



LWS Academy Trust

Montefiore Drive, Sarisbury Green, Southampton, SO31 7NL. Tel: 01489 582684

www.lordwilson.org.uk

LWS Academy

ICT E-Safety and Acceptable Use Policy for Students

1. Introduction

Used wisely, the ICT system and the Internet are extremely useful educational resources, but there is also the potential danger of entrapment, misinformation, of losing private information, of addiction, or simply wasting time.

The aim of this policy is to ensure that all members of LWS and in particular students will benefit from learning opportunities offered by the academies internet resources in a safe and effective manner and to become prepared for the use of ICT systems in the world of work.

WHEN USING LWS ACADMIES INFORMATION AND COMMUNICATION TECHNOLOGY EQUIPMENT THERE SHOULD BE NO EXPECTATION OF PRIVACY. THE USE OF SUCH SYSTEMS ARE REGULARLY MONITORED¹.

Internet use and access is considered a academy resource. Access is a privilege, not a right. By accessing the internet using academy facilities, students are agreeing to comply with the academy rules for internet use. Therefore, if the academy policy is not adhered to this privilege will be withdrawn and appropriate sanctions outlined in this policy will be imposed.

You should read the policy regulations and guidelines carefully to ensure that the content is accepted and understood. If you do not want your son to have access to the Internet then please put your request in writing to Mr Dawkins

2. Definition of Unsuitable and Inappropriate

Unsuitable – DO NOT send, download, display print or distribute material that is:-

Sexually explicit

Obscene

Likely to cause complaints of sexual or racial harassment or bullying or any other form of harassment.

Intimidating

Fraudulent

Defamatory

Otherwise harmful

Inappropriate – Prohibited student activities:-

The following uses of the Internet are specifically prohibited and will be dealt with as serious breaches of the ICT Policy.

Accessing web pages by writing in the numerical IP address

Accessing any web page in order to download or play games, or to access 'Virals' other than those deemed as having educational value.

Using MSN Messenger or any other form of network based instant messaging service.

Accessing any chat room websites, instant messaging services, social networking sites or Skype

No files may be intentionally downloaded unless directed by staff. No programs may be introduced, nor installations made.

Accounts must not be set up. Goods or services must not be ordered. Pay to view or chargeable services must not be accessed.

Accessing any website that contains the functionality to facilitate the bypassing of the proxy server.

Disciplinary action may result if anyone is found to be involved in such activities

¹ Work created in a digital format is no more private than work created in a traditional notebook; staff members have equal right of access to both.



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3. Regulations & Guidelines

The academy will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with ICT and the Internet. These strategies are as follows:

3.1 World Wide Web

The Internet provides access to information on a wide variety of topics.

All Internet users at LWS Academy:

- Will not be permitted to visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable material.
- Must report any material of the above nature to a Teacher/SSA/SLT.
- Will use the Internet for educational purposes only.
- Will not upload, download or otherwise transmit material that is copyrighted.
- Will not disclose or publicise personal or confidential information, for example their name or classmates' home addresses, telephone numbers, name and location of their academy, without their teacher's permission.
- Will not examine, change or use another person's files, user name or password.
- Will be aware that any computer usage, including distributing or receiving any information, academy-related or personal, may be monitored for unusual activity, security, and/or network management reasons.

All Internet use is logged and access to many web sites will automatically be barred (either by our ISP or internally using the Hampshire proxy server). LWS Academy does not expect its pupils to visit any inappropriate sites. If pupils become aware of inappropriate sites accessible through by passing proxy server it is their responsibility to inform the teacher/SSA/IT team.

3.1.1. Academy Website

The copyright of all material produced by the academy for display on the academies web pages belongs to the academy. Permission to reproduce any other material will be sought and obtained, from the copyright owner. Please seek permission through Mr Dawkins.

The publication of student work will be co-ordinated by a teacher.

3.2 E-mail

LWS Academy encourages staff and pupils to send emails instead of letters, faxes and other forms of paper communication where deemed appropriate (i.e. for academy related communication). This form of contact provides quicker communication and also a convenient way of filing such documents. E-mail accounts will be supplied to all computer users. Please be aware that the system is automatically checked to protect against viruses, identifying the access of unsuitable material and for highlighting other illegal or inappropriate behaviour. Disciplinary action may result if anyone is found to be involved in such activities.

- Students will use only approved email accounts under supervision or permission of a teacher.
- Students will not arrange to meet someone outside the academy via email, the Internet or social networking sites.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will not send or download any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Students will refrain from sending on chain e-mails.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will not send unsolicited email to other students or teachers.



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- A student of the academy who receives unsolicited email must immediately notify the sender that such e-mails are not permitted, must not be sent in the future and will be deleted unread and must notify a teacher or member of staff.
- The academy email system will not be used for any form of harassment.
- Users of the academy e-mail system will manage the size of their mail folder in accordance with the system-wide tier limits imposed. These are subject to change.

3.3 Social Networking, Instant Messaging & Chat Rooms

Students must not use social networking sites, chat rooms, forums or blogs to post inappropriate or derogatory comments about other students, members of staff or the academy as these sites are accessible by members of the public. Any instances where this occurs as a result of comments posted while in or out of academy time may result in disciplinary action.

Students will only have access to discussion forums such as those found on the educational websites and the VLE.

External moderated chat rooms, discussion forums and newsgroups will be used only for educational purposes as directed by a teacher or member of staff.

It is advised

Face to face meetings with someone organised via Internet chat will be forbidden.

All other forms of internet based Instant Messaging are prohibited, for example MSN Messenger, AOL IM and Yahoo IM.Skype

3.4 Academy Infrastructure

3.4.1 Files and Directories

- Keep file and directory names meaningful, you may know what the contents are now but may forget in the future.
- Keep all files on the server; the server is backed up every night. If you keep files on your local drive then this will be your responsibility.
- Regularly perform housekeeping on your files and directories, delete unwanted files and check that the files are in the correct directory.
- Try and create a hierarchy for your directories; it is far better to have ten directories with ten files each rather than one with a hundred.
- USB Memory Sticks may be used to transfer large files between home and the academy where internet access is not available or too slow. Everyone will have a personal directory. Although under normal circumstances the ICT Support Team will not access these directories users must be aware LWS reserves the right to review what is in these directories for security and legal reasons. Files brought in from home must not include programs or file types that are mentioned as forbidden in this policy.
- MP3, MP4, WMA and other compressed media file formats are not allowed to be stored on LWS owned ICT resources unless authorised by a member of staff for educational purposes.
- Password protected 'zip' files are not to be used; any found on the system will be deleted.

3.4.2 Usernames, Passwords and Security

You will be issued a username and password for email/VLE/On-line Learning Facilities. This is to be kept very secure.

- Do not give your password to anyone else. If you do and that person does something that they shouldn't when logged in as you, you are responsible, as you should have not given your password to them.



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- Passwords will be required to access all ICT facilities at LWS.
- Passwords should be changed regularly.

If you suspect other persons have your password then please inform a member of the IT Support team.

We respect students' privacy; therefore the IT department does not know anyone's password for the curriculum network. You will only have access to information on the server that has been deemed appropriate to you. If you think you need other information the IT Support Team will discuss this with you.

- Report any suspected security violations or weaknesses.
- If you are temporarily leaving your workstation you must log off.
- Use of another person's account, or allowing another person to use your account, to access any information/data is wholly unacceptable and will be dealt with as a breach of the Data Protection Act: this could result in police involvement and disciplinary action which may involve external agencies.

3.4.3 Unauthorised Software

No unauthorised software is to be loaded. Do NOT bring games, screen savers etc in and try and load them.

If you require anything in addition to what is loaded then contact the IT Support Team.

3.4.4 Viruses

A virus shield is installed. Although this will increase the protection, please be on guard for any suspicious e-mails etc. If you are in doubt then contact the IT Support Team.

Students must not attempt to switch off the virus scan for any reason or attempt to change any of the settings.

3.4.5 Hardware

Any damage to hardware should be reported to a member of the IT support team immediately. Students, should, under no circumstances, disconnect any cable from a computer, for example, network, power, mice, keyboards and monitor cables. If for any reason this is required it must only be undertaken by a member of staff.

Network cables should not be removed from wall/floor ports.

Headphones must not be moved between PCs, if a set of headphones is faulty please inform the IT Support Team.

No members of LWS should disconnect any wireless access points.

3.4.6 Wireless Network

The academy supplies wireless access throughout the premises to all staff and students. The network is secured and encrypted to industry standards. Staff can request access on their own devices at the discretion of the Communications & Network Manager. Student wireless is also available and students can be given access for educational and reward purposes. The security key for the student wireless changes each week and will be given out at the discretion of the IT support team and teaching staff.

- No users will give out the wireless keys or details without permission from the communications & network manager.
- All devices connected to the wireless networks are monitored and can be disconnected at any time.



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3.4.7 iPads

The use of iPads at LWS is at the teachers discretion. They must only be used for educational or reward purposes. iPad settings, wallpapers, icons and similar must not be changed or tampered with. iPad cases must not be removed except at the request of the IT support team. The IT support team manage a simple booking system so that staff have access to the iPads for class use. This is a first come first serve system and booking appear on the calendar, visible to all staff. iPads that have been loaned are the staff members responsibility.

4. Data Protection Act

The academy complies with the Data Protection Act 1998 (updated 2000) and was passed to deal with privacy issues arising from the increasing amount of personal information contained on computers.

5. Sanctions

Misuse of the LWS ICT facilities and the Internet may result in disciplinary action, including verbal and written warnings, withdrawal of access privileges, and in extreme cases, fixed term exclusions or a permanent exclusion. The academy also reserves the right to report any illegal activities to the appropriate authorities.

6. Communication

6.1 Informing Students

'Code of Practice' posters will be displayed near all networked computer systems. Students will be informed that their Internet use is monitored and be given instructions on safe and responsible use of the Internet. Students must read and sign the relevant page in their log books which is a summary of the Acceptable Use Policy (AUP) before being allowed network access (together with their parents/carers (if appropriate)).

6.2 Informing Staff

All staff will be provided with a copy of the Acceptable Use Policy. Teachers are aware that Internet traffic can be monitored and traced to an individual user. Staff will be consulted about the development of the Acceptable Use Policy and instructions on safe and responsible Internet use.

6.3 Informing Parents/carers

Parents' attention will be drawn to the Acceptable Use Policy by letter, in the academy newsletter and the academy brochure/admission pack and on the website. Advice that accords with acceptable and responsible Internet use by students at home will be made available to parents. Safety issues will be handled sensitively.

The academy will obtain parental consent before publication of students' photographs.

6.4 Monitoring and Review

This policy will be monitored by Mr Dawkins and will be reviewed bi-annually in the Autumn term. All comments on and suggestions concerning this Acceptable Use Policy should be sent to:

Mr Dawkins