**Internet Access Policy**

[**Advice and tips for keeping your child safe online - BBC Newsround link**](http://www.bbc.co.uk/newsround/13910067?collection=growing-up-digital)

RENFREWSHIRE COUNCIL : EDUCATION AND LEISURE SERVICES

Council Policy Statement: Internet Access and E-Mail Use in Educational Establishments
(Pre 5, Primary and Secondary Establishments)

1. Introduction

1.1 Renfrewshire Council is committed to extending the use of information and communication technologies across all sectors of education in order to enhance the learning of all pupils. The Council is also committed to promoting awareness about the safe use of the Internet and the World Wide Web and E-mail.

1.2 An Agenda for Young People

The world of international communication and information networks is changing rapidly. New technologies such as the World Wide Web and the Internet offer tremendous educational opportunity for all. However, unsuitable material does exist and can be easily accessed. The challenge is to ensure that it is the beneficial aspects of information and communication technology that are exploited. It is important therefore that Renfrewshire Council ensures responsible use of ICT and that this ICT policy statement serves to both guide and protect young people.

1.3 Enhancing Teaching and Learning

It is fundamental that the teaching and learning of pupils should benefit from the development of information and communication technology. Child safety issues must be addressed if we are to pursue a policy of equal access for all to the educational potential of ICT. Progress in extending access to information through ICT must be maintained but precautions require to be taken to protect pupils from unsuitable material. Though the infrastructure that supports safe use of the Internet is becoming increasingly sophisticated a policy framework addressing the issue of ICT and child safety is essential.

1.4 Developing Policy and Practice

The term ‘Internet’ as used in this policy statement includes the use of ‘GLOW’. (As explained in section 4)

An 'Acceptable Use' policy document has been developed for Renfrewshire establishments and is attached as appendix 1 to this policy.

This 'Acceptable Use' policy document will be reviewed, as required, in light of advancing technologies. Establishments should implement this policy before allowing pupils access to the Internet.

The purpose of creating such a policy document is to:

(i) protect users from those aspects of the Internet which are inappropriate and illegal;

(ii) create an awareness of the generally accepted etiquette arrangements associated with Internet use;

(iii) provide a framework of acceptable use ('dos' and 'don'ts') - for pupils, teachers and parents;

(iv) promote in Internet users a sense of personal discipline and responsibility and an awareness of its safe use; and

(v) protect the Council from inappropriate resource use, security risk and legal liability.

2. Principles

2.1 Renfrewshire Council education & leisure services has the following responsibilities in relation to the use of the Internet:

• To ensure that clear policy guidelines are formulated and distributed to all members of staff;

• To monitor the implementation and review the content of the policy to take account of developing technology;

• To identify and install suitable content filtering software in all centres where Internet access is provided, in addition to any filtering service offered by the Internet Service Provider (ISP);

• To monitor the use of e-mail; and

• To provide training for all staff who will be responsible for the delivery or supervision of Internet based learning.

2.2 Staffs in establishments and other education centres have the following responsibilities:

• To ensure that all Internet use by students is supervised. i.e. that a teacher, tutor, school librarian or youth leader should be present in any room or area where people are accessing the Internet. Consequently computers with Internet access should be placed in areas that facilitate supervision.

It is recognised that in practical terms it is not possible for an individual teacher to be continually aware of the materials accessed by large groups of individual pupils under their supervision.

In instances where a member of staff is aware that individual pupils have accessed inappropriate material they should report the fact to the head of establishment immediately. Where inappropriate material is accessed and is not detected by a member of staff, Renfrewshire Council's filtering software will generate a report that will be passed to the head of the establishment.

• To implement Renfrewshire Council policy and procedures;

• To ensure that people in their care understand and follow policy and procedures;

• To ensure that parents are informed of policy and procedures;

• To promote the safe use of the Internet with pupils whenever it is used; and

• To promote the safe use of e-mail with pupils whenever it is used.

3. Prohibited Activities

The following activities are strictly prohibited for all users:

• Use of the Internet to harass, offend or bully any other person;

• Use of the Internet for any illegal purpose;

• Use of the Internet for transmission or reception of threatening or obscene material;

• Use of the Internet for transmission or reception of material from any criminal organisation;

• Use of the Internet for the transmission or reception of viruses or unlicensed software;

• Use of the Internet for any non-educational or commercial purpose or for profit;

• Use of the e-mail system to promote ‘spam’ mail; and

• Use of the e-mail system to promote ‘chain’ mail.

4. Use of The Internet

What is GLOW

Managed by Learning and Teaching Scotland and delivered by Research Machines (RM), Glow is the world's first national intranet for education.

Glow will break geographical and social barriers and allow joined-up working the length and breadth of Scotland.

Glow will transform the way education is delivered in Scotland. It will work alongside Curriculum for Excellence to build capacity and ensure a first-class education for Scotland.

• Glow enables innovation in teaching approaches by offering unique learning opportunities;
• Glow helps motivate young people to work independently and collaboratively;
• Glow supports individualised learning, allowing for personalisation and choice; and
• Glow provides children and young people with relevance in their learning.

What Glow will provide:
• A trusted and safe environment for pupils, teachers and parents;
• An area to create personalised programmes of work and share curricular resources;
• A variety of online tools to enhance learning experiences;
• Virtual learning to share information and take part in a lesson; and
• Tools to enable you to communicate and collaborate across the network.

GLOW Components
Inside Glow there are a huge number of different components. These components provide a variety of tools and functions which are technically familiar and socially fit for a 21st century education. Below is an introduction to some of the features available within Glow, called Glow components. It explains how these can be used to enhance learning and teaching.

National Directory
The National Directory is an index of all the users of Glow throughout Scotland. Using the national directory, users can find others with similar areas of interest or expertise. Users will be able to collaborate across the country and make connections with others to improve learning and teaching.

Glow Groups
A Glow Group is an area which connects people and ideas through communities of interest. Inside a Glow Group you can add tools such as discussion boards, chat rooms, document stores, image galleries and web conferencing, which can all be customised to meet the needs of the communities of interest. The flexibility of Glow allows for Glow Groups to be a closed community for specific users or open for others to join.

Glow Meet
Glow Meet is the web conferencing tool which sits in Glow Groups. It allows people to interact using video, audio and a shared whiteboard space.

Glow Mail
Glow mail is a web based e-mail system integrated into Glow. Anyone familiar with web based e-mail will instantly be familiar with Glow Mail. The benefit of using Glow Mail is the single sign-on. Users will have access to an inbox within Glow without having to visit another website. As soon as a user logs in to Glow, they will have instant access to any new mail waiting for them.

Glow Learn
Glow Learn is the virtual learning environment (VLE) within Glow. It includes tools to share, organise and search for digital resources and courses, monitor student progress and provide learners with access to structured content. Glow Learn can be used at any time, anywhere with internet access.

Glow Messenger
Glow Messenger is an electronic messaging service that allows users to exchange text messages with others online immediately.

Glow Chat
Glow Chat is a moderated chat room which sits inside the secure online environment.

4.1 Use of GLOW E-mail

E-mail provides a high speed economic means of exchanging messages all over the world. Government targets for NGfL include the provision of e-mail addresses to all teachers and pupils in establishments. Renfrewshire Council has met these targets by providing a facility for individual e-mail accounts for all pupils and staff.

4.2 E-mail Procedures

The following procedures must be followed by all users to ensure safe and responsible use of e-mail. It should be remembered that e-mails are recorded, can be traced back to the sender and can be legally binding.

Users should always:

• conceal access passwords and change the passwords regularly;

• inform the head of establishment immediately if any abusive, threatening or offensive e-mails are received; and

• inform the head of establishment immediately if an e-mail or attachment generates a virus warning.

4.3 E-mail Guidelines Users should always:

• Use suitable subject headings to help the recipient identify the nature of the message prior to reading it;

• Think carefully about what they write in e-mail messages. They should use a mixture of upper and lower case when typing. Using all capitals is considered to be the equivalent of "shouting"; and

• Delete unnecessary messages on a regular basis and organise retained mail in relevant folders.

4.4 World Wide Web Procedures

Although the web offers a vast range of resources, these can be very difficult to identify without risking access to inappropriate resources.

The following procedures must be followed by all users, to ensure safe and responsible use of the web. It should be remembered that visits to web-sites are recorded and can be traced back to the user.

• inform the head of establishment immediately if any abusive, threatening or offensive sites are accessed.

• pupils should normally be directed to specific sites that have been pre-selected by their teachers and should not routinely use search engines. When school pupils use the Internet for research activities staff should ensure that pupils are aware that inappropriate search results may be displayed.

• Care should be taken to ensure that any material published to the web does not breach any of the guidelines in this policy or other policies relating to data protection and copyright.

• Personal information should never be divulged.
Where pupils are involved in the creation of personal web-pages using a Renfrewshire Council approved host they should not reveal any personal information. For example; firstname, secondname, home addresses, telephone numbers and dates of birth should never be revealed.

4.5 Use of Internet Newsgroups

Internet newsgroups are a valuable means of exchanging information on specific topics. Some newsgroups are moderated to filter out any inappropriate material.

Newsgroups that are not moderated are inappropriate for educational purposes and should not be used.

In instances where teachers wish to allow pupils to use newsgroup facilities and are unsure of arrangements for their moderation they must seek advice from Renfrewshire Council IT Support Services.

4.6 Use of File Transfer Protocol (FTP)

Certain web-sites allow users to download software such as drivers and application software. Because of the danger of transmission of viruses or corrupted data, staff and pupils will not be able to download such files. If you have a legitimate reason to download a file, then this request should be made to the council I.T. Service Desk.

4.7 Use of Internet Relay Chat (IRC)

IRC allows users to speak to other users anywhere in the world via a microphone linked to the computer. Typed messages can also be sent in this way. Educational chat rooms that allow learners to experience this facility in a safe environment are gradually being developed.

Chat rooms that are not moderated are inappropriate for educational use and should not be accessed within any establishment. In instances where teachers wish to allow pupils to use chat room facilities for curricular purposes and are unsure of arrangements for their moderation they must seek advice from Renfrewshire Council IT Support Services.

4.8 Data Protection

Personal information about other users should never be revealed over the Internet. (See also section 5.1 below.)

4.9 Copyright

Copyright rules apply to material available over the Internet. Many sites carry copyright notices indicating how the material may be used and how to obtain permission. Further guidance on this topic can be found on the Scottish Virtual Teachers' Centre Web-site: http://www.svtc.org.uk/ and from Copyright Licensing Agency (CLA) documentation.

The following information gives basic guidelines:

• Always acknowledge sources;

• Never assume that educational use of material is permitted, without first checking with the author; and

• Materials created by staff and students to be published on web-sites may need protection to prevent unauthorised use.

4.10 Virus Protection

All computers used for access to the Internet must be installed with anti-virus software. Council staff will regularly update this software.

Any user who suspects the presence of a virus must alert the head of establishment immediately.

5. Web-site Development

A growing number of organisations are seeking to publish information on the web. For establishments this represents an opportunity to provide up to date information about activities to pupils, parents, the community and the wider world. However serious concerns have been expressed as to how certain members of society might use this information.

"If a web-site includes a pupil's picture, then this could be downloaded from the web, and edited in an unpleasant or embarrassing way. This new image could be circulated via newsgroups or on another web-page... Parents have concerns that information about their children may be made available world-wide by schools, and that their children can be identified and traced...A pupil could be traced if their name and picture appear on the school's web-site. It would be possible for them to be contacted by someone wishing them harm." (Click Thinking - Scottish Executive)

Clearly, establishments and other organisations have a responsibility to protect the young people in their care and should consider the risks involved in any information that appears in establishment web-sites.

5.1 Web-site Development Procedures

• All existing education web-sites should be kept up to date

• All existing education web-sites should be reviewed on a regular basis and edited in the light of the information above.

• The Renfrewshire Council logo should appear (unedited) on all education web-sites.

• Web-site developers should ensure that the safety and rights of young people are not compromised. Specifically, they should ensure that:

• the names of individuals do not appear in web-sites; and

• Photographs of individual young people and groups of young people may only be posted when the parents of all individual or group members have given their written consent.

6 Availability of Internet Access and Use Policy

Establishments should ensure that this policy is available to parents/carers on request.

Appendices

1. Acceptable Use policy for issue to parents and pupils.

2. Pupil / Parent consent form for pupils in Pre 5 establishments

3. Pupil / Parent consent form for pupils in primary school (which could include a pre 5 class)

4. Pupil / Parent consent form for pupils in S1 - S6.

5. Draft Letter to parents re Acceptable Use policy.

Appendix 1

Renfrewshire Council: Education & Leisure Services

Responsible Use Policy - Pupils
1. Introduction

How to Gain Internet & E-mail Access

Before you gain access to the Internet you must read and comply with the Rules for Acceptable Use. Your parent / carer and you must sign the form agreeing that you will comply with this policy. The form is attached to the policy. A copy of the form will be given to you and the establishment will keep a copy.

1.1 Background

Internet access will be provided to pupils who agree to act in a considerate and responsible manner and whose parents consent to Internet access for the following purposes:

• As a learning tool;
• For research purposes; and
• For communication with others.

1.2 Scope

This policy applies to all pupils (system users) accessing the Internet using establishment equipment. As a system user, you are responsible for your own conduct. You must comply with the terms listed in this policy.

1.3 Monitoring

• Filtering software that electronically records the machine and the date and time of any inappropriate use will monitor your access to the Internet.
• All e-mail is monitored

2. Rules for Acceptable Use

Do

• Only use the Internet for the purposes listed in clause 1.1 above;
• Listen to, and act upon, the instructions and advice of your teacher;
• Keep your password to yourself;
• Treat the equipment with respect;
• Tell your teacher if you access any inappropriate material; and
• Seek advice if you wish to copy anything from the Internet.

Do not

• Give out personal information about yourself or other pupils;
• Use the system without permission;
• Waste time and resources on non-educational activities;
• Copy or change passwords belonging to others;
• Use inappropriate language;
• Send obscene, threatening or offensive material;
• Deliberately access inappropriate, offensive or obscene materials; and
• Harass or disrupt other users.

Your parents / carers will be informed of any misuse of the Internet and disciplinary action may include your removal from the Internet system for a defined period of time or other discipline measures as determined by the head teacher or another member of the establishments' senior management team.

Appendix 2

Renfrewshire Council: Education and Leisure Services

Responsible Internet & E-mail Use

For use with pupils in Pre 5 establishments

Please print child’s name:

Parental Consent for Internet Access

I have read and understand the Responsible Use Policy. I hereby give permission for my son/daughter to be provided with Internet access. I understand the establishment will monitor my son/daughter's use of the Internet and E-mail. I also understand that the establishment will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. I understand that the establishment cannot be held responsible for the nature or content of materials accessed through the Internet or guarantee the reliability of such material.

Please tick the box if you do not give consent for your son/daughter’s photograph to appear on the establishment’s website.

Please tick the box if you do not give consent for your son/daughter to appear in GLOW Meet video conferencing.

Parental signature: Date:

Please print name:

Appendix 3

Renfrewshire Council: Education and Leisure Services

Responsible Internet & E-mail Use

For use with pupils in pre 5 and primary school

Please print pupil name:

Parental Consent for Internet Access

I have read and understand the Responsible Use Policy. I hereby give permission for my son/daughter to be provided with Internet access. I understand the establishment will monitor my son/daughter's use of the Internet and E-mail. I also understand that the establishment will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. I understand that the establishment cannot be held responsible for the nature or content of materials accessed through the Internet or guarantee the reliability of such material.

Please tick the box if you do not give consent for your son/daughter’s photograph to appear on the establishment’s website.

Please tick the box if you do not give consent for your son/daughter to appear in GLOW Meet video conferencing.

Parental signature: Date:

Please print name:

Appendix 4

Renfrewshire Council: Education and Leisure Services

Responsible Internet & E-mail Use.

For use with pupils in S1 - S6.

Please print pupil name: Class:

I have read and understand the terms of the Responsible Use Policy and agree to comply with this policy. I authorise Renfrewshire Council to monitor my use of any computer facilities and to record and make copies of any information sent or received by me. I accept that any breach of this policy could result in the withdrawal of access to computer resources and/or disciplinary action being taken.

Pupil signature: Date:

Parental Consent for Internet Access

I have read and understand the Responsible Use Policy. I hereby give permission for my son/daughter to be provided with Internet access. I understand the establishment will monitor my son/daughter's use of the Internet and E-mail. I also understand that the establishment will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. I understand that the establishment cannot be held responsible for the nature or content of materials accessed through the Internet or guarantee the reliability of such material.

Please tick the box if you do not give consent for your son/daughter’s photograph to appear on the establishment’s website.

Please tick the box if you do not give consent for your son/daughter to appear in GLOW Meet video conferencing.

Parental signature: Date:

Please print name:

Houston Primary School
Crosslee Road
HOUSTON
Renfrewshire
PA6 7EJ

8 June 2010

Dear Parents,

RESPONSIBLE INTERNET and E-MAIL USE

As part of your child's curriculum and development of ICT skills, Houston Primary is providing supervised access to the Internet. We believe that the skill to make use of the World Wide Web and E-mail is worthwhile and essential for children as they grow up in the modern world. Please read the attached document 'Responsible Internet & E-mail Use' and sign and return the consent form so that your child may use the Internet at school.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in establishments. Filtering software that restricts access to inappropriate sites is in place. This software allows us to monitor and electronically record details of Internet sites visited and the date and time of any misuse. The use of e-mail is also monitored.

Whilst every effort is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the establishment cannot be held responsible for the nature or content of materials accessed through the Internet.

The complete Council Policy Statement for ‘Internet Access and E-Mail Use in Education Establishments’ is available to read on our school website. Should you wish to discuss any aspect of Internet use please do not hesitate to telephone me to arrange an appointment.