



Introduction

CIT encourages use by pupils of the rich information resources available on the internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering.

Online services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, teaching and library materials could usually be carefully chosen. All such materials would be chosen to be consistent with national policies, supporting and enriching the curriculum while taking into account the varied teaching needs, learning styles, abilities and developmental levels of the pupils. Internet access, because it may lead to any publicly available site in the world, will open classrooms to electronic information resources which have not been selected by teachers as appropriate for use by pupils. As the internet is worldwide, there will also be different laws governing the content of sites. Within CIT, internet access will be filtered and monitored on a regular basis. However, it is difficult to screen every possible offensive site and pupils have to take responsibility for following the rules of use which are given below.

Electronic information research skills are now fundamental to preparation of citizens and future employees during the current digital age. CIT expects that staff will begin to investigate possibilities and blend the use of such information as appropriate within the curriculum and that staff will provide guidance and instruction to pupils in the appropriate use of such resources. Staff will consult the ICT staff for advice on content, training and appropriate teaching levels consistent with the school's Computing programme of study.

Independent pupil use of telecommunications and electronic information resources is not advised and will only be permitted upon submission of permission and agreement forms by parents of pupils and by pupils themselves.

Access to online resources will enable pupils to explore thousands of:

- Databases
- Libraries
- Bulletin boards
- Blogs
- Permitted Social Media
- Virtual Learning Environments
- Message Boards

Community Inclusive Trust **Acceptable Use of Internet Policy**

This will allow pupils to exchange messages and other content with people throughout the world. The staff at CIT believes that the benefits to pupils from access to information resources and increased opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

To that end, CIT supports and respects each family's right to decide whether or not to apply for independent access.

The Trust's Lead of Technology will prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on teaching and learning.

Rules for Pupils' Use of the Internet

CIT has developed a set of guidelines for internet use by pupils. These rules will be made available to all pupils and kept under constant review. All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of online access and their responsibilities towards pupils. All staff will have regular training regarding e-Safety to help deal with any issues that should arise.

- Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.
- The Internet is provided for pupils to conduct research and communicate with others.
- Parents' permission is required and parents will need to sign an 'Acceptable Use' form before access is granted.
- Remember that access is a privilege, not a right, and that access requires responsibility.
- Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with CIT standards **and will honour the agreements they have signed.**
- Computer storage areas, USB drives (when applicable) will be treated like school lockers. Staff may review files and any communications, such as email, to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.
- Within school, staff will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. If parents/guardians require any support in the appropriate use of the internet or how to support their child, they can contact the school or the Lead of Technology who will offer support and guidance.

Access to social media for work purposes

Staff who use social media as part of their job must use it appropriately and in the best interests of the Trust. Employees must be aware that they are representing the Trust when they are contributing to the Trusts social media activities. Employees should use the same safeguards as they would with any other form of communication about the organisation in the public domain.

Access to social media at work, for personal use

Employees are not allowed to access social media websites for personal use from the Trusts computers or devices during working time and they must not be left running 'in the background', whilst at work. These provisions also apply to personal computers and mobile devices.

Leaving Social Media sites 'running' constantly in work time is considered to be a breach of the acceptable use of the internet policy.

Any communications that employees make through social media must not:

- **Bring the organisation into disrepute, for example by:**
 - Criticising, disagreeing or arguing with parents, carers, colleagues or managers
 - Making defamatory comments about individuals or other organisations/groups
 - Posting Images that are inappropriate or links to inappropriate content
- **Breach Confidentiality, for example by:**
 - Referring to confidential information about an individual (such as a college or service user) of the Trust
- **Do anything that could be considered discriminatory against, or bullying or harassment of, any individual or group or individuals, and in contravention of the Trust's procedures, for example by:**
 - Making offensive or derogatory comments relating to sex, gender-reassignment, race (including nationality), disability, sexual orientation, religion, belief or age
 - Using social media to bully another individual (such as an employee of the Trust)
 - Posting images that are discriminatory or offensive links to such content.
- **Any other action that impacts on the employee's ability to do their job, for example by:**
 - Any online activity that is incompatible with the position they hold in the Trust.
 - Any breach occurring inside or outside the workplace that is likely to affect the employee doing his/her work.
- **Contravene the Trusts policies, for example;**
 - The Employee Code of Conduct, the Harassment and Bullying policy, or the Equality and Diversity policy.

Community Inclusive Trust **Acceptable Use of Internet Policy**

The following are **not** permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others through using a computer or electrical device.
- Accessing social media for non-education matters.
- Damaging computers, computer systems or computer networks
- Violating copyright laws.
- Using others' passwords.
- Trespassing/Deleting or hacking others' folders, work or files.
- Intentionally wasting limited resources.
- Downloading Software/Music files

Sanctions:

- Violations of the above rules will result in a temporary or permanent ban on internet use.
- Additional disciplinary actions may be added in line with existing practice on inappropriate language or behaviour.
- When applicable, police or local authorities may be involved.
- The Communication with students through social networking sites is prohibited.

Published: March 2017

Review Date: June 2019

