



Bearwood College

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ICT ACCEPTABLE USE POLICY

Bearwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Bearwood College.

The Bearwood College Policy Documents are revised and published periodically in good faith. They are inevitably subject to permanent revision. On occasions a significant revision, although promulgated within College separately, may have to take effect between the re-publication of the entire set of Policy Documents. Care should therefore be taken to ensure, by consultation with the Senior Management Team, that the details of any Policy Document are still effectively current at a particular moment.

While this current Policy / Procedure may be referred to elsewhere in Bearwood College documentation including particulars of employment, it is non-contractual.

Authorised by the Headmaster on behalf of the Governors, following Resolution by the Board in January 2012

ICT ACCEPTABLE USE POLICY

RESPONSIBLE INTERNET USE

General Observations

In this document, where relevant, the term “parent” refers to any person exercising or having been delegated a parental responsibility, and the term “internet” includes intranet and other relevant systems.

The statutory curriculum requires scholars to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and email. Computer skills are vital to access life-long learning and employment; indeed we must consider ICT a life-skill.

Most technologies present risks as well as benefits. Internet use for home, social and leisure activities is expanding and being used by all sectors of society. This brings young people into contact with a wide variety of influences, some of which could be unsuitable.

Rules for Scholars

The College computer system provides internet access to scholars and staff. This “Responsible Internet Use” statement is intended to help protect scholars, staff and the College by clearly summarising what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- College computer and internet use must be appropriate to the scholar's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for email they send and for contacts made.
- Email should be written carefully and politely. As messages may be forwarded, email is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- The College ICT systems may not be used for private purposes, unless the Headmaster has given previous written permission for that use.

- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the College or by other organisations or individuals.
- Irresponsible use may result in the loss of internet access.

The College may exercise its right by electronic means to monitor the use of the College's computer systems, including the monitoring of web-sites, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the College's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

If any scholar or member of staff is responsible for posting material on the internet (eg using sites such as Youtube, Facebook etc) without permission, and the material relates to the College, any member of staff or any member of the scholar body, he/she may be liable to disciplinary action.

Scholars and staff are reminded that:

- mutual respect and courtesy should be the hallmark of all persons within or associated with Bearwood College at all times and in all circumstances
- other than in certain regulatory circumstances, scholars may be named and/or depicted only with 'parental consent'
- defamatory and/or libellous material directed at a person published on the internet is illegal
- defamatory and/or libellous material directed at an institution published on the internet is illegal

All scholars and staff should therefore seek permission from the Headmaster before considering posting any relevant material on the internet.

3G Cards

Use of 3G cards and similar devices to access the internet is subject to the same constraints as the use of mobile phones:

A scholar may not use such a device:

- in class
- in any similar formal or organised situation, such as prep or games session, Chapel, meals etc

If they are found to used during lessons, activities, or prep, the card will be confiscated and kept for three days and then returned or sent home to parents /guardians with a covering letter.

Scholars are reminded that the same requirements for responsible and safe use of the internet applies when accessing the internet via a 3G card as by the College system.

Mobile Telephones and Portable Entertainment Devices

Mobile telephones offer an important potential means of immediate communication for scholars, especially in emergency situations or where they may need to seek assistance or support. The College is nevertheless mindful of the diverse and even contradictory scientific advice on the possible medical effects of the use of mobile telephones. The decision on whether a scholar may or may have one is therefore exclusively a matter for the scholar's parent or guardian.

Portable Entertainment Devices (iTTouch, MP3 players, tablets etc) are popular possessions and the College has no desire to deny scholars' enjoyment of them. However, the College does not allow their use, which would be distracting:

- in class
- in any similar formal or organised situation, such as a Prep or games session, Chapel, meals etc

If a scholar brings a mobile telephone into College, he/she must notify his/her Houseparent at the earliest opportunity, and give him/her the telephone number.

A scholar may not use his/her mobile telephone:

- in class
- in any similar formal or organised situation, such as a Prep or games session, Chapel, meals etc

The standard College sanction for using a mobile telephone or similar portable entertainment device, in an inappropriate location or time, is to confiscate the item for three days.

The mobile telephone may be confiscated and returned to parents/guardians if it is misused, used in a manner contrary to instructions or used for delivering or knowingly receiving unacceptable voice or text messages or images.

HMMs may make suitable arrangements for the proper management of mobile telephones and portable entertainment devices in House, including after Lights Out in boarding houses.

Each scholar is solely responsible for the safety and security of his/her own mobile telephone and portable entertainment devices.

The College reserves the right to forbid the possession of a mobile telephone or portable entertainment devices by a scholar for a specific period of time.

INTERNET POLICY (SCHOLARS)

Core Principles of Internet Safety

The internet is becoming as commonplace as the telephone or TV and its effective use is developing into an essential life-skill. Regrettably, unmediated internet access brings with it the possibility of scholars being placed or placing themselves in embarrassing, inappropriate and even dangerous situations. A policy is required to help to ensure responsible use and the safety of scholars.

The Bearwood College Internet Policy (Scholars) is built on the following five core principles:

1 Guided educational use

Significant educational benefits should result from curriculum internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful internet use will also reduce the opportunities for activities of dubious worth.

2 Risk assessment

21st Century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they need to learn to recognise and avoid these risks – to become "internet wise". Colleges need to ensure they are fully aware of the risks, perform risk assessments and implement a policy for internet use. Scholars need to know how to cope if they come across inappropriate material.

Accordingly, assessments of the risks in internet access by young persons in classes, the Library, public access points and in Houses are undertaken.

3 Responsibility

Internet safety depends on staff, governors, advisers, parents, guardians and, where appropriate, the scholars themselves taking responsibility for the use of internet and associated communication technologies. The balance between education for responsible use, regulation and technical solutions must be judged carefully.

4 Regulation

The use of a limited and expensive resource, which brings with it the possibility of misuse, must be regulated. In cases access within colleges must simply be denied, for instance unmoderated chat rooms present immediate dangers and are usually banned. Fair rules, clarified by discussion and prominently displayed help scholars make responsible decisions.

5 Appropriate strategies

This document is based on strategies to help to ensure responsible and safe use, which must limit access, develop responsibility and guide scholars towards educational activities. There are no straightforward or totally effective solutions and staff, parents, guardians and the scholars themselves must remain vigilant.

Policy rationale

Our Internet Policy has been written by the College, with special contributions from the IT Department, building on the Kent NGfL policy and government guidance. It has been agreed by the Senior Management and approved by Governors. It is reviewed annually.

The Internet is an essential element in 21st Century life for education, business and social interaction. The College has a duty to provide scholars with quality internet access as part of their learning experience.

The purpose of internet use in College is to raise educational standards, to promote scholar achievement, to support the professional work of staff and to enhance the College's management information and business administration systems.

Internet use is a part of the statutory curriculum and an increasingly necessary tool for scholars.

Benefits of using the internet in education include:

- access to world-wide educational resources including museums and art galleries
- inclusion in government initiatives such as the National Grid for Learning (NGfL) and the Virtual Teacher Centre (VTC)
- educational and cultural exchanges between scholars world-wide
- cultural, vocational, social and leisure use in libraries, clubs and at home
- access to experts in many fields for scholars and staff
- staff professional development through access to national developments, educational materials and good curriculum practice
- communication with support services, professional associations and colleagues
- improved access to technical support including remote management of networks
- exchange of curriculum and administration data with government bodies

Internet access is an entitlement for scholars who show a responsible and mature approach to its use.

Policy Statements

1. The College internet access is designed expressly for scholar use and includes filtering appropriate to the age of scholars.
2. Scholars are taught what is acceptable and what is not acceptable and given clear objectives for internet use.
3. Internet access is planned to enrich and extend learning activities. Access levels are reviewed to reflect the curriculum requirements and age of scholars.
4. Staff guide scholars in on-line activities that will support the learning outcomes planned for the scholars' age and maturity.
5. Scholars are educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.
6. Scholars are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
7. Scholars are taught to acknowledge sources of information and to respect copyright when using internet material in their own work.
8. Scholars may only use approved email accounts on the College system.
9. Scholars must immediately tell a teacher if they receive offensive email.
10. Scholars must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in email communication.
11. Access in College to external personal email accounts may be blocked.
12. Excessive social or non-educational email use can interfere with learning and may be restricted.
13. Email sent to an external organisation must be written carefully and authorised before sending, in the same way as a letter written on College headed paper.
14. The forwarding of chain letters is banned.
15. The point of contact on the web site is the College address, College email and telephone number. Staff and scholars' home information and other personal details of anyone associated with the College must not be published.
16. Web site photographs that include scholars are selected carefully and include only those for whom consent for photographic use is current at the point of publication.
17. The Headmaster or nominee takes overall editorial responsibility and ensures content is accurate and appropriate.

18. The copyright of all web or other electronic material originating in the College belongs to the College, or is otherwise attributed to the owner where permission to reproduce has been obtained.
19. Scholars are not allowed access to public or unregulated chat rooms.
20. The decision about what internet sites are available in College will be reviewed periodically by HMMs and scholars (through the College Council). The decision will be influenced by what is a useful and appropriate (academic and pastoral) use of a specifically school facility and the ability of the College hardware to support the use.
21. The College keeps a record of all staff and scholars who are granted internet access. The record is kept up-to-date, for instance a member of staff leaving or the withdrawal of a scholar's access.
22. Parents are informed that scholars are provided with appropriately supervised internet access.
23. Scholars are required to apply for internet access individually by agreeing to abide by the "Responsible Internet Use" document.
24. Parental consent is dealt with in the Parental Contract.
25. In common with other media such as magazines, books and video, some material available via the internet is unsuitable for scholars. The College takes all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a College computer. The College therefore does not accept liability for the material accessed, or any consequences of internet access.
26. Scholars are taught that the use of computer systems without permission or for inappropriate purposes may constitute a criminal offence under the Computer Misuse Act 1990.
27. Methods to identify, assess and minimise risks are reviewed regularly by the IT Department, reporting to the Headmaster.
28. If scholars discover unsuitable sites, the URL (address) and content must be reported to the Headmaster, who will consider if it is appropriate to inform the Internet Service Provider.
29. Senior staff ensure that regular checks are made to confirm that filtering methods selected are appropriate, effective and reasonable.
30. Any material that the College believes is or may be illegal is referred to the appropriate authority.

31. Filtering strategies are selected by the College in discussion with the filtering provider where appropriate. Where possible, the filtering strategy is selected to suit the age and curriculum requirements of the scholars.
32. Rules for internet access are posted near all computer systems.
33. Scholars are informed that Internet use is monitored.
34. A module on responsible Internet use is included in the PSHE programme covering both College and home use.
35. All scholars are required to accept the terms of the 'Responsible Internet Use' statement before using any internet resource in College.
36. The College ICT systems are reviewed regularly with regard to security.
37. Virus protection is installed and updated regularly. Scholars are required to observe virus protection procedures and disciplines.
38. Unapproved system utilities and executable files are not allowed in scholars' work areas or attached to email.
39. Files held on the College's network are regularly checked.
40. College responses to inappropriate scholar internet use may include:
 - a. interview/counselling by the Houseparent
 - b. parents
 - c. of internet or computer access for a period, which could prevent access to College work held on the system, including examination coursework
 - d. sanctionsOffensive, inappropriate or illegal use of any e-system may result in a scholar being required to leave the College.
41. Advice on filtering systems and educational and leisure activities that include responsible use of the internet is available to parents.
42. A stock of relevant leaflets from organisations such as BECTa, PIN and NCH Action for Children is maintained in the Library.

GUIDANCE: STAFF USE OF PERSONAL MOBILE TELEPHONES

The free distribution of staff personal mobile telephone numbers to scholars, and the use of staff personal mobile telephones for non-crucial communication with scholars, may potentially result in difficulties for both staff and scholars, whether texting or speaking, either through misinterpretation of, or misuse on the part of either party.

Staff are accordingly advised that, if communication by mobile telephone is necessary, then:

- in the normal course of events, they are to use only College phones
 - “the normal course of events” includes academic and most pastoral requirements
- in the normal course of events, communication should occur only during normal working hours
- only in a genuine emergency, or for a crucial matter such as an immediate Child Protection reason, should staff use their personal mobile telephones

Staff are thanked for their willingness to use their personal mobile telephones in an emergency.

Note:

It may be sensible when on a ‘trip’ to collect in scholars’ numbers so that they can be phoned if there is a problem. It could also be that such a phone call could be made using another scholar’s phone (with their permission). If such a system is to be employed it should be included in the risk management systems in the risk assessment documentation on the trips form.

Staff are reminded that once he/she has phoned a scholar then his/her number is automatically available to the scholar.

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