

Campion Catholic High School

Internet Policy

This policy was adopted by the staff of CAMPION CATHOLIC HIGH SCHOOL on 15th December, 1999

1. Purpose

This policy relates to the school's Internet facility. The purpose of the policy is to protect children from undesirable materials on the Internet, to protect them from undesirable contacts over the Internet and to prevent unacceptable use of the Internet by children and adults. The focus of the policy is on both personal and shared responsibility. The policy also addresses legal obligations with respect to copyright and data protection.

2. Definitions

Undesirable materials

- * Pornographic images or obscene text on Internet web sites
- * Language that is abusive, profane, inflammatory, coercive, defamatory, blasphemous or otherwise offensive on web sites or in e-mail messages
- * Racist, exploitative or illegal material or messages on web sites or in e-mail

Undesirable contacts

E-mail messages from unknown or unverified parties who seek to establish a child's identity and/or to communicate with the child for advertising or potentially criminal purpose

Unacceptable use

Deliberate searching for and access to undesirable materials. Creating and transmitting e-mail messages that contain unacceptable language or content
Creating and publishing Internet materials that contain unacceptable language and content

Adults

- * School teaching staff
- * Non-teaching school staff
 - Governors
 - Parents
 - Visitors

3. Unintentional exposure of children to undesirable materials

It is the School's policy that every reasonable step should be taken to prevent exposure of children to undesirable materials on the Internet. It is recognised that this can happen not only through deliberate searching for such materials but also unintentionally when a justifiable Internet search yields unexpected results.

To prevent such occurrences the School has adopted the following position:

a) The use of an Internet Provider (LEA) who offers protection by:

- i) the filtering of sites by a grading process
- ii) the filtering of sites by language content with prohibition of sites with unacceptable vocabulary

b) In-School protection by:

- i) adult supervision of pupils' internet activity with no searching of the Internet allowed without a suitable adult present
- ii) the caching of internet sites in advance by staff so that pupils could work off-line
- iii) the application of a School 'banned' or 'approved' list through software facilities offered by the Internet browser or other management software (e.g. Net-nanny)
- iv) the application of language filtering by appropriate software (e.g. Net-nanny)

In the event of children being unintentionally exposed to undesirable materials the following steps will be taken.

1. Pupils should notify a teacher immediately
2. The Headteacher should be notified by the teacher
3. The incident should be recorded in a central log by which the school may reliably report the frequency and nature of incidents to any appropriate party
4. The child's parents and/or the School Governors should be notified at the discretion of the Head according to the degree of seriousness of the incident.

4. Intentional access of undesirable materials by children

Children must never intentionally seek offensive material on the Internet. Any transgression should be reported and recorded as outlined above. Any incident will be treated as a disciplinary matter and the parents of the children or children will normally be informed. If deliberate access to undesirable materials is found to be repeated, flagrant or habitual the matter will be treated as a serious disciplinary issue. The child or children's parents will be informed and the Governing body advised.

5. Deliberate access to undesirable materials by adults

Deliberate access to undesirable materials by adults is unacceptable and will be treated as a disciplinary issue. If abuse is found to be repeated, flagrant or habitual the matter will be treated as a very serious disciplinary issue. the Governors will be advised and the LEA consulted.

6. Receipt and transmission of e-mails by children

It is recognised that e-mail messages received or transmitted by children can contain language or content that is unacceptable. It is also recognised that some people may try to use e-mail to identify and contact children for unacceptable reasons.

To avoid these problems the School has adopted the following practices:

- a) using an Internet children's e-mail service that guarantees the bona fide nature of school e-mail communicants and that vets children's e-mail for undesirable content
- b) allowing pupils to read e-mail messages only when an adult is present
- c) taking steps to verify the identity of any school or child seeking to establish regular email communications with this school
- d) allowing pupils to send e-mail messages only when the contents have been approved by the teacher
- e) avoiding the personal identification of pupils either by never revealing the child's surname, address or other information which might identify his / her whereabouts or by using 'internet aliases' for each child.

If staff believe that children have been targeted with e-mail messages by parties with criminal intent the messages will be retained, the incident recorded and the Governors and child's parents informed. Advice will also be taken regarding further steps.

7. Publishing of materials on the Internet

It is recognised that staff and children may at some time produce and publish materials on an Internet website associated with the School or the City Council. No materials will be published on the Internet which contain any unacceptable images, language or content. Infringement of this rule will be taken as a serious disciplinary issue. No materials will be published on the Internet which will reveal the identity of any child.

8. Use of the School Internet by visitors and guests

Members of school staff will take responsibility for the actions of any adult guests or visitors to whom they allow use of the school Internet facilities. The essential 'dos and don'ts' will be explained to such visitors and guests prior to their use of the Internet. Unacceptable use will lead to the immediate withdrawal of permission to use the school's Internet facility

9. Legal Considerations

It is recognised that all materials on the Internet are copyright unless copyright is specifically waived. It is the school's policy that the copyright of Internet materials will be respected. Where materials are published on the internet as part of the teachers professional duties copyright will remain with the City Council. Internet materials will contain due copyright acknowledgements for any third party materials contained within them.

10. Parental approval

Photographs of children and materials produced by children will not be published on the Internet without parental approval.