

Dixons Allerton Academy

Policy Documentation

Internet & E-mail, including Social Networking

OUR VISION

To ensure the safety and well-being of all academy members;
educating all to make informed and safe decisions.

Responsibility for Review : **Assistant Principal**



Diversity • Aspiration • Achievement

Policy statement

The academy's Internet and E-mail Acceptable Usage Policy is aimed at balancing the desirability to exploit educational potential on the internet with safeguards against the potential risks and unacceptable activity. The academy regards the integrity of its computer systems, and the data and information that is stored and generated, as valuable business tools. The following procedure sets out the academy's view on correct use of its internet/e-mail facilities as well as its inappropriate use.

Procedure

Student Use of the Academy's Internet and E-mail Services - A Guide for Teaching Staff

DO

- Ensure that you are aware of the relevant Internet and e-mail based skills that you are teaching the students
- Use focused search tasks rather than very open research tasks to ensure that accidental access to inappropriate websites is reduced
- Use sites you know to be child safe whenever possible
- Check any open searches you intend to ask students to do in advance to ensure you are aware of the risks
- Ensure you know the procedure to follow if a student finds an unsafe site during lesson time:
 - Switch off the monitor straight away but leave the computer on so that you can make a note of the web address
 - Report this to the ICT Team straight away who will then arrange for the future access to be prevented
- Teach students what to do if they accidentally find an unsafe site while using the Internet
- Teach students not to use any personal information such as name or address when e-mailing or using the Internet and the reasons why this could be unsafe
- Teach students that web sources could be unreliable and inaccurate and to check their information against other sources and not to rely on just one information source
- Any internet usage by students that raises concern must be reported to the ICT Team, who can trace the usage
- Make monitoring easy by ensuring individual students can be tracked, for example, by using the same seating for students in class
- Ensure parents are made aware of the risks of Internet and e-mail use in order that they can take precautions at home
- Be aware that searches for images may result in unsafe images as pictures are not easy to filter out. Test the search first and check not just the first page(s) of returns to be sure

DO NOT

- Leave students to use the Internet unsupervised
- use the Internet or e-mail with students who are not familiar with the academy Acceptable Usage Policy

Academy Web Sites and Use of Images

DO

- Ensure that the use of images complies with the Acceptable Usage Policy statement
- Ensure that consent forms are sent to parents if images of their child are to be used
- Ensure that no photographs are published in any way which makes individuals identifiable, i.e. so not to publish names or other labels with photographs where students may be recognized
- Clearly publish this statement to parents annually
- Allow press coverage, only where it is concerning matters regarding confidence, student esteem or positive information about Dixons Allerton Academy in the community but say no if you feel it is not in the best interests of the academy or will breach privacy procedure for this – the Principal must approve all press contact.
- Ensure the academy web site increases students self-esteem and provides information to parents and the community
- Ensure that photographs are taken in line with the guidelines for parents, which enables parents to opt out if they wish and not have their child included
- Ensure consent is gained in advance of any events to which the press have been invited to photograph individuals

DO NOT

- Include a child's photograph on a web page where the child's name has been used. This also applies to media coverage and Principals are within their rights not to give full names of students or personal information to go with photographs of students
- Sign blanket consent forms from media companies; instead insist on specific details of photographs being taken and used
- Allow images to be taken by journalists or others who attend the academy without invitation

Staff Use of the Academy's Internet Services

The Senior Leadership Team wish to encourage the use of e-mail and Internet by staff in support of their work; email is the main form of communication for all staff. However, the use of these facilities should be appropriate to the work, standards, ethos, equalities and ethnic mix of the academy.

The use of the academy's Internet and e-mail systems are not provided as a right to any of the users, they may be withdrawn from any user who does not conform to this Internet and E-mail Acceptable Usage Policy. Any member of staff who commits a serious offence in the use of the academy's Internet service may be subject to the academy's staff disciplinary procedures. In addition, any user, staff or students, who break the law in respect of using the academy's Internet service, will be reported to the police.

The academy will maintain a record of all staff and students who are provided Internet access via the academy's Internet service. The academy (ICT team) is responsible for authorising any user of its Internet or e-mail facilities, monitoring and policing their use. However, it is the responsibility of staff to ensure that they protect the academy from computer virus attack or technical disruption any programs or executable files other than by agreement of the ICT team.

Staff using an academy Laptop or other device off the academy site, at home or elsewhere, will still have to abide by the academy Internet and E-mail Acceptable Usage Policy. The misuse of such devices for activity not agreed by the academy may be breaking the law under the Computer Misuse Act 1990. All staff that has access to an Academy laptop will be required to

sign an agreement prior to its release. The laptop at all times remains the property of the Academy.

DO

- Ensure passwords are changed regularly to prevent access by others
- Ensure compliance with the Data Protection Act
- Report any unacceptable site or material as a result of an innocent Internet query, unsolicited pop-up window or other route to the ICT team immediately. Action can then be taken to block the site or material
- Abide by the copyright laws in respect of documents and materials downloaded from the Internet
- Maximise the safety of students within their care in the use of the internet

DO NOT

- Pass on, make obvious, or leave in an insecure place any passwords associated with using the Internet, e-mail or computer system
- Procure goods or services direct over the Internet except by specific agreement with the Principal and the Finance Team. Without such permission you will be personally liable for the cost of the goods/services.
- Provide personal details or contact details of your own, or any other person to Internet sites including weblogs, forums or chat rooms. Exceptions should be checked with your line manager or the Principal. At all times comply with the Data Protection Act.
- Upload an image to a web site without complying with the Council and Academy's guidance on the use of images
- Connect a laptop to the academy's computer network without the prior agreement of the ICT team.

Staff use of Social Networking Sites

Members of the Academy, teachers and associate staff, who participate in any social networking site need to be aware that any material they post should be consistent with their professional status and their employment in school. Any material which may come to light that could be deemed as harmful to the reputation and interests of the school, its staff and pupils could be regarded as a disciplinary matter.

Staff do not have the permission to publish or make use of photographic images taken at school, or on school activities away from school, which show pupils.

Additionally, staff are advised that it is inappropriate to have on-line relationships with pupils (except where appropriate within family relationships) or to allow pupils access to their own pages. Similarly accessing pupils' pages is discouraged as this may cross professional boundaries that should be maintained between staff and pupils.

Staff Use of the Academy's E-Mail Service

The Senior Leadership Team wish to encourage the use of e-mail and Internet by staff in support of their work. However, the use of these facilities should be appropriate to the work, standards, ethos, equalities and ethnic mix of the academy.

E-mails are not an informal communication tool. Sending an e-mail from your academy e-mail account has the same authority as sending a letter on headed paper.

E-Mails allow us to communicate at greater speed and allow us to contact groups of people at a time, improving the way we communicate.

The use of the academy's e-mail service should not be used by any user for the sending of personal mail unconnected with academy work or the activity unless specifically approved by a member of the Senior Leadership Team

DO

- Check your email daily. Ignoring messages is discourteous and confusing to a sender
- Make sure that the 'subject' field of any e-mail you send is meaningful and representative of the message it contains. This will save the recipient time and frustration
- Ensure your e-mail address is included on any contact information put onto paper-based letters or documents
- Ensure that you save any attached documents to your area on the computer
- Treat the content of any e-mail or attachment that you prepare in the same way as any paper based letter or document from a legal point of view. The rules apply equally to electronic messages and documents as they do to paper documents, including the laws relating to defamation, copyright, obscenity, fraudulent misrepresentation, freedom of information and wrongful discrimination. Remember, it is easy for your e-mail to be passed on to others should any recipient decide to do so
- Report any email which is received by a member of staff, which is regarded as illegal or offensive, to your line manager immediately

DO NOT

- Attempt to read another person's e-mail
- Give your e-mail password to anyone else
- Open or send on any chain e-mails
- Create e-mail congestion by sending trivial messages or by copying emails to those who do not need to see them
- Print out all your e-mail messages as a matter of course. Only print those for which it is an absolute necessity to do so
- Make changes to someone else's email and then pass it on without making it clear where you have made the changes. Not to do so is a form of misrepresentation
- To safeguard against computer viruses do not open external e-mails or an e-mail attachment that look in any way suspicious. Report it to the ICT team for checking
- Copy images or any other material for use in your e-mail or attachment that infringe the copyright law
- Send an e-mail to any supplier that could be interpreted as creating a contract in any way
- Open an attached program file with a file extension of 'exe', 'com', 'bat' or double extensions such as '.txt.vbs' after their filename. Report any attachments to the ICT Manager as all such files must be thoroughly virus checked before they are opened.

Regulations of Investigatory Powers Act 2000

Ancillary to their provision of ICT facilities the Governing Body asserts the employer's right to monitor and inspect the use of by staff of any computer (including emails) or telephonic communications systems and will do so where there are grounds for suspecting that such facilities are being, or may have been, misused.

Policy and Guidance on Academy ICT and Communications Systems

Part 1: to be retained by the member of staff

This declaration refers to the Governing Body's policy and guidance on the use of the Academy's ICT and communications systems and confirms that you have been provided with a copy and that you have agreed to follow it.

All employees, supply agency staff, consultants and contractors are required to familiarise themselves with the contents of the policy on the use of ICT systems and sign the following declaration.

DECLARATION

You should sign two copies of this document; this copy to be retained by you. The second copy (below) is to be detached and placed on your personal file.

I confirm that I have been provided with a copy of the Academy's policy on the use of the Academy's ICT and communication systems. I confirm that I have read and understood this policy. I confirm that I am aware that all my electronic communications involving emails and website searches may be monitored by the Academy and this applies even when I am working from home on Academy equipment or networks.

Signed: **Name:** **Date:**.....

Policy and Guidance on Academy ICT and Communications Systems

Part 2: to be detached and placed on the employee's file

This declaration refers to the Governing Body's policy and guidance on the use of the Academy's ICT and communications systems and confirms that you have been provided with a copy and that you have agreed to follow it.

All employees, supply agency staff, consultants and contractors are required to familiarise themselves with the contents of the policy on the use of ICT systems and sign the following declaration.

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Signed: **Name:** **Date:**.....