guideline in the Staff Handbook. Signs and posters are placed around the ICT room.

- Rules for Internet access will be posted in all rooms where computers are used.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible Internet use will be included in the ICT programme covering both school and home use.

STAFF INVOLVEMENT

- All staff must accept the terms of the 'Responsible Internet Use' statement 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, and its importance explained.
- 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 should be supervised by senior management.
- Staff development in safe and responsible Internet use, and on the school Internet policy will be provided as required.

MAINTAINING SECURITY

Local Area Network security issues:

- The user must act reasonably. Loading non-approved software could cause major problems. Good password practice is required including logout after use.
- The workstation should be secure from casual mistakes by the user.
- Cabling should be secure and wireless LANs safe from interception.
- Servers must be located securely and physical access restricted.
- The server operating system must be secured to a high level.
- Virus protection for the whole network must be installed and current.
- The school ICT system is reviewed regularly with regard to security.
- Virus protection is installed and updated regularly.
- Use of portable media such as memory sticks must be used with caution to avoid the transfer of viruses.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Files held on the school's network will be regularly checked.

- The IT manager will ensure that the system has the capacity to take increased traffic caused by Internet use.

HANDLING INTERNET COMPLAINTS

- Responsibility for handling incidents will be delegated to a senior member of staff.
- Any complaint about staff misuse must be referred to the Headmaster
- As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
 - interview/counselling by Form Tutor;
 - informing parents or carers;
 - removal of Internet or computer access for a period, which could ultimately prevent access to files held on the system, including examination coursework
 - Internal Suspension
 - Suspension

PARENTAL SUPPORT

- Parents' attention will be drawn to the Internet Policy in newsletters, and the CCCS Parent Handbook.
- Internet issues will be handled sensitively to inform parents without undue alarm.

RESPONSIBLE INTERNET & ICT USE

Rules for Staff and Pupils

The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of Internet or computer access. Ultimately a pupil may receive an Internal Suspension or a Suspension if they continue to misuse the network
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.

- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of web-based e-mail accounts e.g. Hotmail, is restricted for pupils.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- Non-educational games are not allowed to be downloaded from the internet.
- No food or drinks are allowed in the suite, except for water bottles which must be kept well away from the computer equipment at all times and only used with the permission of the teacher in charge.
- Under no circumstances should a pupil use ICT systems or other electronic media to bully others. Cyber bullying is a serious issue.

The School may exercise its right to monitor the use of the its computer systems, including individual files and directories, 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 is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.



Christ Church Cathedral School Internet Consent Form

For Parents of Prep Pupils

Our School

Responsible Internet Use

Please complete, sign and return to the school secretary

Pupil Name:

Form:

Prep Pupils only:

Pupil's Agreement

I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:

Date:

Parents' Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:



Christ Church Cathedral School Internet Consent Form

For Parents of Pre-Prep and Nursery Pupils

Our School

Responsible Internet Use

Please complete, sign and return to the Registrar

Pupil Name:

Form:

Parents' Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Please print name:

Date:



CONSENT FORM FOR USE OF IMAGES OF YOUR CHILD

Please read the Conditions of Use and then answer the questions below, crossing out Yes or No.

This form must be signed and dated by both parents where shown and returned to the School Secretary

1.	<p>I give permission for the School to take photographs and video footage of my child and to use them in the ways described in the first condition of use statement below. Please see the first Condition of Use for a list of possible uses of the images/footage.</p> <p>Yes / No</p>
2.	<p>I give permission for the School to put photographs or video footage of my child on the Headmaster's Twitter Feed and the School's Instagram Feed</p> <p>Yes / No</p>
	<p>I have read and understood the Conditions of Use at the end of this form.</p> <p>Yes / No</p> <p>Signature of first parent Date:.....</p> <p>Please print your name in capitals:</p> <p>Signature of second parent: Date:</p> <p>Please print your name in capitals:</p> <p>Please print your child's name in capitals:</p> <p>Child's form :.....</p>

Conditions of Use

1. The possible outlets for the images/footage are: local and national media outlets (including newspapers, magazines and websites), the weekly School newsletter, the School website, internal displays, and marketing materials such as prospectuses, flyers and posters.
2. This form is valid for the duration of your child's stay at the School. We will assume that the permissions remain in place unless you notify us otherwise.
3. We will not include the surname of your child in accompanying text or photo caption without prior permission. The exception is the surnames in the display of leavers' photographs in the Hall. If there is another circumstance in which we would wish to, we would seek your consent.
4. We may use group or class images with general labels such as "a Form 6 Science lesson" or "Nursery making Christmas decorations".
5. In order to reduce the risk of images being used inappropriately, we will only use images of pupils who are suitably dressed.
6. We cannot take photographs of or film any child who is at risk or under a supervision order.

Please contact schoolsecretary@cccs.org.uk or 01865 242561 if you have any questions relating to this consent form.

Reviewed by SMT 19th April 2021