Clyst Vale

COMMUNITY COLLEGE

RESPECT PARTICIPATE LEARN

I have read the following policies contained in this document and agree that my child will abide by them:

Student Policies:

Internet Usage
Network Usage

Students name _____

Parent/Carer Signature _____   Date _____

Name (please print) _____

Clyst Vale Community College

STUDENT Acceptable Internet Usage Policy

The College believes that using the Internet has educational benefits to all students and staff. Internet access enables students and staff to explore thousands of libraries, databases, and bulletin boards. They will also be able to exchange messages with other learners and teachers throughout the world. However, students and families will wish to be aware that it is possible to access material which is inaccurate, defamatory, illegal, or potentially offensive to some people. To help prevent students viewing or communicating inappropriate material, Clyst Vale has taken the following steps:

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- Students are taught how to use the Internet responsibly as part of their Key Stage 3 ICT course.

- Internet access in all lessons is supervised by a member of staff.

- All students have access through the open learning resources room (IT1) from 8am to 4.30pm. This usage is remotely monitored and logged by the system and protected by the filtering and blocking systems detailed below.

- The Internet access provided through the South West Grids for Learning (S.W.G.F.L.) to Clyst Vale is filtered by URL and key words. This means that students are unable to type in specific Internet addresses leading to inappropriate sites, and they can also not type in certain words in search engines to find inappropriate sites. If they attempt to do this, a warning page will appear on the screen and access disallowed.
There are three levels of filters, those provided by RM (the company providing Internet access for S.W.G.F.L.), the Local Authority and the Colleges own. All of these are regularly updated. There is a fourth level of filter which filters sites before it hits the SWGFL filters which gives added control and even more traceability functions.

- Chat rooms, social networking sites and non-moderated media streaming and download sites are filtered unless required by the curriculum.

- All sites visited are recorded by the internet servers and these lists are regularly checked for any inappropriate use. Any sites visited that are deemed inappropriate will be added to the filtering list and the student visiting the site warned / removed from using the internet / computer system depending on severity.

- All ICT suites and laptop banks can be monitored and controlled by members of staff using the "Impero" software. This software also records inappropriate use of the internet and allows staff to block sites.

- Students are not permitted to buy or sell items through the College systems. They must not register for any additional services using the College systems, unless specifically authorized by a member of staff or required by the curriculum.

- Attempting to bypass any filters will result in a ban from all ICT

Any inappropriate use of the college's computers and Internet systems will result in the removal of the student's computer access.

We do believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However we understand if parents do not wish their children to have access to the Internet and we will remove students' access rights if requested. If any parent does not wish their child to access the Internet at Clyst Vale we request that they write a brief letter to their Head of School who will take the appropriate steps with the technical team to remove access.

Use beyond the College Network

Students use of the Internet outside College and through handheld devices that operate outside the control of the College network are the responsibility of parents and they should refer inappropriate use to the police. However, abuse of social networking inevitably impacts on the College community and the College will seek to prevent misuse through formal and informal education and deal with bullying issues of all types robustly.

In the case of cyber bullying or other abuse of social networking being reported to College staff the College's role is to:

➢ Inform all parents involved and mediate restorative action
➢ Advise/remind parents of a bully on action to prevent a recurrence
➢ Advise/remind victims parents that it is their role to capture the onscreen evidence and make a complaint to the police
➢ Withdraw the privilege of carrying any personal device in College where a student has abused social networking

STUDENT Network Usage Policy

It is our belief that students can enhance their learning by the use of computers. It is also important that students have the knowledge and skills to use computers appropriately, effectively and responsibly when they leave the College and progress onto further education or employment. To this end Clyst Vale provides access to the College network for all students. However it is important that students take responsibility when using the network facilities. Clyst Vale expects that **all users** of the network:

• Will not attempt to cause physical damage to the computer hardware, including networking equipment.

• Will report any such damage, caused or found, to the teacher in charge.

• Will not attempt to access system files, delete any files, folders or software from the network that will damage or hinder performance of the network and any associated systems.

• Will not add any files, folders or software to the network that will damage or hinder performance of the network and any associated systems.

- Will not access any games software other than that on the Approved Educational Games List.

- Will not eat or drink whilst using the College network systems.

- Will not reveal their password to anybody else and to inform the teacher or ICT Dept if their password has been compromised.

- Will not attempt to login as anyone else, nor use a machine that has been logged in for somebody else to use.

- Will not add any illegal, racist, defamatory or pornographic material to the college network, by any means.

- Will not connect any computer to the college network unless specifically instructed to by a member of staff.

Students all have their own email account. Any inappropriate emails sent by users will result in an e-mail ban or removal of ICT access for a period. E-mails and attachments containing foul or abusive language are deemed as inappropriate.

The server records who has logged on to what machine and consequently damage can be traced to the person using that machine. Users are responsible for the machine they are working at and they will be charged for any parts or labour required to repair that machine, if the damage is found to be deliberate.

Users should consequently:

- Check their machine for damage before use and report any problems to the teacher in charge immediately.

- Not reveal their password to anyone else. It is not an excuse to imply someone else knows a user's password.

Inappropriate use of the college network will result in the disablement of the accounts of those involved.