Our reference   JF/FF/l
June 2020

Dear Parent / Carer

ICT and Internet Use

As part of the school curriculum at Wolgarston High School, we offer pupils limited access to the Internet. Before being allowed to use the Internet, all students must obtain parental permission and there is a completion page enclosed, in the Data Collection Form booklet, for you to return.

The Internet is a global network of computers containing thousands of libraries, databases and bulletin boards that can support students' learning in all areas of the curriculum. However, parents should be advised that some material accessible on the Internet might contain items which are illegal, defamatory, inaccurate or potentially offensive to users.

During school time, teachers will supervise and guide students towards appropriate materials. The school's Internet Service Provider will employ measures to protect against access to inappropriate materials. Inappropriate use of computer systems is detected and monitored. Students using the resources inappropriately will be dealt with according to the sanctions of the school's Behaviour for Learning policy. These procedures should ensure that pupils only use the Internet to further educational goals and objectives.

We believe that any disadvantage of the Internet is outweighed by positive benefits to the pupils in enhanced learning opportunities. However, the school respects the right of each family to decide whether or not to apply for access.

Please find attached a copy of our ICT and Internet Use "Good Practice" rules which your son / daughter will be expected to follow, if you agree to use of the Internet. Each student will then be given an individual password and user area which, as stated in the rules, must remain secret so that it allows secure use only by the student.

Miss J Fairclough
Headteacher

Responsible ICT and Internet Use

e-Safety in School

Wolgarston Commitment:

Wolgarston is committed to following the (ICT) Security Policy for Schools developed by Staffordshire County Council.

Wolgarston aims to provide a safe environment to all users and to support this we employ e-Safe network monitoring. This provides us with detailed information of inappropriate activity of any network user. Inappropriate use is always acted upon, by reporting to the e-Safety Officer/Headteacher and any relevant external authorities.

For school purposes, Internet use encompasses email and any other messaging systems.

The e-Safety Strategy

Will:

- Allow young people to develop their own protection strategies for when adult supervision and technological protection are not available.

- Give adequate information on where to seek help and how to report incidents.

- Ensure young people understand that there are sanctions that the school will impose on them if they act inappropriately when online.

- Provide guidelines for parents, carers and others on safe practice.

- Ensure policies are regularly monitored and reviewed with stakeholders.

- Ensure technological solutions are regularly reviewed and updated to ensure maintenance of an effective e-safety programme.

- Students accept each time they access our system to abide by the policy

Wolgarston High School
Cannock Road
Penkridge
ST19 5RX
www.wolgarston.staffs.sch.uk
01785 788400

Student Guidelines for Internet Use

General

The Internet, primarily, is provided for students to conduct research and back up their work. Parent's/carers permission is required before a student is granted access. Access is a privilege not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communication over the network. Users must comply with school standards and honour the agreement they have signed.

Computer storage areas, including any external storage media brought to school, may be reviewed by staff to ensure that users are using the system responsibly. Users should not expect that files stored on servers or storage media are always private.

For school purposes, Internet use encompasses email and any other messaging systems.

During school, teachers will guide students towards appropriate materials. Outside of school, families bear responsibility for such guidance in the same way as they deal with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted within the school environment:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Accessing inappropriate web sites
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Using others' passwords or accounts.
- 'Hacking' into others' folders, work or files for any reason.
- Intentionally wasting limited resources, including printer ink and paper.

Part of Penk Valley Academy Trust, a company limited by guarantee,
registered in England and Wales, number 11124272
Registered office: Wolgarston High School, Cannock Road, Penkridge, ST19 5RX
www.penkvalley.co.uk

Sanctions

1. Violations of the above rules **will** result in a temporary or permanent ban on internet/computer use. The school runs a system which reports inappropriate use and operates at a high level of accuracy.
2. Your parents/carers will be informed.
3. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
4. When applicable, police and/or local authorities will be involved.
5. If necessary, external agencies such as Social Networking or Email Member sites will be contacted and informed.
6. A record of all unacceptable use will be kept and reported to Senior Management.

Individual Students

1. You must have your parent's/carer's permission before using the Internet.
2. You must have a supervising teacher or member of staff with you at all times when using the Internet.
3. Do not disclose any password or log-in name to anyone, other than the persons responsible for running and maintaining the system.
4. Do not upload/send personal addresses, telephones/fax numbers or photographs of anyone (staff, governors or students) at the school.
5. Use of names of students, or photographs of students, will require parents to have been informed about such use.
6. Do not download, use or upload any material which is copyright.
7. Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children and young adults. This applies to any material of a violent, dangerous or inappropriate context. If you are unsure always ask a member of staff.
8. Always respect the privacy of the files of other users.
9. Be polite and appreciate that other users might have different views than your own. The use of strong language, swearing or aggressive behaviour is not allowed. Do not state anything that could be interpreted as libel.
10. The internet will be used for appropriate educational use only. Access to Internet games or social network sites is prohibited.
11. Ensure that you have followed the correct procedures for using the Internet and report any incident which breaches these rules to a member of staff. Any messages received which are offensive should be reported to a member of staff.
12. **Never take any action liable to bring Wolgarston High School into disrepute.**

Please note that this policy is produced in line with accepted DfE guidelines, produced following a case study into cyber bullying.