



The Marches School & Technology College

ICT POLICY

**This policy will apply to the use of all digital equipment in school.
It is designed to protect the students, staff and resources of the school.**

Digital Technology is now embedded in the curriculum at The Marches School and Technology College. Technology in a wide variety of forms is used extensively for course work, research, exam entry, lesson delivery, organization and administration. The school Digital resources serve community groups, ICT training for teachers, links with other schools, e-mail, etc.

We are very aware of the potential problems and issues associated with accessing material available on the Internet, but see the correct use of Internet resources as an essential educational tool in a modern technological society.

Other concerns are the protection of data, security of the network infrastructure, care for the physical equipment, hacking, virus protection and online digital content.

The need for guidelines and rules concerning the use of Digital resources in school is clearly recognized and, before being allowed to use Digital resources, all users must be prepared to accept and abide by the rules laid down by the school.

Access to the Internet will enable users to explore thousands of libraries, databases and bulletin boards whilst exchanging messages with other Internet users throughout the world. However, some materials, accessible via the Internet, may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst we take every precaution to prevent such access, we cannot absolutely guarantee it. We believe strongly that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages.

Staff will give users guidance on how to access the Internet sites effectively and in so doing guide users towards appropriate materials, but sanctions will be applied to users who do not follow the guidelines and rules laid down by the school.

Outside school, we can only warn of the dangers of the Internet and advise suitable monitoring of the use, especially for pupils who attend The Marches School and Technology College.

Effective Use of the Internet

- Use of the Internet should be a planned activity with clear objectives, with information about suitable sites for researching a topic being made available.
- The effective use of search engines should be taught as part of the planned activity, to reduce the wasting of time and limited resources.

- Saving Internet data to user directories should be taught as part of the planned activity, especially picture files and text.
- Copying, pasting and inserting Internet data into Word, Excel, Publisher, etc should be encouraged – for further editing and improved presentation.
- Lists of useful website addresses should be kept in user-created Word documents, which can then be used as a set of hyperlinks.
- The use of the Internet must be closely monitored at all times by staff.

Staff and Student Guidelines for Using the Internet and Digital Resources

1. Users are responsible for good behavior on the Internet, as would be expected in any teaching/learning situation.
2. The Internet is provided for users to conduct research and communicate with others, and all users must be prepared to accept and abide by the rules laid down by the school.
3. Access to the Internet in school is a privilege, not a right and this privilege can be removed if irresponsible behavior is suspected
4. Individual users of the school network and Internet are responsible for their communications and this presumes that users will use the system sensibly. **Files stored in any digital form such as on: the server, disks, data cards, within e-mail accounts, stored on virtual drives or online may not be kept totally private, especially if it is suspected that their content is illegal or offensive in any way.** E-mails and other school provided digital tools will be monitored or read electronically to check for offensive content or attached files.
5. During school-based Digital content lessons and Internet access time, staff will guide users towards the use of appropriate materials, but away from school parents/guardians have the responsibility for guidance and use of the Internet by their children.
6. Data of a personal nature stored on any digital device that is taken off site should be password protected or encrypted. Where data is covered under the Data Protection act the Data Protection policy should be referred to. Staff are discouraged from taking any personal data off site in digital form as loss or misuse of the data will be taken seriously and disciplinary action will follow if appropriate steps have not been taken to secure it.

Restrictions

The following are NOT permitted on or through any school based resource, anything that contravenes these will be taken seriously for both students and staff. Normal disciplinary procedures will apply:

- i. Sending, storing or displaying illegal or offensive messages or pictures.**
- ii. Using offensive, unacceptable or obscene language.**
- iii. Harassing, insulting or attacking others over the Internet or using digital media.**

- iv. **Damaging computers, computer systems or computer networks including all Software and Hardware.**
- v. **Changing set-ups on the school computers, workstations, servers or digital tools.**
- vi. **Violating copyright laws.**
- vii. **Using others' user names, passwords and accounts.**
- viii. **Trespassing in other users or administrative folders, files or work.**
- ix. **Intentionally wasting resources**
- x. **The use of the Internet for personal and business other than in connection with the business of the Marches School and Technology College.**

Sanctions

Whilst every effort will be made to establish fault or accountability, suspicion will be enough to enforce the following.

For Students

Level 1 - What will happen if any Marches School and Technology College network user contravenes any of the above rules?

The users account will be stopped.

An initial investigation will be carried out after which the account will be re-enabled, escalated to the second level or in an extreme taken to the third level of punishment depending on the findings.

The student will be warned and a note will be written in their planner.

An after school detention will be given.

Level 2 - What will happen if any Marches School and Technology College network user repeats the offense, contravenes a second rule or it is deemed that the first offence was more serious?

Network accounts will be disabled for **two weeks**.

The student's parents will be informed by telephone and a note in the planner.

A note will go in the staff bulletin to inform other staff of the closed account.

The students name will be read out in staff briefing to inform them that the account has been disabled.

An after school detention will be given.

Level 3 - What will happen if any Marches School and Technology College network user continues to contravene the above rules or it is deemed that the first or second offence was more serious?

Two day exclusion from school

Return to school following a contract meeting with parents

What will happen if any Marches School and Technology College network user persists in violating the rules for use of digital resources?

These cases will be referred to the Leadership Group and network accounts may be closed or disabled for two terms or longer. The school governors will consider very serious cases of misuse of digital technology at The Marches School and Technology College and this may lead to further exclusion, expulsion or dismissal, and matters being reported to the police

For Staff

Network management staff are allowed to check all digital tools, network accounts, virtual learning accounts, staff laptops, staff work stations and Internet based facilities for content, so that they can effectively assist with control and monitoring of Internet access and use of digital resources. The network management staff are subject to these *User Guidelines* when accessing the Internet for their own purposes.

Staff are cautioned that use of school digital resources from home are subject to the same monitoring and control as use in school.

A member of Staff who breaches any of the restrictions within this policy for users of school digital resources will be dealt with in line with the law and county policy. Serious cases will follow disciplinary procedures and could lead to criminal prosecution.