Pupil Access to the Internet

The school 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.

On-line 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.

Electronic information research skills are now fundamental to preparation of citizens and future employees during the coming Information age. The school expects that staff will begin to investigate possibilities and blend 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 should consult the ICT Coordinator for advice on content, training and appropriate teaching levels consistent with the school's ICT programme of study.

Use of the Internet at school in the future will only be permitted upon submission of permission and agreement forms by parents of pupils and by pupils themselves.

Access to on-line resources will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school 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, the school supports and respects each family's right to decide whether or not to apply for use of the Internet.
Staff Access to the Internet

New staff are entitled to receive training in the use of the Internet through the school's professional training programme and can only have access to the school's Internet facilities following such training. The ICT Coordinator is responsible for this programme.

Staff may wish to access the Internet for many purposes. Examples are:

- To develop their teaching resources and/or to build their knowledge for supporting their teaching and learning.

- To communicate electronically with a range of individuals linked to education and the school to support the daily operation of the school.

- To receive educational publications or information of relevance to teaching and learning and/or the management of the school.

- To use 'live' material on the Internet directly in their teaching material.

Staff using the Internet must never deliberately:

- Use it for any private purpose without permission from a member of the senior management team.

- Access information that is offensive and/or inappropriate for use in a school, and/or save it to floppy disc or the hard drive.

- Send offensive material through the school's internal or external email facilities.

- Open an email attachment without having it virus checked.

Staff who abuse the code set above will be liable to disciplinary action under the school's formal procedures.

Information within files in staff personal areas on the network may, on rare occasions, be accessed by the network manager as part of their monitoring role. Such information cannot be assumed to be confidential.
School Procedures

Resource Development

In order to match electronic resources as closely as possible to the national and school curriculum, teachers need to review and evaluate resources in order to offer “home pages” and menus of materials that are appropriate to the age range and ability of the group being taught. The ICT Coordinator will provide appropriate guidance to pupils as they make use of telecommunications and electronic information resources to conduct research and other studies. All pupils will be informed by staff of their rights and responsibilities as users, before their first use, either as an individual user or as a member of a class or group.

As much as possible, the school’s chosen information provider has organized information resources in ways that point pupils to those that have been reviewed and evaluated prior to use. While pupils may be able to move beyond those resources to others that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Pupils may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

School Rules

The school 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 on-line access and their responsibilities towards pupils.
Pupil Guidelines For Internet Use

General:

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. 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 school standards and will honour the agreements they have signed.

Computer storage areas and floppy disks will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.

During school, teachers 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.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others’ passwords
- Accessing and/or deleting others’ folders, work or files
- Intentionally wasting limited resources
- Using a disc from home without having it virus checked
Sanctions:

- Violations of the above rules will result in a temporary or permanent ban on Internet use.
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- When applicable, police or local authorities may be involved.

Be SMART

The British Academy teaches its pupils to be safe and responsible when using the Internet. We therefore recommend the SMART code of safety when browsing the net.

S - Keep your personal details Secret - Never use your parents’ credit card without their permission, and always keep your name, address, and password private - it’s like giving out the keys to your home!

M - Never Meet someone you have contacted in Cyberspace without your parent's/guardian's permission, and then only when they can be present.

A - Don't Accept emails or open files from people or organisations you don't really know or trust - they may contain viruses or nasty messages.

R - Remember that someone on line may not be who they say they are. If you feel uncomfortable or worried in a chat room simply get out of there!

T - Tell your parent or guardian if someone or something makes you feel uncomfortable or worried. Remember you're in charge out there!
Parent's Permission Letter

As part of the school's ICT programme, we offer pupils supervised access to the Internet. As part of our policy to allow use of the Internet, all pupils must now obtain parental permission. Both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

Access to the Internet will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other internet users throughout the world. Parents should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The school will use an Internet service that provides a means to filter the material that pupils can access. This service will attempt to remove offensive material on a regular basis however it can never guarantee that all the material available is entirely suitable. Where unsuitable material is discovered, the school will immediately inform the Internet provider to have it removed.

Pupils who actively seek unsuitable material on the Internet will have their access to it removed on either a temporary or permanent basis. The school's normal disciplinary procedures following from this will be employed.

Increasingly curriculum subjects will draw upon the Internet for support with homework. However access to the Internet will be provided in the school with priority access during lunch and break times for those with specific homework researches.

We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephone, movies, radio and other potentially offensive media.

We would be grateful if you could read the enclosed guidance documents and then complete the permission form.

Signed: ___________________________  Signed: ___________________________
Principal                                Administrator

THE BRITISH ACADEMY
Internet Parent Permission Form

Please complete and return this form to the School Administrator.

Pupil

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature:_________________________ Date:____________________

Parent

As the parent of the pupil signing above, I grant permission for my son or daughter to use electronic mail and the Internet within school. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept a shared responsibility with the school for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Signature:_________________________ Date:____________________
Name of Pupil:_________________________ Date:____________________
Class: ________________________________
Home Telephone:_________________________