Dronfield Henry Fanshawe School	**Policy No:S13**	Revision No:	2
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Definition of ICT

Information and Communications Technology (ICT) is generally regarded as the overlap of computer information and telecommunications technologies, and their applications. In this document the term ICT is used to indicate the whole range of technologies involved in information processing and electronic communications, including the internet, electronic mail and video conferencing. ICT capability is characterised by an ability to use effectively ICT tools and information sources to analyse, process and present information, and to model, measure and control external events.

Aims

Dronfield Henry Fanshawe School is committed to:

- Making best use of ICT in promoting quality in learning and teaching through the contribution of a well trained, skilled and motivated staff.
- Providing courses which will provide all our students with the ICT skills to enable them to take their place in the information society.
- Providing all members of staff with opportunities for professional and personal development in ICT.
- Exploring ways in which ICT can improve the efficiency, speed and accuracy of school management and administration procedures.
- Providing students and staff with the appropriate IT equipment and ensuring all equipment is kept in good working order.
- Exploring and implementing new and innovative ways of using ICT in the school.

Why do we use ICT?

The purpose of ICT use in school is 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.

ICT use is part of the statutory curriculum and a necessary tool for staff and students.
ICT access is an entitlement for students who show a responsible and mature approach to its use.
ICT is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality ICT access as part of their learning experience.

How does ICT benefit education?

- Access to world-wide educational resources.
- Inclusion in government initiatives; educational and cultural exchanges between students world-wide; cultural, vocational, social and leisure use in libraries, clubs and at home; staff professional development through access to national developments, educational materials and good curriculum practice; access to experts in many fields for students and staff;

- 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 LEA and DCFS.

How will the use of the ICT enhance learning?

The school ICT systems will be designed specifically for student use and will include appropriate filtering. Students will be taught what is acceptable and what is not acceptable and given clear objectives for ICT use. ICT will be planned to enrich and extend learning activities. Staff should guide students in online activities that will support the learning outcomes planned for the students' age and maturity.

- Students will be educated in the effective use of the ICT systems in research, including the skills of knowledge location and retrieval.

How should our students and staff use and evaluate Internet content?

- If students encounter material they feel is distasteful, uncomfortable or threatening, they should report the address of the site to a member of staff.
- Staff should ensure that the use of Internet derived materials by staff and by students complies with copyright law.
- Students should be taught to be critically aware of the materials they read and shown how to validate information before accepting that it is necessarily accurate.
- Students will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.
- Training should be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes.

How will e-mail be managed?

- Students may only use approved email accounts on the school system.
- Students must immediately tell a teacher if they receive an offensive email.
- Students must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in email communication.
- Access in school to external personal email accounts may be blocked.
- Excessive social email use can interfere with learning and may be restricted to certain times during the day.
- Email 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 banned.
- Misuse will be dealt with appropriately in line with the school's discipline policy.

How do we ensure that intellectual property is protected?

- Students and staff must ensure that all work complies with Copyright law.
- Students must not copy work and then pretend that it is original work.

How will the school web site be managed?

- The point of contact on the website should be the school address, school email and telephone number. Staff or students' home information will not be published.
- Website photographs that include students will be selected carefully and will not enable individual students to be identified.
- Students' full names will not be associated with photographs anywhere on the website.
- Written permission from parents will be sought before photographs of students are published on the school website.
- The Headteacher or nominee will take overall editorial responsibility and ensure content is accurate and appropriate.
- The website should comply with the school's guidelines for publications.

- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

How will chat, newsgroups?
- Students will not be allowed access to public or unregulated chat rooms.
- Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.
- A risk assessment will be carried out before a new technology is allowed.

How will Network access be authorised?
- The school will keep a record of all staff and students who are granted Network access. The record will be kept up-to-date, for instance a member of staff leaving or the withdrawal of a student's access.
- Parents will be asked to sign and return a consent form.

How will risks be assessed?
- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The school will take all reasonable precautions to ensure that users access only appropriate material. School access to the Internet is via East Midlands Broadband and Lightspeed Systems filtering. Additional internal filtering is also possible in consultation with the Headteacher and the Network Manager. 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 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.
- The Headteacher will ensure that the ICT policy is implemented and compliance with the policy monitored.

How will the policy be introduced?
- Rules for Internet access will be posted near all computer systems.
- Students will be informed that Network and Internet use will be monitored.
- Instruction in responsible and safe use should precede ICT access.

How will staff be consulted?
- It is important that teachers and learning support assistants are confident to use the ICT systems in their work. The School ICT Policy will only be effective if all staff subscribe to its values and methods. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies. It would be unreasonable, for instance, if cover staff or supply staff were asked to take charge of an ICT activity without preparation. Clarification and discussion may be required.
- 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 ICT Policy, and its importance explained.
- Staff should be aware that Network traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- The monitoring of Network use is a sensitive matter. Staff who operate monitoring procedures should be supervised by senior management.
- Staff development in the safe and responsible Internet use, and on school Internet policy will be provided as required.

How will ICT system security be maintained?
- The school ICT systems will be reviewed regularly with regard to security.

- Virus protection will be installed and updated regularly.
- Personal data sent over the Network will be encrypted or otherwise secured.
- Use of portable media will be reviewed. Personal media may not be brought into school without specific permission and a virus check.
- Unapproved system utilities and executable files will not be allowed in students' work areas or attached to email.
- Individual settings on PCs may not be altered without permission. This includes wallpaper, screen saver settings, shortcuts and the uploading of any software either from the Internet, CDROM or floppy disk.
- The Network Manager will ensure that the system has the capacity to take increased traffic caused by ICT use.

How will uninterrupted access to the system be achieved?
- Backups of ICT system data will be taken at appropriate intervals depending on the criticality of the data.
- School equipment where possible will be security marked.
- Inventories of school equipment shall be maintained for easy traceability and identification.
- The school has insurance to cover theft of hardware and software.
- Any staff member detecting damage or malfunction should report it directly to the Network Office as soon as it has been detected.
- The school has procedures in place to recover data and ensure that the network system is returned to a usable state after a critical failure.
- A list of key procedures and personnel will be kept up to date for use in the event of a critical incident.

How will complaints be handled?
- Depending on the nature of the incident, the responsibility for handling the problem may be dealt with by the Faculty area where it occurred. More serious incidents may be referred to the House Manager, Progress Leader or a member of the Strategic Leadership Team.
- Any complaint about staff misuse must be referred to the Headteacher.
- Students and parents will be informed of the complaints procedure.
- Parents and students will need to work in partnership with staff to resolve issues.
- Any ICT related incident will be dealt with under the normal behaviour system and the sanctions will be appropriate to the severity of the incident. Sanctions available include:
  - Interview / counselling by House Manager or appropriate member of staff;
  - Informing parents or carers;
  - Faculty/ Mentor/House Manager/SLT report
  - Faculty detention
  - Headteacher detention
  - Fixed Term exclusion

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.

How will parent's support be enlisted?
- Parents' attention will be drawn to the School ICT Policy in newsletters, and on the school website.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe ICT use at home.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will, where possible, be made available to parents.

How will the Internet be used across the community?
- Rules for Internet access will be posted near computer systems.
- 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.

Acknowledgements - do not remove this acknowledgement.
- We wish to thank many people including teachers and officers from Kent, members of NAACE and the British Computer Society Schools Committee in the drawing up of this policy document.

Dronfield Henry Fanshawe School Responsible ICT Use
Rules for Staff and Students

The computer system is owned by the school. This Responsible ICT 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 loss of access
- Network access must ONLY be made via the user's authorised account and password, which must not be given to any other person. Users must NOT access the network using another persons account details
- 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
- School purchased software must NOT be copied for personal use
- 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 external chat rooms is not allowed
- The school ICT systems may not be used for private purposes, unless the Headteacher has given permission for that use
- 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
- Any damage to ICT equipment must be reported immediately to HoF and the Network Manager.

Additionally, all users are expected to comply with the schools Acceptable Use Policy for the use of ICT resources.

Please Note:
The school may exercise its right to monitor the use of the school's computer systems, including access to websites, 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 software, text, imagery or sound.

Page for Inclusion in Student Homework Diary

Rules for Online Safety

For Your Safety when using the Internet at home or in school remember the following:

- Never give out personal information such as your home address, telephone number, parent's work address / telephone number to others online. Only give your email address to those with whom you are familiar and never to a whole chat room.
- Never agree to meet anyone, anywhere, without first discussing this with a parent or guardian.
- Never give out your username and password to anyone online, for whatever reason.
- Never send chain letters on the Internet, they are not welcome so do not send any!
- Do not reply to any message that you feel is offensive, strange, mean or upsetting to you. It is not your fault if you get a message like that and you should report it to a teacher or your parents.
- Stop if you see or read something on a website that is upsetting or offensive to you. Not all websites are suitable for everyone and unfortunately you may stumble across something unsuitable whilst surfing.
- Always assume that email is not secure or private. Never put in an email what you wouldn't put on a postcard.

Things to remember:
- You do not always know the age, race, gender or religion of those you are communicating with. Remain polite and keep your conversation courteous and you will not offend anyone.
- If someone is abusive or annoying, stay cool and calm instead of getting involved.
- It is against the law to send messages to others that are offensive or threatening. Remember, messages you send can be traced back to you.
- Do not use capital letters all the time. It looks like you are SHOUTING and HAVE YOU NOTICED HOW DIFFICULT IT MAKES YOUR SENTENCE TO READ?

My email address is:_____

A Letter to Parents/Carers

Dear Parent/Carer

Responsible Internet and E-Mail Use

As part of your child's curriculum and the development of ICT skills, Dronfield Henry Fanshawe School is providing supervised access to the Internet. We believe that the use of the Web and email is worthwhile and an essential tool for children as they grow up in the modern world.

Although there have been concerns about students having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet access provider operates a filtering system that restricts access to inappropriate materials.

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

I enclose a copy of the rules for responsible Internet and email use that we operate at Dronfield Henry Fanshawe School. A full copy of the Policy can be found on the school Intranet.

Should you wish to discuss any aspect of Internet use you are very welcome to telephone me. If you prefer to speak to the Head of ICT please email rpotts@dronfield.derbyshire.sch.uk

Yours sincerely

T B Roche
Headteacher

Consent form

Dronfield Henry Fanshawe School Responsible Internet and Email Use

Please complete, sign and return to the school:

Student: Name _____ Form:_____

Student Agreement

I understand the school rules for responsible Internet and email use. I will use the computer system in a responsible way and obey these rules at all times.

Signed:_____ Date:_____

Parent Consent

I have read and understood the school rules for responsible Internet and email use and give permission for my son or daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure students 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_____ Date_____

Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son / daughter's work may be published on the school website. I also agree that photographs that include my son / daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed:_____ Please Print_____ Date_____