



INTERNET ACCESS AND ACCEPTABLE USE POLICY

Rationale

It is our ambition that information and communication technology remains an integral part of the educational experience of every young person. All Cardinal Newman pupils will have access to the information and communication technology (ICT) system. This ICT System will provide access to extensive curricular software, email and the Internet. The objective is to give the best possible grounding in the skills necessary to succeed in the information age.

We believe that, in order to use information from the internet effectively it is important for students to develop an understanding of the nature of the internet and the information available on it.

Policy

This policy forms the basis of an 'acceptable use' agreement form that students and parents/carers and staff at Cardinal Newman School are required to sign. This policy and Acceptable User Agreement extends to all hardware and software; both fixed and mobile internet technologies provided by the school (such as PCs, laptops, tablets, mobile devices, webcams/camera/video recording devices, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, or brought onto school premises (mobile phones and other mobile devices), whether accessed from the school or externally, irrespective of who owns the device and how the network is accessed. Breaches of the agreement usually result in a ban from the use of the ICT facilities including confiscation of tablet devices, and in action being taken under the Cardinal Newman School disciplinary procedure where necessary. Policy breaches may also lead to criminal or civil proceedings.

NB – Users of the network may be held liable for costs incurred for repair and/or replacement of equipment where the damage was caused by misuse.

Aims

- 1. To ensure access and use information from the internet effectively.**
 - 1a. Members of the school will be taught how to access the internet and observe rules of responsible internet use.
 - 1b. Students may access staff prepared materials, addresses or web sites and can undertake their own internet search as appropriate.
 - 1c. Staff will ensure that students are aware of the need to validate information (including authorship), whenever possible and to observe copyright.

2. To ensure internet access is appropriate and safe.

- 2a. An internet connection of appropriate capacity will be procured from a suitable supplier, filtering will be applied to this connection by the service provider, the school, or both to prevent access to inappropriate material.
- 2b. Staff will check that sites pre-selected for student use are appropriate to the age and maturity of students.
- 2c. The school will endeavour to update parents with any information that will promote the safe use of the internet in the home.
- 2d. All staff will be advised to use their school email account so that they are able to remain safe in their own use of emails - see guidance on staff conduct.
- 2e. All staff must report to a line manager (in the case of a student) or a senior teacher (in the case of a member of staff) where a breach of standards of behaviour is suspected or known to have occurred - see extended guidelines for students. Staff will be subject to normal disciplinary procedures.

3. To maintain the security of the school ICT network.

- 3a. The ICT Support Manager will ensure that appropriate virus protection and firewalls are provided and updated regularly, including filters for social networking sites.
- 3b. Students' full names, addresses, phone numbers or photographs that identify individuals will not be published on school web site, unless specific permission to do so has been obtained from parents.

4. To develop the Cardinal Newman web site.

- 4a. The school will endeavour to provide up to date and accurate information about the school through the school website.
- 4b. Departments will ensure that up to date curriculum information and resources are available on the website to support pupils and parents.
- 4c. All staff will be able to access their own files and shared files remotely in order to work flexibly and effectively to complete planning, preparation and assessment tasks.

5. To ensure use e-mail applications are used safely, confidently and appropriately.

- 5a. Students are provided with an e-mail account and taught how to use e-mail applications appropriately. Students will only have access to e-mail applications once they have been taught the rules of responsible internet use.
- 5b. All computer use including email may be monitored and cannot be regarded as private by staff and students.
- 5c. Staff and students' use of email and social networking sites must be in accordance with expectations defined in the Staff Code of Conduct and Home School Agreement.

Single Equalities Monitoring

Date:

- 1. Does this policy have any implications for people of relevant protected characteristics (RPC) *?**
Yes, as use of the internet has the potential to increase awareness of other cultures but can be misused in cyber bullying as a form of racial abuse.

- 2. If 'yes', will it advantage or disadvantage any particular group?**
No, it will not advantage or disadvantage any group if the policy is applied correctly.

- 3. How will this policy if relevant, promote good relations between people of RPC and those without?**

The policy attempts to ensure that all students have access to a wealth of learning materials that increase awareness and understanding of others. It also attempts to ensure that all students are free from cyber bullying and will not be exposed to unsuitable materials.

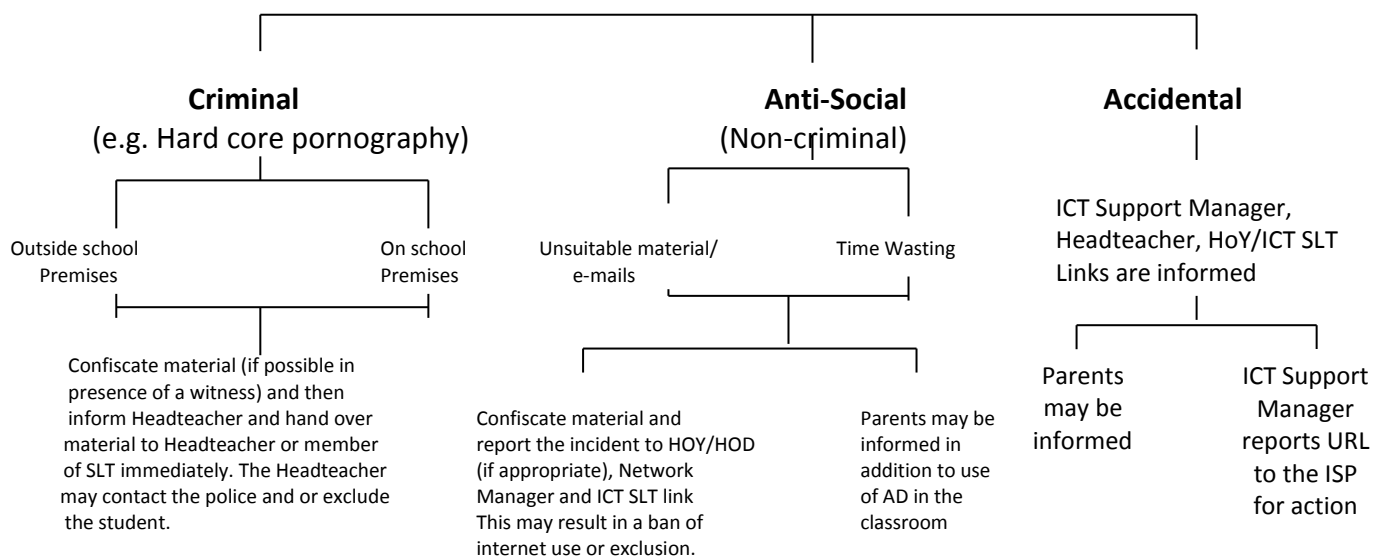
**Age, disability, gender re-assignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex and sexual orientation.*

Success Criteria

1. To maintain a low level of investigations into inappropriate use of email and internet.

2. To maintain a low level of restrictions of usage of the internet.

Report/Discovery of Incident



ACTION TAKEN BY HEADTEACHER

- If a student has been discovered downloading or distributing any criminal material in school, then the Headteacher will inform parents and the student will be given a fixed term exclusion. Re-admission back into school would be at the discretion of the Governing Body.
- Regardless of whether the incident is criminal, substantiated or impacting directly on the school community, the Headteacher will use his/her discretion on whether it would be appropriate to involve the police, inform the school community and/or consider counselling and support agencies.

ACTION BY HOY AND ICT SUPPORT MANAGER

- The HOY will request an interview with parents if students have been downloading unsuitable but not necessarily illegal material or sending unpleasant e-mails. In consultation with SLT Link and Headteacher, will decide whether a fixed term exclusion/internal isolation/monitoring on Special Report is the correct sanction. The student may be banned from using the computer network for a fixed period of time.