

INTERNET ACCEPTABLE USE POLICY

Last update – May 2021

Educational Purpose

The KLB Network/Internet access is to be used solely for supporting KLB's educational purpose. The term "educational purpose" includes classroom activities, career development, quality research activities, administrative and business support for the work of the school.

Scope of this policy

This policy applies to:

- all members of the school community when they are using computer equipment which is the property of the school and any internet access on the school site;
- external contractors or other visitors if they are granted temporary use of the school's equipment or when they use their own equipment on the school site;
- the use of laptop computers which are the property of the school when they are used to access the internet away from the school site;
- computers, tablets, mobile phones and other personal devices which may access the internet on the school site through alternative connections, for example the mobile telephone network.

Use of Internet facilities

The school internet service provider monitors and audits the use of the Internet by KLB School and reports any potential misuse that it identifies. If inappropriate material is accessed accidentally, staff users should immediately report this to another member of staff so that this can be taken into account in monitoring. The school expects all users to use the internet responsibly and strictly according to the conditions listed below.

A summary of unacceptable usage:

Members of the school community will not use any school equipment, computers or internet service to carry out the following. In addition, personal devices must not be used for any of the following purposes on the school site or during the school working day:

- Visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
 - pornography (*including images, video as well as explicit animation and textual descriptions*);
 - graphic portrayal of violence (*other than as is necessary to support a course of study in the school curriculum appropriate to the age of the children involved*);
 - promoting discrimination of any kind;
 - promoting racial or religious hatred;
 - promoting drugs and substance abuse (*Including web sites that promote the use, manufacture and distribution of illegal drugs, as well as sites that promote the abuse of legal substances such as prescription drugs or the sale of alcohol to minors*);
 - promote violence or self-endangerment, or contain instructions for making weapons of violence or the sale of such weapons,
 - promoting illegal acts not covered by the above;
- Access internet-based chat sites that allow users to make contact with individuals in the outside world without, providing sufficient safeguards and protection to young people.
- Access social networking sites. The only exceptions to this are for staff to use those social networking sites which have been approved for school business and when senior staff have to access social networking sites in order to carry out an investigation
- Access web-based email services, other than the service provided by the school.
- Access sites offering Internet-based messaging services.
- Run any form of private business other than communications made by contractors while working on the school site.
- Visit sites that might be defamatory or incur liability on the part of the school.

- Upload, download, or otherwise transmit (*make or distribute*) commercial software or any copyrighted materials belonging to third parties outside the school.
- Reveal or publicise confidential or proprietary information, which includes but is not limited to: financial information, personal information, database content, computer/network access codes and business relationships.
- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses or other malware.
- Solicit, represent personal opinions or reveal confidential information or use it in any other way that could reasonably be considered inappropriate.
- Carry out political lobbying, either directly or via email, excluding the use of the system to communicate with elected representatives and express opinions on political issues.

Monitoring

All access to the internet through the school's internet connection is logged. All student access is also filtered. Attempts to by-pass the filter are also logged. These logs are inspected on a sampling basis or when there is suspicion of unacceptable use. Staff are able to apply for more open access to the internet in order to support specified curriculum related activities. Such more open access is logged separately and checked on a sampling basis or when there is suspicion of use which does not correspond to the curriculum activity specified.

All email sent and received using the klbschool.org.uk domain is logged and filtered by our email Provider. As stated above, alternative web based email will not be accessed through the school's internet connection.

When students use the internet, staff are expected to be vigilant to ensure that appropriate use is being made of the facility.

When laptop computers are checked by the IT technicians, the contents of the internet cache are inspected on a sampling basis to check that unacceptable internet sites have not been accessed using the equipment.

Sanctions for unacceptable use

Students who make unacceptable use of the internet will be dealt with through the school's sanctions procedure according to the nature of the incident. Sanctions may include detention, exclusion and withdrawal of internet access for a specified period of time.

If a member of staff makes unacceptable use of the internet, the response will correspond to the nature of that use. The response could range from an informal warning to dismissal for gross misconduct. If necessary, the Gloucestershire Safeguarding Children Partnership and/or the police will be informed.

Associated policies:

Safeguarding Policy
Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings.
Child Protection
Staff Conduct Procedure

Discussed and agreed by Teaching and Learning Committee: May 2021