

SECTION H
STAFF RELATED POLICIES AND PROCEDURES

(Governors' Resources Committee
Also sits under Welfare)

H5 STAFF SAFETY & WELLBEING

H5.3 Internet Usage (Pupils and Staff)

This policy dovetails with F1.3 – E-Safety

Reviewed SLG: July 2021
Next Review: June 2022

INTRODUCTION

Alder Grange owns the ICT system. It is made available to students because the school wants to give them the best educational experience and to open up as many appropriate sources of learning as possible. The ICT system, and the Internet in particular, offers considerable opportunities for this.

However, it opens up several dangers for those who do not fully understand how it works and the law regarding the use of the Internet is increasingly complex. This Agreement has been drawn up, after much careful thought and consultation, to protect all parties – students, staff and the school.

THE AGREEMENT

1. The school is legally responsible for all ICT and Internet activity carried out on its hardware and software. The school reserves the right to monitor any Internet sites visited.
2. The school reserves the right to examine and delete any files that may be held on aldergrange.com domain.
3. **Therefore** all system users should study, accept and sign this Agreement and return it to the ICT Curriculum Leader (Failure or refusal to do so **must** result in denial/withdrawal of Internet and/or ICT access).
4. All Internet activity should be appropriate to the educational work being done.
5. Access to the Internet may only be made through the authorised account and password.
6. Under NO circumstances should one student's password be revealed to, or used by another person.
7. Under no circumstances must a student access another person's file.
8. Any activity that threatens the integrity of the school ICT system(s), or activity which threatens or corrupts other systems, is strictly forbidden (including importing disks, CDs, Pen Drives or other files unless permission is granted in advance).
9. Users are responsible for all e-mail sent, and for contacts made that may result in e-mail being received. Students must abide by the safety guidelines laid down.
10. Use for personal financial gain, gambling, political purposes or advertising, is forbidden.
11. The ordering of chargeable items over the Internet is forbidden and any costs incurred through inappropriate use of the Internet will be recovered from the student or their parent or carer.
12. Copyright of all materials (whether printed or otherwise performed) must be respected.
13. Posting anonymous messages and forwarding "chain" letters/messages is forbidden.
14. The sending of offensive e-mails is forbidden and will be treated as the criminal offence it is.
15. Any and all e-mails to a member of staff must be sent via the school e-mail system.
16. All current guidelines regarding students' safety and confidentiality must be followed at all times. This will normally include **not**:
 - (a) giving a home address, telephone or mobile 'phone number;
 - (b) arranging to meet someone unless a parent, carer or teacher has agreed.
17. School staff may check all files and may monitor the Internet sites visited.
18. Contacting staff via personal e-mail is strictly forbidden unless sanctioned in advance by the Headteacher. The sending of any inappropriate e-mail will be treated as a serious offence.
19. The highest standards must be observed in all messages sent via the Internet, as they may be forwarded inadvertently or incorrectly and may not be retrieved – any unpleasant material or messages received must be reported, confidentially, to help protect **all** students.
20. The use of the network to access inappropriate materials such as pornographic, extremist, racist or offensive material is forbidden.

21. As listed in the E-Safety Policy (F1.3) the use of the network to stir up hatred on the grounds of religious, racial, or sexual orientation is forbidden.
22. As listed in the E-Safety Policy (F1.3) the use of the network to cyber-bully is banned and could lead to criminal prosecution.
23. Buying anything over the Internet from a school account is prohibited.

This agreement should be regarded as legally binding. Failure to keep to the agreement may lead to the immediate withdrawal of Internet and ICT access to the user, and legal proceedings.

GSuite

Your child will be provided access to a Google 'G Suite for Education' account. This means that they will have access to a set of educational productivity tools including online documents, unlimited storage and a new virtual learning environment called Google Classroom.

Pupils can use their G Suite account on any device inside or outside of school by signing in via this website:

<https://www.google.co.uk/> .

This will allow them to access their school documents and resources outside of school. They will also be able to create and return homework through Google Classroom, for some subjects.

Please note that all documents and information created through G Suite are secured so that they are only accessible with an Alder Grange account and they cannot be shared outside of this Alder Grange account.

In order to use G Suite for Education and to comply with GDPR rules, we require your consent for your child to use these services. Please note that we only supply a name and email address to Google for your child to use these services. Information regarding privacy of data can be viewed here:

https://gsuite.google.com/terms/education_privacy.html .

If you have any further questions regarding this, please contact the school using the email address: reception@aldergrange.com or telephone the school

Please complete, sign, and return to school office

RESPONSIBLE INTERNET USE

Student / Staff Full Name (print):

Form:

STUDENT/STAFF AGREEMENT

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

Signed: **Date:**

PARENT'S OR GUARDIAN'S CONSENT FOR INTERNET ACCESS AND A GOOGLE CLASSROOM ACCOUNT

I have read and understood the Internet Use Agreement for Students and give permission for my son/daughter to access the Internet and Google Classroom. 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: **Date:**

Please print name:

Relationship to child:.....