

# Kingsdown School Network Policy

## NETWORK POLICY -( Students)

### **Educational Purpose.**

The Kingsdown Secondary School Network/Internet access has been established for an educational purpose. The term "educational purpose" includes classroom activities, career development, and quality research activities.

### **Use of Internet facilities:**

The school Internet service is provided Kingsdown Secondary school. KSS monitors and audits the use of the Internet and reports any potential misuse that it identifies to management.

If inappropriate material is accessed accidentally, users should immediately report this to a senior member of staff so that this can be taken into account in monitoring.

Kingsdown Secondary School expects all users to use the Internet responsibly and strictly according to the following conditions:

### **A summary of unacceptable usage:**

Users shall not use the school Internet\* system to:

1. Visit Internet sites make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
  - Pornography
  - promoting discrimination of any kind
  - promoting racial or religious hatred
  - promoting illegal acts
  - promoting drugs and substance abuse
  - promoting violence or self-endangerment
  - any other content which may be offensive to pupils or staff.

2. Access web-based chat sites that allow users to make contact with individuals in the outside world without providing sufficient safeguards and protection to young people
3. Access sites offering Internet-based SMS messaging services
4. Run any form of private business or create, edit or access your own web pages outside the school network.
5. Visit sites that might be defamatory or incur liability on the part of the school
6. Upload, download, or otherwise transmit (*make, distribute or distribute*) commercial software or any copyrighted materials belonging to third parties outside the school
7. Reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships
8. Intentionally interfere with the normal operation of the Internet connection, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the Internet.
9. Seek, represent personal opinions or reveal confidential information or use it in any other way that could reasonably be considered inappropriate
10. Carry out political lobbying, either directly or via email. But users can use the system to communicate with elected representatives and to express your opinion on political issues.
11. Access the UseNet Internet News system or Chat services

*(\* for the purpose of this policy, Internet usage means any connection to the Internet via Web browsing, FTP, external email or news groups.)*

## **Further guidance on pupil Internet and email access.**

1. All pupil Internet access must be supervised. This means there **must** be a member of staff in the room who is aware that the pupil is accessing the Internet. If the member of staff leaves the room then pupils must stop using the Internet.
2. Inappropriate Access to online material.
  - Internet access is filtered through our Bloxx no nonsense filtering system. This is not infallible but pupils who deliberately try to access filtered material or bypass the filtering service will have their Internet access limited.
3. The school email service can be used for personal use but the rules of use must be followed
4. Continuous misuse of the Internet will result in the suspension of Internet access for a fixed period of time.
5. You may not create or edit personal web pages without approval from a member of staff. Any content added using the school Internet access is the responsibility of the school and must therefore be checked and approved by a member of staff. Pupils are requested not to add a guestbook etc. to such sites because of their unregulated nature.
6. Pupils should not access website guestbooks, forums or chat rooms due to the unregulated nature of the content, unless there is clear educational value and a member of staff is aware of the activity.
7. Pupils are reminded that any content they upload to the VLE, including their homepages, is visible to all pupils in their year group and all staff.
8. Email misuse:
  - Users will not email information that could cause damage or a danger of disruption.

- Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by someone to stop sending them messages, then they must stop.
- Users will not knowingly or recklessly email false or defamatory information about a person or organisation.
- Users will not forward an email that was sent privately without permission of the person who sent the message.
- Users will not email private information about another person.
- Users will not email chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Users will not use email in lessons without permission from the member of staff taking the lesson.

### **Personal Responsibility:**

Pupils should be aware of the following:

1. All user actions on the Kingsdown Secondary School Network are logged continuously. This includes the workstation used, the time logged on for, the websites accessed, what software is used and any printing done.
2. Users are responsible for the contents of their user area. If obscene or inappropriate files are found by routine scans then access will be suspended and parents notified.
3. Details and/or printouts of any unacceptable material or Internet access will be posted home to parents/guardians and the access to the Kingsdown Secondary School network suspended.

### **Discretionary Rights:**

Kingsdown Secondary School reserves the right to vary the terms of this policy at any time and without prior notice. Kingsdown Secondary School has the right to withdraw access to the Network, suspend Internet access or email access. Network access will be suspended until any policy discrepancy has been finalised. The decision of Kingsdown Secondary School is final.