

Final Redraft 1st February, 2006 Version



Scottish Borders Council Department of Education and Lifelong Learning

A Policy and Guidelines for Safe Use of the Internet in Education.

We need to provide some kind of covering letter which refers to one or two implications of the document in particular the

- responsibilities associated with the SMT in the school and
- the need for aspects of personal safety to be build in to PSD courses

February 2006
Draft 2.2

(The information in this document applies to all educational establishments which deal with children and young

adults. The word 'learners' is used throughout to mean all pupils, mature learners, and staff in schools.)

Introduction

SBC Department of Education and Lifelong Learning recognises the need to maintain a strategy for effective use of the Internet as a valuable tool for learning. It also recognises the need to protect users, in particular young people, from offensive and dangerous material and acknowledges the need to ensure that all users make responsible use of the Internet. This document is based on recent SEED and BECTA guidelines. It updates and replaces previous guidance issued by the SBC ICT Unit.

Scottish Executive Guidance for Local Authorities and Schools on Internet Safety

<http://www.ltscotland.org.uk/ictineducation/ictadvice/internetsafety.asp>

This site provides an excellent starting point with direct links to many useful sites.

Key Points

A brief summary of the Key Points is made here for easy reference. More detailed notes are contained in the pages which follow and exemplar materials are in the Appendices.

SBC Department of Education and Lifelong Learning 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 regularly 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 provide guidance for all staff who will be responsible for the delivery or supervision of Internet based learning.*
- *To put in place mechanisms for monitoring responsible ICT use in establishments*

Schools have the following responsibilities:-

- *To designate a senior member of staff to be responsible for pupil safety and security policies related to the Internet and electronic communications, for example, e-mail.)*
- **To ensure that all internet access is supervised.**
- *To provide for learners, parents, staff and any other adults an Acceptable Use Policy Agreement, before being allowed Internet access.*
- *To have a system of immediate sanctions for dealing with improper use of ICT equipment and its use.*
- *To make parents aware of Internet Safety policy and procedures;*
- *To connect to the Internet through a filtered service.*
- *To ensure that staff and learners are aware that their e-mail use and Internet activity is monitored.*

- *To follow SBC guidelines on the use of photos and personal details on school websites. (See Appendix A)*
- *To follow SBC guidelines on the use of video-conferencing and/or webcams with /by learners (Further guidance to be published by SBC in 2006)*
- *To incorporate the misuse of mobile phones and Personal Digital Assistants (PDAs) when drafting ICT policies. (See Appendix B)*
- *To reinforce the understanding of staff and learners that material on the Internet is subject to copyright legislation.*
- *To include Internet Safety as part of the Personal and Social Development programmes.*

Staff in schools and other education centres have the following responsibilities:

- *To ensure that all Internet use by learners is **supervised***
- *To implement SBC and School Policies and procedures;*
- *To ensure that people in their care understand and follow policy and procedures;*

Learners in education centres have the following responsibilities:

- *To have a responsible attitude to the use of, school ICT equipment and internet / email provision*
- *To follow the Schools Policies on Acceptable Use*
- *To follow the 'Net Rules' guidance*

The SBC policy applies to all centres which provide an education service including schools, special provision and Community Learning centres. It should be read in conjunction with the Scottish Executive publication "DoubleClick Thinking." <http://www.ltscotland.org.uk/doubleclickthinking/index.asp>

Additional SBC documents supporting ICT use are :-

- 1 Policy & Guidelines on the Use of E-mail and The Internet
- 2 Computer Security Policy and Standards
- 3 Data Protection Code of Practice

These are currently available on the SBC Intranet at:-

http://hq-intranet-01/intranet/portfolios/corporateresources/service_Topic.asp?service=4&DocName=Policy

The current Network Upgrade will mean that all schools will have access to the SBC intranet during the first part of 2006 .

THE FOLLOWING ACTIVITIES ARE STRICTLY PROHIBITED:

- **Use of the Internet to harass, offend or bully any other person;**
- **Use of the Internet for any inappropriate or 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 personal, commercial purpose or profit.**

The 'Use of the Internet' also implies the use of PDAs or other internet capable mobile communication devices in schools.

Background

Since the publication in 2001 of the SBC 'A Policy and Guidelines for Safe Use of the Internet in Education', there have been a number of developments in:

- applications
- local area networks
- modes of communication
- volume of electronic communication
- speed of access
- availability of access
- the ability to use the Internet from a variety of mobile devices.

All of these have changed the nature and significance of the internet and other electronic communications. In SBC many of these issues have been addressed by implementing appropriate access and security policies and technical solutions at education authority and school level. The forthcoming national [Scottish Schools Digital Network \(SSDN\)](#) project will also assist in this regard through making available to schools an environment that facilitates controlled and managed access to the internet. There remains, however, a local requirement to manage services and the policies surrounding these on an ongoing basis.

Changes in the ways we communicate

(<http://www.ltscotland.org.uk/doubleclickthinking/technology/techcommunicate.asp>)

The range of Information and Communication Technology is both increasing and converging.

Establishment policies and practice should aim to take account of the ability to communicate in a wide range of ways including:

- networked computers
- palmtop and handheld computing devices
- devices connected through wireless networks
- tablet PCs
- mobile phones

Associated with this range of technologies is a range of communication applications, including the World Wide Web, file sharing (i.e. web-based file sharing utilities), internet newsgroups, videoconferencing, video streaming, email, internet chat, messaging services, digital imaging and more. Any establishment policy will have to take account of those applications which an establishment chooses to support. This is an area that is constantly changing, and sources of information need to be up to date. For example, small digital cameras and some mobile phones permit users to record images that could intrude on the privacy of other people. Schools will need to consider whether the use of such devices in a school setting should be acceptable.

The following points are expanded below.

- 1. Responsibility**
- 2. Supervision**
- 3. Acceptable Use Policy**
- 4. Use of the Internet**
- 5. E-mail**
- 6. Internet News Group**
- 7. The Use of File Transfer Protocol (FTP)**
- 8. Use of Internet Relay Chat (IRC)**
- 9. Use of Instant Messaging**
- 10. Data Protection**
- 11. Virus Protection**
- 12. Copyright**
- 13. Website Development**
- 14. Mobile phones**
- 15. Digital Imaging**
- 16. Videoconferencing**
- 17. Advice to learners**
- 18. Informing Parents**
- 19. Dealing with possible misuse**
- 20. Child Protection**

Appendix A	SBC Guidelines on the use of digital images of learners
Appendix B	Exemplar School Policy – <i>a starter document</i>
Appendix C	Acceptable Use Agreement – Letter to parents
Appendix D	Acceptable Use Agreement – Pupil’s form to be signed
Appendix E	Net Rules – for very young children, primary, secondary
Appendix F	Copyright Information from the BBC
Appendix G	General Teaching Council for Scotland : Excerpts from publications
Appendix H	Links to sources of additional information

1 Responsibility

The school should designate a senior member of staff as responsible for student safety and security policies related to the Internet and electronic communications.

The designated person along with the Network Administrator should ensure that policies are implemented and that regular monitoring takes place. All staff, including temporary and student teachers, should be made aware of school and local authority policies. Schools which offer Internet access to members of the public outwith school hours, such as adults on Community Learning courses,

should take measures to ensure that this access in no way compromises student use and safety.

All users should be encouraged to use computers and the Internet responsibly and to understand the consequences with their actions could have on themselves and others.

2 Supervision

Learners should never be left unsupervised when using the Internet.

The key to ensuring online safety is to supervise all Internet use. Computers should be within sight of the teacher, tutor, or ANA, not tucked away in a corner where it is difficult to see what a student is doing. For senior pupils in secondary schools (S5 and S6, and mature students,) the teacher, or responsible adult, may be supervising indirectly, but still be aware of learners' access and monitoring their use.

When direct supervision by school staff is not possible, those with responsibility for the learners should be informed of the local authority's policies on Internet Safety. For example, employers who have learners on work placement schemes should not allow them to have unsupervised unfiltered Internet access.

When parents/carers enroll children at an SBC school, the SBC School Admission Form asks parents to "give consent to their son/daughter having Internet access in a supervised situation", but parents have the right to withdraw their permission at any time

3 Acceptable Use Policy

Learners, parents/carers, staff and any other adults with Internet access must sign an Acceptable Use Policy Agreement.

Such an agreement makes everyone aware of their responsibilities when using the Internet. Younger children (perhaps P1-P3), who will not understand the AUP, should not be expected to sign but parents/carers need to know what is expected of their children and to give permission for their children to use the Internet. Exemplar AUPs can be found in the appendices. Parental permission only has to be given once for the whole of a child's stay in one school but parents have the right to withdraw their permission at any time. (*Appendix C Acceptable Use Agreement*)

The rules for computer and Internet use detailed in the AUP should be displayed next to all computers. (*Appendix D Net Rules*)

4 Use of the Internet

The Internet can be a rich educational resource, providing access to millions of pages of information. However, much of the Internet is unorganised and unregulated and many sites contain information, which is inaccurate, dangerous, illegal or pornographic. Schools must ensure that learners do not have bad experiences when using the Internet or other forms of electronic communication and that parents have confidence that schools are using 'all due diligence' to protect their children. Above all, we want to avoid users being exposed to offensive materials – pornographic, violent, or racist.

Child protection The most serious risk to learners involves the possibility of someone being hurt, exploited or abused as a result of personal information being posted online. Online pictures, names,

addresses, or age can be used to trace, contact and meet a student with the intention of causing harm. Scottish Borders Inter-Agency Child Protection Policy must be followed in instances where unacceptable use has raised child protection issues, so that the appropriate action can be taken.

The potential dangers should not deter teachers and tutors from allowing learners to use the Internet as the educational advantages far outweigh the disadvantages. By following some simple guidelines and using common sense, teachers and tutors can ensure that learners can work safely online.

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

- *Inform the person in charge, or area Network Administrator immediately if any abusive, threatening or offensive sites are discovered.*
- *Young children should be restricted to specific approved sites and should not use search engines (unless they have been designed for educational use).*
- *Care should be taken that any material published to the web does not breach any of the guidelines in this policy or other policies relating to data protection, copyright and Intellectual Property Rights (IPR).*
- *Personal information should never be divulged.*
- *Use of an adult's credit card details should not take place on education premises.*

More detailed information regarding intellectual property can be found on the Learning & Teaching Scotland site:- [Student's Guide to Intellectual Property: a Teaching Resource Pack](#)

This pack contains everything required to start teaching pupils about Intellectual Property (IP). It includes a curriculum map, worksheets, activities, answers and a glossary.

http://www.ltscotland.org.uk/ng/resources/ng_library/studentsguidetointellectualpropertyateachingresourcepackp00mid.asp

5 Use of E-mail

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.

- *Conceal access passwords and change the passwords regularly. (For practical reasons, special log-on arrangements can be made for younger children.)*
- *Inform the teacher, centre or area Network Administrator immediately if any abusive, threatening or offensive e-mails are received.*
- *Inform the teacher, centre or area Network Administrator immediately if an e-mail or attachment generates a virus warning.*

Staff Use of e-mail

Staff may make personal use of the school Internet and e-mail facilities outside the normal teaching day. Personal use is subject to the same rules that apply at other times.

- *Staff should be aware that their e-mail is filtered and no school e-mail accounts are private.*
- *The contents of student or staff e-mail accounts or details of online activity may be checked at any time.*
- *Staff should never use school Internet and e-mail to send private confidential information or provide credit card details.*
- *Staff should be aware that their e-mail use and internet activity is monitored.*

The General Teaching Council for Scotland have additional general guidance for teachers at :-
[http://www.gtcs.org.uk/gtcs-content/docs/Professionalism in Practice.pdf](http://www.gtcs.org.uk/gtcs-content/docs/Professionalism%20in%20Practice.pdf)
See also Appendix G

Teachers should ensure that :-

- They do not engage in private/personal correspondence or communication with a student or pupil. (This includes texting and Media Messaging eg MSN Messenger.)
- They take care in communicating with learners/ learners via e-mail, especially where this involves personal, or private e-mail addresses.

6 Use of Internet Newsgroups ***(This is not currently available on SBC Curriculum Networks)***

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

- Newsgroups which are not moderated **are totally inappropriate for educational purposes and should not be used.**

7 Using File Transfer Protocol (FTP) for downloading software ***(This is not currently available on SBC Curriculum Networks)***

These sites allow users to download software such as drivers and application software. Because of the danger of transmission of viruses or corrupted data, such activities are restricted to the Network Administrator except where there is a curricular requirement for learners to gain experience of FTP (e.g. Higher Computing).

8 Use of Internet Relay Chat (IRC) ***(This is not currently available on SBC Curriculum Networks)***

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 are gradually being developed which would allow learners to experience this facility in a safe environment.

- **Use of unmoderated “chat rooms” can be extremely hazardous and is not appropriate for educational use.**

A number of chat rooms are available which are perfectly safe for learners to use as they are closely monitored and restrict access – www.gridclub.com is an example of a popular site for primary pupils that has chat facilities.

For information which could be discussed with pupils, www.chatdanger.com has examples about the dangers of chat rooms plus guidelines for safe chatting.

9 Use of Instant Messaging - MSN Messaging, Yahoo Messenger

Many pupils use this extensively at home and are very familiar with this method of making instant communication with their friends. If and when learners are using this in school, the same 'Net Rules' apply. This site explains more about the use of Instant Messaging.

http://www.besafeonline.org/English/instant_messaging.htm

10 Data Protection

Personal information about other users should never be revealed over the Internet. Full details of policy and procedures relating to this topic can be found in the SBC Document: "Data Protection Code & Practice".

These document(s) are available in the Education Section of the the SBC intranet. I can't find this link !!t

11 Virus Protection

All SBC computers used for access to the Internet are installed with anti-virus software. This software is regularly updated to take account of the ever growing number of viruses.

Introducing viruses to computers, or attempting to break through network security is a serious offence, and schools should be aware of the issues and the risks.

Any user who suspects the presence of a computer virus must alert the Network Administrator, or other responsible person immediately!

Further general information on virus protection can be found at: [http:// www.ictadvice.org.uk/](http://www.ictadvice.org.uk/)

12 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.

The following information gives basic guidelines:

- *Always acknowledge sources*
- *Never assume that educational use of material is permitted, without first checking with the author*
- *Staff and learners should be aware that work published on websites may be open to unauthorised use*
- *Publishing other people's material without their explicit permission is a breach of copyright: This would certainly apply to use of images, jpegs etc on a school website*
- *Using a website live or from a cache in a lesson is not a breach of copyright, but copying an entire page into, for instance, a Powerpoint presentation would be*
- *Copying material from the Internet and printing it for pupil use could be a breach of copyright: using it as part of a larger document certainly would be.*

(See Appendix F copyright example from the BBC)

13 Website Development

A school web site represents the school electronically in the wider world. It should contain appropriate materials that reflect the aims and ethos of the school. Schools can provide up to date information about activities to learners, parents, the community and the wider world. However, serious concerns have been expressed as to how this information might be used by certain members of society.

“If a website 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 webpage... Parents have concerns that information about their children may be made available worldwide 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 website. It would be possible for them to be contacted by someone wishing them harm.” (Click Thinking – Scottish Executive)

Clearly, schools and other organisations have a responsibility to protect the young people in their care and should consider the risks involved in any information which appears in school websites.

‘Introduction to copyright issues for websites’. This BECTA document is intended to provide website owners with a brief introduction to copyright and a summary of the main issues that need to be considered when developing a website.

<http://www.becta.org.uk/corporate/corporate.cfm?section=12&id=3416>

Website Development Procedures

- All existing education websites should be reviewed and edited in the light of this information.
- The current SBC logo should appear (unedited) on all education websites.
- Website developers should ensure that young peoples’ safety and rights are not compromised i.e. Young peoples’ names should not appear in websites. Photographs of individual young people should not be posted in websites. Photographs of groups of young people may be posted but only with written parental permission for all members of the group.
- Schools should ensure that parents are fully informed of these procedures and the reasoning behind them.

The SBC Admission Form has a section requiring parents to consent to a Pupil’s photograph being used on any school or council website. See Appendix 1

If there is an SBC document on this then it needs to be made available in the Education Section of the www.scotborders.gov.uk website so that they are accessible from outwith the council intranet.)

14 Mobile Phones Check with info from Brian Keenan or Leona Bendall

Mobile phones and PDAs (Personal Digital Assistants) now have similar capabilities to e-mail in that they can be used to send and receive text and pictures. Mobile phones can be used to harass or defame others so schools should consider the consequences of the misuse of mobile phones and PDAs when drafting policies on the use of mobile technology. Further information at :-

<http://www.safety.ngfl.gov.uk/schools/document.php3?D=d73>

15 Digital Imaging Check with info from Brian Keenan or Leona Bendall

The SBC Admission Form has a section on page 3 relating to parental consent being required for the use of pupils’ images in photos or digital videos. This consent is sufficient and covers SBC legal obligations. Its should be noted, however, that this is for ‘Educational Use’ of these images only.

Common sense suggests that where a school may wish to feature certain pupils very prominently in, for example, a digital video for school use, then additional permission from parents might be

recommended. At no point should such materials be used for commercial purposes.

16 Videoconferencing **Check with info from Brian Keenan or Leona Bendall**

When using video-conferencing you should apply the same kind of guidelines as are used when displaying information about learners on a web site. It is possible, though unlikely, that someone could eavesdrop on your conference and record sound and vision. Learners should never give out any personal information in a conference, including full names, addresses, phone numbers, etc.

17 Advice to learners

Information to learners on Internet safety should include:

- Make sure that you never tell anyone you meet on the Internet personal details such as your home address, phone numbers, photos or bank details
- Make sure that you never tell anyone you meet on the Internet your school's name or phone number.
- Never arrange to meet in person someone you first met online
- Remember that not everything you read online is true – if an offer seems 'too good to be true', it probably is

Advice on safe use of the Internet should be part of ongoing PSD courses.

'Pupils' Personal Safety' is a new section at www.educationict.org.uk/guidelines.htm

The sites listed can be used to raise learners' awareness of safety issues across a range of communications devices and would support teacher / pupil discussion in a PSD or Health and Safety unit.

18 Informing Parents

A copy of the school's Acceptable Use Policy should be part of the School Handbook.

It is anticipated that schools may also wish to bring the existence of this 'Internet Safety' document to parents' attention, by providing a link to it in their School Handbook.

(This Internet Safety Policy and Guidance document will eventually be sited on the council extranet, so that it can be accessed by parents.)

A useful leaflet for parents who require further general information is available at :-

http://www.kidsmart.org.uk/parents/resources_leaflets.aspx

Be Safe Online http://www.besafeonline.org/English/safer_use_of_services_on_the_internet.htm

The aim of this website is to provide information and advice to adults, especially parents and teachers, about potential problems of life on the Internet and how to behave. If responsible adults understand the issues and know how to deal with safety concerns, they are better able to support young people who use the Internet and encourage them to be safe online.

General Links to Internet Safety sites, as well as SBC example documents can be found at

<http://www.educationict.org.uk/guidelines.htm>

19 Dealing with possible misuse in school

School should have a system of immediate sanctions for dealing with improper use of ICT equipment

and its use. These could include:- withdrawal of access to equipment, and loss of internet privileges.

20 Child Protection

Child Protection is a serious issue and any serious incidents, which cause concern, must be dealt with in line with local SBC Child Protection policies. Any incidents should be recorded by the designated person with responsibility for Internet Safety and appropriate action taken. Schools should be aware that serious incidents could lead to legal action so accurate recording and preservation of evidence is essential.

Appendices

- Appendix A** Use of photos - Excerpts from SBC School Admission Form
- Appendix B** Exemplar School Policy
(This is only included as a starter document and can be edited, amended and augmented to suit individual schools' circumstances.)
- Appendix C** Acceptable Use Agreement – Letter to parents – Primary Pupils
(Exemplars) - Letter to parents - Secondary Pupils
- Appendix D** Acceptable Use Agreement (Exemplar)
- Appendix E** Net Rules Posters – for very young children
primary,
secondary
- Appendix F** Copyright Information from BBC (Adapted from Aberdeen GfL)
- Appendix G** GTC : Excerpts from publications
- Appendix H** Links to sources of additional information

Acknowledgements

We would like to acknowledge the willingness of colleagues in Scottish Borders Council Schools, and also Aberdeen City Council Education ICT Department for their willingness to share their exemplar materials.

Appendix A Use of photos

These excerpts are taken from the SBC School Admissions Form

DATA PROTECTION ACT 1998		
PHOTOGRAPHS AND VIDEOS		
Photographs and videos are taken by the school for a variety of reasons, for example Sports Day, celebrations of achievement, charity events, excursions, etc. We wish to publicise the many activities in which our pupils participate and therefore would like to display photographs throughout the school and in some cases local press may seek permission to use these photographs or take their photographs of pupils. We may also want to use photographs of children on the school's own or Council website.		
	Please tick	
Do you consent to your child being photographed / videoed for school or press purposes?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
If you answered Yes to a photograph being taken, do you further consent that your child's name may be released to the press?	<input type="checkbox"/>	<input type="checkbox"/>
Do you consent to your child's photograph being used on the School or Council website.	<input type="checkbox"/>	<input type="checkbox"/>
We undertake that your child will never be named in any School or Council website use.		

Also from the SBC School Admissions Form

INTERNET RESPONSIBLE USE AGREEMENT
The School uses Internet resources as part of its curriculum. It is Council Policy not to allow unsupervised access to the Internet.
Do you consent to your son/daughter having Internet access in a supervised situation?
Please tick : YES <input type="checkbox"/> NO <input type="checkbox"/>

Appendix B Exemplar School Policy

This document is only an exemplar and is not intended to be an all-encompassing Internet Policy document. It may be useful for a school to use as a starting point for discussion, and for editing, according to their own circumstances and with the involvement of their staff. Also at <http://www.educationict.org.uk/guidelines.htm>

<School name> Internet Safety Policy 2006

In <School Name> we recognise that ICT has a clear role to play in meeting aspects of the five national priorities of education in Scotland. The statutory curriculum requires pupils to learn how to locate, retrieve, exchange and present information using ICT. Web-based resources skills are vital to access life-long learning and employment; indeed ICT is now seen as an essential life-skill. In the <School name> curriculum, teachers plan to integrate the use of ICT for the benefit of our pupils.

Most technologies present risks as well as benefits. **In <School name> we adopt the strategies for the safe and responsible use of the Internet in accordance with the Scottish Borders Education and Lifelong Learning Department Guidelines.** In line with school policies that protect pupils from other dangers, we endeavour to provide our pupils with as safe an Internet environment as possible and teach them to be aware of and respond responsibly to any risks.

Vigilance and Supervision are our key strategies. In accordance with SBC Guidelines we will take steps to ensure that pupils are not placed in an embarrassing or potentially harmful situation. Pupils, teachers, parents / carers, and adult helpers are all asked to play their part in assisting pupils to use the internet responsibly and safely.

Pupils will be discouraged from aimless surfing, not least because it is frequently time consuming and unproductive.

<School Name > Core Principles of Internet Safety

The Internet is becoming as commonplace as the telephone or TV and using it effectively will be essential for success for many pupils in later life. Unmediated Internet access brings with it the possibility of placing of pupils in embarrassing, inappropriate and unwelcome situations. Our school's policy helps to ensure responsible use and the safety of pupils.

Our Internet Safety Policy is built on the following five core principles:

Guided educational use

Curriculum use of the Internet will be planned by the teachers, and be focussed on particular tasks within a supervised and managed environment. Pupils' internet use will be supervised. We do not believe that pupils' browsing the web in an undirected way is educationally productive.

Risk assessment

Pupils will be taught to use the internet responsibly in accordance with both our School and SBC Policy guidelines. They will be expected to adhere to the Acceptable Use Agreement. Pupils will receive guidance on what to do if they come across inappropriate material.

Responsibility

Internet safety depends on staff, schools, parents/carers and pupils themselves taking responsibility for the use of Internet and other communication devices such as mobile phones. The balance between educating pupils to take a responsible approach and the use of rules will be judged carefully.

Regulation

The use of our expensive school computer systems requires some straightforward rules and guidance to be in place for everyone's benefit. Misuse, or damage is unacceptable and computer access will be denied if necessary. Chat rooms, other than those intended for educational use, are never allowed to be accessed by anyone in our school. Fair rules, which are clearly understood by pupils through discussion, will be on display beside computers to help them make responsible decisions.

Appropriate strategies

This document describes strategies to help to ensure responsible and safe use. We base these on limiting access, developing responsibility and on guiding pupils towards educational activities. Staff, parents/carers and the pupils themselves are all expected to show a well informed and vigilant approach.

<School Name> Our Internet Safety Policy

Our Internet Safety Policy is part of the ICT Policy and School Development Plan and relates to other policies including those for Behaviour, for PSD and Citizenship. It also relates to the SBC Policy Guidelines for Safe Use of the Internet in Schools.

Why do we use the Internet ?

The purpose of Internet use in <School Name >school is to enhance pupils' educational experience, to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. Internet use is a part of the statutory curriculum and provides an ever expanding range of global resources for pupils. <School Name >wishes to provide pupils with quality Internet access as part of their learning experience.

The Internet benefits our pupils and teachers, by :-

- providing access to up-to-date world-wide educational resources, including museums and art galleries, plus a wide range of on-line curriculum activities.
- providing staff professional development through access to national developments, educational materials and good curriculum practice;

How will Internet use enhance learning?

- The school Internet access is designed for pupil use and includes filtering
- Pupils will be taught what Internet use is acceptable and what is not and given clear tasks for Internet use.
- Internet access will be planned to enrich and extend learning activities. .
- Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils.
- Pupils will be educated in the effective use of the Internet in research, including the skills of finding relevant information, retrieval and evaluation, together with some understanding of the correct usage of published material

For pupils, effective internet use generally involves teachers choosing a topic with care, selecting the search engine, and then discussing with pupils sensible search words, or selecting specific websites, which would be tested beforehand. Pupils will be encouraged where practical to use the Internet in response to a task - e.g. a question arising from investigative work in class.

How will pupils learn to evaluate Internet content?

According to their age pupils, will come to learn and appreciate :-

- that information gained from websites should be used selectively
- that thought should be given to its relevance to the task.
- respect for copyright and intellectual property rights is important,
- that there are correct ways to use published material
- that if staff or pupils discover unsuitable sites, the URL (address) and conten,t should be reported to the teacher, senior member of staff with responsibility for ICT, or the Network Administrator

{ Possible additional statements which schools may wish to incorporate at this point.:The following statements will require adaptation according to the pupils' age:

- *Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.*
- *Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.*
- *Guidance should be available to staff in the evaluation of Web materials and methods of developing students' critical attitudes.)*

How will pupils use E-mail

All our pupils can be provided with a filtered school email address. The extent to which this will be used will depend on the pupil's age, the curriculum requirements for their stage, and the technical considerations. Our school email is private and is subject to monitoring.

- Pupils will be taught to use this responsibly and safely.
- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- A Whole-class email address may be used by younger pupils.
- Excessive social e-mail use can interfere with learning and may be restricted.

Our school website

This is intended to provide information to parent / carers and others and show selected information about our school and its activities. We hope that our pupils will be inspired to publish work of a high standard. Publication of information will however, be considered from a security viewpoint.

- No recognisable close-up photos of pupils will be placed on our website, nor will any pupil be identified by name.
- Small photographs of groups of pupils, that do not show faces at all, or "over the shoulder" photos may be used to convey the educational value of the activity.
- Staff or pupils' home information will not be published.
- Parents/carers will be asked for the usual permission on the School Admission Form for consent regarding photos/videos taken for in-school use according to SBC Guidelines

<School Name.> follows the guidance given in the SBC Internet Safety document with regard to:-

Chatrooms

The use of unmoderated chat rooms is not permitted in this school, or by SBC. We may use Grid Club, www.gridclub.com to provide safe and interesting conferencing environments for our pupils aged 7-11.

Outside school, we recognise that pupils may use a variety of chat facilities and may not be fully aware of the potential dangers. Pupils will have opportunities to discuss safe use of chat facilities in their PSD lessons.

Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages, or photos is not permitted, and would be dealt with under the school anti-bullying procedures.

Internet Access

The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

Parents are informed through the SBC School Admissions Form that pupils will be provided with supervised Internet access.

All school users will be asked to complete an Acceptable Use Form (from p4 upwards)

<School Name.> school will take all reasonable precautions to ensure that users access only appropriate material. However, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor SBC can accept liability for the material accessed, or any consequences of Internet access.

- All internet access will be supervised
- Rules for Internet access will be posted in all rooms where computers are used. (A copy can be made available to parents)
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use will be given
- A session on responsible Internet use will be included in the PSD programme covering both school and home use.

Staff

It is important that our teachers and additional assistants are confident to use the Internet in their work.

- Staff will be given opportunities to discuss the issues and develop appropriate teaching strategies.
- All staff including teachers, supply staff, classroom assistants and support staff, will be able to access the SBC Internet Safety Guidelines
- Staff will be made aware of sources of further information on Internet and mobile communications safety
- Staff will be made aware that Internet traffic can be monitored and traced to the individual user.

Security of SBC Networked systems

This responsibility falls within the remit of SBC and their team of Network Administrators who maintain and review the security and functionality of the school networked systems. This includes:-

- Virus protection which is installed and updated regularly.
- Being available to monitor files held on the school's network when necessary
- Maintaining the provision of filtered access
- Installation of hardware and software on the school networks.

The School Policy on Internet Safety will be reviewed as part of the School Improvement Plan, and endeavour to keep in line with technological and networked developments within the SBC and the school.

This document is only an exemplar and is not intended to be an all-encompassing Internet Policy document. It may be useful for a school to use as a starting point for discussion, and for editing, according to their own circumstances and with the involvement of their staff.

Appendix B <SBC SCHOOL> - Primary

Dear Parent / Guardian

Responsible use of the Internet. Letter to parents (Exemplar)

At SBC School we want to give our pupils as rich a variety of learning opportunities as possible. and allow them to access many educational websites that are available on the Internet.

The Internet provides a great wealth of information that can enrich our class work and the ability to use the Internet efficiently is a skill that will be of value throughout a child's life.

In response to concerns about pupils having access to undesirable materials, steps have been taken to diminish the risks. These include staff identifying particular sites or titles for pupils to visit rather than simply allowing them to "surf" the net. All internet use will be supervised. Our school internet service provider also operates a filtering system which restricts access to inappropriate materials.

While the school is making efforts to ensure suitable safeguards are in place to protect pupils, we feel that the pupils themselves must also play their part. For this reason we have drawn up a list of Net Rules for Responsible Internet Use which we ask pupils to agree to, and abide by.

These rules are on display, and have been discussed with pupils. The reasons for their introduction have also been explained. It has been pointed out to the children that anyone deliberately breaking the rules will have their personal access to the internet within school either denied, or at least severely restricted. I have attached a copy of these 'Net Rules' for your information and you may wish to discuss them again with your child.

Once you have read the attached letter and attached rules, we ask that you and your child sign the attached permission / agreement form and return it to school. If your child is old enough, he/she should sign the pupil section. (*We suggest that children from primary 4 upwards will be old enough to understand the rules but individual children will vary.*) Parents and pupils will only be required to sign the agreement once while the pupil is at our school. Parents can also withdraw their permission for internet use at any time

If there are any aspects of internet use you wish to discuss (either before you sign the form, or at any time in the future) please feel free to contact the school.

Yours sincerely
Headteacher

Permission for Internet Access

Parent / Guardian's permission

I give permission for access to the internet on the terms set out in the above letter.

Signed _____

Print name _____

Date _____

Pupil's agreement (P4 upwards)

I agree to follow the Rules for Responsible Internet use.

Signed _____

Print name _____

Class _____



<SBC SCHOOL> - Secondary

Agreement for Computer and Internet Use (Exemplar)

PARENT/GUARDIAN

As the parent or guardian of

I have read the rules for Acceptable Computer and Internet Use and understand that these rules apply when my child is using school computers and the Internet. I have gone through the rules with my child and explained their importance and the consequences of breaking the rules. I understand that computers and Internet access at SBC School are provided for educational purposes only.

<SBC School> will follow the SBC guidelines on 'Internet Safety' protecting students from unsuitable material and the school will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of the Internet at school.

I give my permission to SBC School to allow the student named above to use the computers and Internet in the school. (This can be changed at any time, just contact the Head Teacher.)

Parent's signature _____ **Date** _____

This school may produce web pages, ICT presentations, educational or interest articles for magazines or similar. No child's work or photograph will ever be used without his/her permission but we also need permission from parents and guardians to be able to publish the child's work. Please rest assured that the child's safety will always be of paramount importance and no personal information will be made public.

Please sign this copyright release if you are happy for your child's work to be shared in this way. (This can be changed at any time, just contact the Head Teacher.)

I consent for the school to publish my child's work or photograph on the Internet or elsewhere, subject to strict confidentiality of personal information.

Parent's signature _____ **Date** _____

STUDENT

I have read the rules for Acceptable Computer and Internet Use and know the importance of these rules.

I know that if I break these rules, I might lose the right to use the school's computer facilities or face further disciplinary action.

Student's signature _____ **Date** _____

Appendix D Acceptable Use Agreement (Exemplar)

<SBC SCHOOL> Acceptable Computer & Internet Use Policy (AUP)

All computer and Internet use is supervised. When students are allowed to use computers or the Internet, they will be expected to follow these rules:

While using computers or the Internet at SBC School

1. I will only use the computer for educational activities
2. I will not use bad language in any messages I send.
3. I will not try to visit sites, which might have offensive material
4. I will inform staff if I find any inappropriate material on a computer I am using.
5. I will not reveal the personal address, phone number or password of others, or myself nor use another's password.
6. I will not use any computer in such a way that would disrupt the computer use of others.
7. I will not attempt to access files belonging to others.
8. I will not interfere with any computer security measures the school may have in place.
10. I will respect copyright and not use anything I download without the approval of a member of staff.

Users should be aware that monitoring and random checks are made on all computer use and e-mail messages sent and received.

All rules relating to computer use apply to computer networks and stand-alone computers in the school.

These rules also apply to all information sent electronically within the school, including text messages or pictures sent by mobile phones.

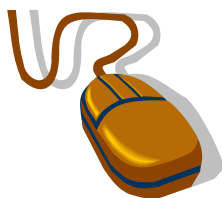
Appendix E Net Rules – for very young children. (Adapted from Kent Grid for Learning)

These rules help us to stay safe on the internet

Think then Click



We only use the internet when an adult is with us.



We can click on the buttons or links when we know what they do.



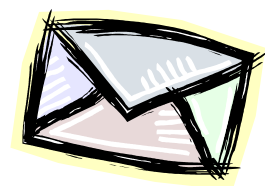
We can go to our favourite websites with an adult.



We always ask if we get lost or are not sure what to do.



We tell an adult if something odd happens.



We can write polite and friendly emails to people that we know.

Net Rules – primary,

Our Internet Rules

The Internet can be a great place for finding lots of useful and interesting information and for getting in touch with people all over the world. Most people who use the Internet are honest, but to be extra safe, you should always follow these rules.

Log on with your own username and password, or one the teacher has given you.

Make sure that you never give anyone's photograph, address or telephone number over the Internet, including your own.

Make sure that you never give your school's name unless you have permission from your teacher.

Never agree to meet anyone who contacts you on the Internet. Always tell your teacher if someone asks you to do this.

Always tell your teacher if you see anything which makes you feel uncomfortable. Switch off the monitor.

Always tell your teacher if someone sends you a nasty message. Remember it is not your fault if you get a message like this.

Net Rules

Net Rules & Responsibilities

- **Log on with your own user name and password. Never give your password to anyone.**
- **Make sure that you never give anyone's photograph, address or telephone number over the Internet.**
- **Inform the network administrator immediately if any abusive, threatening or offensive e-mails are received.**
- **Inform the network administrator immediately if any e-mail or attachment generates a virus warning.**
- **Respect copyright rules for any material available over the Internet.**

The following activities are strictly prohibited:

- **Use of Internet facilities to harass, offend or bully any other person;**
- **Use of Internet facilities for any inappropriate or illegal purpose;**
- **Use of Internet facilities for transmission or reception of threatening or obscene material;**
- **Use of Internet facilities for transmission or reception of material from any criminal organisation;**
- **Use of Internet facilities for the transmission or reception of viruses or unlicensed software;**

- **Use of Internet facilities for any personal commercial purpose or profit.**

Appendix F Copyright Information from BBC *(Adapted from Aberdeen City Council Curriculum Resources and Information Service)*

Material on the Internet is subject to copyright legislation. Unless there is a specific message on a website allowing you to download freely, you should assume that the material is copyright. Most copyright holders won't mind if you download an article or picture to use with children but will object if you make multiple copies of their materials or use them on something which is available beyond the school such as training materials used in several schools or a web site. If in doubt, contact the web site. Distributing downloaded material electronically is no more acceptable (or legal) than photocopying and distributing printed copyright material.

Here are the "BBC guidelines for use of the BBC websites in schools and educational establishments in the UK". These guidelines are typical of the kind of use allowed by educational sites.

1. *Individual pupils/students/teachers can download and print off web pages from the BBC website for educational purposes within the school or other educational establishment in the UK.*
2. *"Educational establishments" are defined as schools, colleges of further and higher education, universities and colleges of nursing in the UK.*
3. *Multi-copying for sharing of material in classes is covered under Educational Recording Agency (ERA) licence arrangements, provided your school/educational establishment takes out a licence.*
4. *If the pupils/students cut, paste and re-order material, it must be within the context of the classroom only. Neither S35 of the Copyright Act, nor the ERA Licence permits any distortions, amendments or mutilations and licensees are required to respect and maintain the integrity of the work copied. However, extracts or part of a website or compilations of extracts can be made, provided it is for the educational purposes of registered students of the school/educational establishment.*
5. *Pupils/students can take copies of material home provided it is for continuation of work started in the classroom, required by a teacher in the course of their normal educational studies.*
6. *The schools/educational establishments should not provide copies of material to parents, or other members of the public, as it would be impossible for the school to ensure copies were being taken for personal use only. Copies can, however, be provided to teachers on in-service courses.*
7. *Public display of a project which includes copies of BBC material from the website cannot be allowed without specific permission/licence. This is because the content may not be 100% BBC copyright and any content licensed from third parties is unlikely to grant such permissions.*
8. *Schools/educational establishments should keep records of any electronic copies of material in accordance with the ERA Licence principles, this includes labelling all copies with the date and title, together with the statement, "This electronic copy is to be used only under the terms of the ERA Licence".*
9. *Copies of material should NOT be used for any promotional, administrative or commercial purposes of the school/educational establishment.*
10. *On no account should any copies be offered for sale, sold or hired out. Nor can copies be shown to fee*
11. *paying audiences or non-registered students.*

A simple example:-

Pupils could copy and paste a graphic from the internet into, for example a greetings card (made with their DTP application). The source of the picture should be acknowledged.

These 'Greetings' cards cannot subsequently be sold to parents or the general public as part of a commercial or enterprise activity as this would infringe copyright rules.

Pupils should not be encouraged to copy/paste internet text directly into their own documents without acknowledging their sources. . They should be encouraged to be selective about the information and re-write using their own sentences.

Scottish Borders Council – guidelines and information for all employees on intellectual property and copyright, is available on the SBC Intranet at:-

[http://hq-intranet-01.scotborders.gov.uk/Content/sbcBrief/copyright%20notes%20\(final\).pdf](http://hq-intranet-01.scotborders.gov.uk/Content/sbcBrief/copyright%20notes%20(final).pdf)

Appendix G General Teaching Council for Scotland - Excerpts from publications

GTCS - Professionalism in Practice

(Excerpt from) [http://www.gtcs.org.uk/gtcs-content/docs/Professionalism in Practice.pdf](http://www.gtcs.org.uk/gtcs-content/docs/Professionalism%20in%20Practice.pdf)

Inappropriate Material, the Internet and E-mail

It is essential that a teacher avoids situations both in and outwith the classroom which could bring him/her into conflict with the Criminal Law or have an actual or perceived impact upon his/her standing as a teacher. Notwithstanding an individual's right to a private life, a teacher should, for example:

- not have in his/her possession at any time illegal materials/images in electronic or other format;
- not have in his/her possession inappropriate materials/images on school premises;
- not download or access illegal images at anytime or in any place;
- not access inappropriate sites or download inappropriate materials on school premises;
- ensure that he/she is fully aware of his/her employer's ICT guidelines and adhere to them;
- all communications with pupils/students must be justified in terms of learning and teaching. In any event this should be carried out in a professional manner using an official school email address and in strict compliance with employer ICT
- policies;
- exercise extreme caution in connection with contact/web cam sites (for example chat rooms, message boards and newsgroups) and not engage in communication with individuals under 18 or with whom he/she is in a position of trust.

Professional Integrity

(Excerpt from <http://www.gtcs.org.uk/gtcs-content/docs/Professional%20Code%20for%20Registered%20Teachers.pdf>)

All staff/pupil relationships must be professional, appropriate and justifiable. Teachers should adhere to common sense and avoid inappropriate situations.

Teachers are entitled to a private life; however they must be conscious that they are role models for their pupils and students and that young people, in particular, may be strongly influenced by the conduct of teachers whether within or outwith the classroom. Teachers should avoid inappropriate relationships with pupils or students.

Photographing/making videos of pupils/students must comply with the guidelines laid down by employers.

Appendix H Links to sources of additional information

General – Excellent starting Point

<http://www.ltscotland.org.uk/ictineducation/ictadvice/internetsafety.asp>

This site has links to all the major Educational Internet Safety Organisations

For Pupil / Teacher use

http://www.gridclub.com/teachers/t_internet_safety.html

www.educationict.org.uk/guidelines.htm Scroll down to the Pupil Personal Safety Section

For Parents

Pamphlets for parents <http://www.kidsmart.org.uk/parents/usingks.aspx>

Information

http://www.besafeonline.org/English/safer_use_of_services_on_the_internet.htm

<http://www.parentscentre.gov.uk/usingtheinternet/>

Instant Messaging

http://www.besafeonline.org/English/instant_messagin.htm

Mobile Phones

Additional Safety information on [camera phones](#)

Learners Safety Pamphlet from O2 '[Sensible Use of Camera Phones](#)'.

Mobile Phone Safety Project - a [printable pamphlet](#) with mini-case studies for discussion with older learners. Teacher's guidance notes on how they can be used in class.

Gridclub Cybercafe – good mobile phone advice, presented as a series of [interactive activities for primary learners](#)

Citizenship activity about [Mobile Phone Crime](#) for upper primary and secondary learners

Copyright and Intellectual Property

Copyright Licensing Authority

CLA <http://www.cla.co.uk/support/schools/schools-support-licence-eng.pdf>

Copyright issues for school websites

<http://www.becta.org.uk/corporate/corporate.cfm?section=12&id=3416>

SBC Copyright guidance for all employees

[http://hq-intranet-01.scotborders.gov.uk/Content/sbcBrief/copyright%20notes%20\(final\).pdf](http://hq-intranet-01.scotborders.gov.uk/Content/sbcBrief/copyright%20notes%20(final).pdf).