



# e-Safety Policy

June 2008

## YSGOL UWCHRADD PEN Y DRE HIGH SCHOOL

We are pleased to offer our students and staff access to facilities which include the Internet and electronic mail (email). ***Parents must inform the school, in writing, if they wish their sons/daughters to be excluded from using these facilities.*** All pupils, staff and visitors will be asked to sign the e-Safety User Agreement (at the end of this document). A copy is also included in all Pupil Planners.

Access to the Internet and email enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Parents and guardians should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet exceed any disadvantages. But ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end this school supports and respects each family's right to decide whether or not to allow access.

***Parents have the right to withdraw their sons/daughters from these activities but must inform the school, in writing if they wish to do so. If we do not hear from parents/guardians, we will assume that they give permission for their sons/daughters to access the Internet and use the email accounts provided by the school.***

Staff will provide guidance to students as they make use of telecommunications and electronic information sources to conduct research and other studies related to the curriculum. Years 7 to 11 will always be supervised by a member of Staff while they are using the Internet or email. All students will be informed by staff of their rights and responsibilities as users of the network prior to gaining access to that network, either as an individual user or as a member of a class group.

As much as possible, students will be directed to information resources that have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms and are in Years 12 or 13. Permission is not transferable and may not be shared.

Teachers, pupils, students and all other users are required to follow all the conditions laid down in this policy. Any breach of these conditions may lead to withdrawal of the user's access to Pen Y Dre's Learning Net and in some instances could lead to criminal prosecution. In the case of employees, any breach may also be considered a breach of the employee's conditions of service which could lead to dismissal on grounds of gross misconduct.

All users are expected to demonstrate a responsible approach to the use of resources available to them and to show consideration for other users both locally and with whom they may come into contact on the Internet.

Use of the Internet and facilities such as the electronic mail service are intended for educational purposes only. It must be recognised that any view communicated over the

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Internet is deemed to be a view of the school and in some circumstances the County Council, akin to formal correspondence issued by post. Any expression of a personal view about the school or County Council business in an Internet communication must be endorsed to that effect.

Subject to the section below on acceptable use, the schools equipment and the Internet may only be used for any legal activity consistent with the aims, objectives and rules of the school.

## Unacceptable Deliberate Use

The following activities, whilst not an exhaustive list, are unacceptable:

1. Unsupervised access to the internet or email by pupils in years 7 to 11.
2. The access to or creation, transmission or publication of any offensive, obscene or indecent images, sounds, data or other material.
3. The access to or creation, transmission or publication of any data capable of being displayed or converted to such obscene or indecent images, sounds, data or other material.
4. The creation, transmission or publication of any material which is designed or likely to cause offence, inconvenience or needless anxiety.
5. The creation, transmission or publication of defamatory material.
6. The receipt or transmission of material such that this material infringes the copyright of another person or infringes the conditions of the Data Protection Act 1984.
7. The transmission of unsolicited commercial or advertising material to other users, users of the Internet or any other network reachable via the Internet.
8. The deliberate unauthorised access to facilities, services, data or resources within the Pen Y Dre Learning Net or any other network or service accessible via the Internet.
9. Deliberate activities with any of the following characteristics or that by their nature would result in:
  - wasting staff or other users efforts or network resources, including time on remote systems and the efforts of staff involved in the support of those systems;
  - corrupting or destroying other users data;
  - violating the privacy of other users;
  - disrupting the work of other users;
  - using the Internet in a way that denies service to other users (for example, by overloading the connection to the network by unnecessarily, excessively and thoughtlessly downloading large image files);
  - continuing to use any item of software after being requested to cease its use because it is disrupting the correct functioning of the school's network or the Internet (for example, utilities designed to broadcast network- wide messages);
  - the introduction of viruses.

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10. Where the Internet is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the Pen Y Dre Learning Net and associated resources.
11. Any use of the Internet that would bring the name of the school or the County Council into disrepute.
12. The school's personal computers (including portables) must only be used to access the Internet through an officially authorised route.
13. The user should only print essential resource material and should always check the length of a document is reasonable before printing.
14. The transmission of personal information such as addresses and telephone numbers.
15. Arranging to meet someone who has been encountered on the internet or via email without first informing teachers and parents.
16. Copying information created by others and claiming it to be your own work. This includes stories, information, pictures and art.

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## e-Safety User Agreement

At Pen Y Dre we are fortunate in having extensive computer and internet access throughout the school to help our teaching and learning. The rules below will keep everyone safe and help us be fair to others.

- I will only access the system with my own User Name and Password;
- I will not disclose my password to anyone and will not allow other people to use my User Name and Password. I realise that if I do, I may have to face disciplinary or legal action;
- I will not access other people's folders, files and documents;
- I will only use the computers for school work and homework, unless I have the permission of a teacher to use them for personal reasons during break, lunch time or homework club;
- I will not attempt to access any material which may be deemed obscene, harassing, racist, inflammatory, malicious, fraudulent or libellous;
- I will not bring in discs of any sort from outside school unless I have been given permission;
- I will ask permission from a member of staff before using the internet;
- I will only email people I know, or my teacher has approved;
- I will only use my school (RM EasyMail+) account for email, chat and discussion on the internet;
- The messages I send will be polite and responsible;
- I will not give my home address, telephone number or email address, or arrange to meet someone unless my parent/guardian or teacher has given permission;
- I will report any unpleasant material or messages sent to me or which I find by accident on the internet. I understand my report would be confidential and would help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor my email and the internet sites I visit;
- I understand that the use of the school's computers and internet access is a privilege which may be withdrawn if I abuse them in any way.

### DECLARATION

I have read the school's Computer Network, Internet & Email Policy and have seen the rules of using the Pen Y Dre Learning Net, the Internet and Electronic Mail. I understand that if I break any of these rules I will lose my access to the use of the facilities and further disciplinary or legal action may need to be taken.

User's Full Name	
Form/Company/Institution	
Signature	
Signature of parent/guardian (if applicable)	
Date	