

Parkstone Grammar School



INTERNET AND E-MAIL ACCEPTABLE USE POLICY Students

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APPROVED BY	Curriculum & Student Matters Committee
NEXT REVIEW	2019
TYPE OF POLICY	Non-Statutory



STUDENT INTERNET AND E-MAIL ACCEPTABLE USE POLICY

Students should read this policy carefully as they will, in the future, be deemed to be aware of its contents in the event that there is any breach of the School's policy.

PURPOSE

The purpose of this policy is to ensure that students of Parkstone Grammar School understand the way in which Electronic mail (e-mail) and the Internet should be used in and out of school.

AIMS OF THE POLICY

This policy aims to ensure that e-mail and the Internet are used efficiently for their intended purpose without infringing legal requirements.

SAFEGUARDING

The school recognises the need to protect users, in particular young people, from offensive and dangerous material and acknowledges the need to ensure that all users make responsible use of the Internet and this policy outlines procedures to do this.

CORE SCHOOL VALUES

The school aims to provide a balanced curriculum which will enable all students to develop to the full the skills and attitudes with which to cope with adult life in a rapidly changing and increasingly technological and scientific society. This policy recognises the benefits to learning from offering students the opportunity to use the Internet and email to support their development and learning.

SCOPE

All students of Parkstone Grammar School including part-time students are subject to this policy. Failure to comply with the policy may lead to disciplinary action, including suspension / exclusion. At the same time, their conduct and/or action(s) may be in contravention of the law and they may be personally liable.

GENERAL

All Parkstone Grammar School resources, including computers, e-mail and voicemail in student areas are provided primarily for educational purposes of the school and for carrying out activities consistent with their education.

Incidental and occasional personal use of these systems is permitted, subject to the restrictions contained in this policy and with the approval of the Headteacher. Any personal use of the Internet or e-mail is expected to be in the students' own time and is not to interfere with lesson time.

Students should not engage in any activity which is illegal, likely to cause offence or have negative repercussions for the School. Students must not upload, download, use, retain, distribute or disseminate any images, text, materials or software which:

- are or might be considered to be indecent or obscene.
- are or might be offensive or abusive in that its content is or can be considered to be a personal attack, rude or personally critical, sexist, racist, or generally distasteful.
- encourage or promote activities which would, if conducted, be illegal or unlawful.
- involve activities outside those which serve only an educational purpose – for example, unauthorised selling/advertising of goods and services.
- might affect or have the potential to affect the performance of, damage or overload the School's system, network and/or external communications in any way.



- might be defamatory or incur liability on the part of the School or adversely impact on the image of the School.
- Students should be aware of any potential copyright infringement.

USE OF E-MAIL

Care should be taken when using e-mail. E-mail messages are perceived to be less formal than paper-based communication and there is a tendency to be lax about their content. Students should bear in mind that they and the School will be held accountable for all expressions of fact, intention and opinion they communicate via e-mail in the same way as verbal and written expressions or statements.

Students should not include anything in an e-mail which they cannot or are not prepared to account for. They should not make any statements on their own behalf or on behalf of the School, which may be considered defamatory or in any way damaging to the reputation of any person or entity.

E-mail messages which have been deleted from the system can be traced and retrieved. Therefore, all persons having a part in creating or forwarding any offending e-mail can be identified. E-mails, both in hard copy and electronic form, are admissible in a court of law.

Care must be taken in the distribution of e-mails to ensure that e-mails should only be sent to those who need to be aware of the content "Blanket e-mails" eg. "All at Parkstone Grammar School" should be used sparingly and NOT for sending e-mails that are not relevant to the School.

INTERNET E-MAIL

Access to e-mail internet sites (e.g. hotmail, yahoo mail etc) is restricted due to the potential threat of viruses being spread and infecting the network.

USE OF THE INTERNET

Students should bear in mind at all times that, when visiting an internet site their identity (which is linked to the School's), may be logged. Therefore, any activity engaged in, undertaking given or transaction made may impact on the School.

Students must:

- always ensure that the School is neither embarrassed nor liable in any way by their use of the internet. If they are in doubt, they should avoid such action.
- virus check all material which is downloaded from the internet or received from any external source. The same applies to any materials which they intend to load onto the system using their hard drive or from their USB drive, from their CD drive or cloud storage.
- not make any statements on their own behalf or on behalf of the School which may defame libel or damage the reputation of any person.

The following activities are expressly prohibited:

- the introduction of packet-sniffing or password detecting software.
- seeking to gain access to restricted areas of the network.
- the introduction of any form of computer virus.
- other hacking activities.
- knowingly seeking to access data which is known to be confidential.
- knowingly access or download any material which is pornographic, offensive or illegal.



The following activities are criminal offences under the Computer Misuse Act 1990:

- unauthorised access to computer material (i.e. hacking)
- unauthorised access with intent to commit or facilitate the commission of further offences
- unauthorised modification of computer material

USE OF PHOTOS AND PERSONAL DETAILS

- The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff and students need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet for ever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees.
- The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

USE OF VIDEO CONFERENCING / WEBCAMS / PHONE CAMERAS / TABLET CAMERAS

- Students must not take, use, share, publish or distribute images of others without their permission.
- Students' full names must not be used anywhere on a web site or blog, particularly in association with photographs / video
- Written permission from parents or carers must be obtained before photographs / video of students are published on the school website.
- Students' work can only be published with the permission of the student and parents or carers.

CONFIDENTIALITY

- All information relating to other students and the operation of the School is confidential
- Students must keep their passwords safe and not disclose them to anyone

MONITORING

All Parkstone Grammar School resources, including computers, e-mail and voicemail are provided solely for school purposes.

At any time and without prior notice, Parkstone Grammar School maintains the right to examine any systems and inspect and review any and all data recorded in those systems. Any information stored on a computer, whether the information is contained on a hard drive, computer disk or in any other manner may be subject to scrutiny by the School. This monitoring helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists the management of information systems.

Students should be aware that it is highly likely that e-mail and internet traffic will be monitored.