DUNCANRIG SECONDARY

INFORMATION & COMMUNICATIONS TECHNOLOGY

POLICY GUIDELINES

AND

CODE OF PRACTICE

(August 2016)
A VISION STATEMENT

for

INFORMATION & COMMUNICATIONS TECHNOLOGY

in

DUNCANRIG SECONDARY

Information Communication Technology (ICT) has a very significant impact on all aspects of our modern society. Whether at home, school or work its influence is felt and it has expanded our knowledge and understanding of the world in which we live in.

Duncanrig Secondary believes the benefits to be derived from using ICT across the curriculum are significant and that every pupil at Duncanrig Secondary should have the opportunity to develop personal ICT competence and to use and extend personal ICT competence in a range of subjects across the curriculum. ICT competence is best achieved by:

- Developing sufficient skills and expertise amongst pupils and teachers to maximise the appropriate use of ICT in individual subject areas.
- Developing sufficient ICT resources and maximising the availability of ICT resources to enable access to ICT resources to be a daily reality for students and staff.
- Co-ordinating the cross curricular experience of students to guarantee pupil entitlement to ICT.
- Developing whole school policies/approaches to ICT where appropriate.
- Providing opportunities for students to have their ICT competence accredited by appropriate assessment schemes.

We in Duncanrig Secondary aim to make effective and appropriate use of ICT in support of the school's curriculum. In doing so we recognise that the appropriate use of ICT in education will contribute significantly to the raising of educational standards and to the preparation of learners for taking their place in a society based on lifelong learning.
2 AIMS

Our broad aims are:

- To promote pupil awareness of Information & Communications Technology (ICT) and its impact on society.
- To promote pupil skills in accessing a wide range of appropriate ICT.
- To give staff access to appropriate ICT to allow them to enrich and differentiate the curriculum.
- To promote staff development in the application of such technology.
- Enhancing the learning and teaching process in all subjects.
- Developing literacy, numeracy, communication, problem solving, information handling, social, interpersonal and independent learning skills amongst pupils.
- Positively preparing students to play an active role in a work place and world dominated by ICT.

3 OBJECTIVES

- To promote the use of ICT in all departments.
- To maintain and extend an ICT course in the lower school.
- To actively encourage staff development in the use of ICT as a modern teaching resource.
- To provide guidelines to assist staff in the use of ICT.
- To emphasise the need for all ICT equipment to be used in compliance with the legislation governing Copyright and Data Protection.
- To assist RM in maintaining the main asset registers.
- To provide a framework to enable all departments to have a clear and effective policy on the use of ICT in the delivery of their courses, with particular regard to the progressive acquisition of skills.
- To assist RM in the co-operative implementation of the Managed Service.

4 Benefits of ICT to Education

Duncanrig Secondary recognises the proven benefits ICT offers to the learning and teaching experience. For pupils there are frequently gains in:

- Motivation
- Presentation
- Questioning skills
- Problem solving
- Information handling
- Techniques of modelling
Teachers often find that (among many other gains) using ICT can lead to:

- Rethinking learning and teaching strategies
- More opportunities for differentiation
- Greater expectations of their pupils
- More opportunities for individual teaching and group work
- Better understanding of their pupils’ learning
- Providing greater access to sources of information that are ‘live’ and up to date
- Facilitating greater differentiation of pace and content for both the fast and slow learner
- Facilitating the development of ‘independent learning’ skills for later life
- Helping the acquisition of information skills that will be an essential part of life in an information rich society.

In addition Information and Communications Technology:

- Is a valued environment in our school, it promotes the public image of the whole school and assists students in developing a positive self-image
- Can provide a safe and non-threatening environment for learning
- Has the flexibility to meet the individual needs and challenge the abilities of each student
- Promotes access for pupils with learning difficulties to otherwise inaccessible areas of the curriculum
- Promotes high standards of presentation, especially for boys
- Promotes skills in decision making
- Empowers its users
- Gives students immediate access to richer source materials
- Can present information in new ways which help students to understand, assimilate and use it more readily
- Can motivate and enthuse pupils – ICT can and should be fun
- Can help children to focus and concentrate
- Offers potential for effective individual and collaborative working patterns
- Facilitate high levels of interaction between staff and pupils, and enables all pupils to become actively involved in and take control of their own learning
- Offers staff new and interesting ways of enhancing the learning and teaching process

4 STAFF DEVELOPMENT

- The ICT co-ordinator will afford consultancy in as far as the timetable allows or as formal in-service when prioritised. The ICT co-ordinator will be afforded time to support ICT cross-curricula developments and to run the Managed Service.
- Individual staff may have access to school resources allocated to departments by negotiation without detriment to the curriculum. The Head Teacher may grant permission to access resources overnight, at weekends or over holiday periods, using appropriate booking out procedures.
- Procedures for access to networks are specified in APPENDIX 2.
- The ICT and Staff Development Co-ordinators will monitor and evaluate the effectiveness of the staff development provision
5 ROLES AND REMITS

THE SENIOR MANAGEMENT TEAM

To plan, organise, implement and evaluate the School's Policy on ICT within the Policy of South Lanarkshire Council, and within available resources.

ICT CO-ORDINATOR

- To implement the Managed Service.
- To be responsible for the implementation and evaluation of the ICT policy in accordance with national and local authority guidelines.
- To create and maintain a strategic long-term plan to cope with technological advances, pressures for curricular change and differing funding sources.
- To ensure, in consultation with the Staff Development Co-ordinator, that appropriate staff development opportunities are available.
- To assist where possible with in-service training.
- To enable best use of resources by:
  - informing staff of the location of whole-school resources
  - relocation of whole school resources for most effective use
  - informing staff of agreed priorities for use of resources
  - monitoring the demand for existing resources
  - informing staff of hardware/software developments including additions to existing resources.
- To provide assistance and advice, where practicable, to departments and teachers.
- To inform staff of the terms and implications of the “Acceptable Usage Policy”, copyright policy and the Data Protection Act, and to oversee their operation.
- To represent the SMT at ICT committee meetings and to make representations and give advice on ICT strategy and deployment of funds to the SMT.
- To chair the Digital Literacy Working group

DEPUTE ICT CO-ORDINATOR

- To deputise for the ICT co-ordinator in their absence.
- To assist the ICT co-ordinator in their duties, with due consideration given to time constraints.

PRINCIPAL TEACHERS SUBJECT/PUPIL SUPPORT

- To implement national, local authority, whole school and departmental policies on ICT.
- To promote the use of appropriate teaching methodologies including the preparation of departmental guidelines on the use of ICT, which will include reference to appropriate hardware and software linked to courses on offer.
- To compile an inventory of hardware/software kept within the department to ensure that all members of the department are aware of what is available. This information will be added to the departmental handbook.
- To liaise, where necessary, with other members of staff within the school and to maintain links with outside agencies.
- To encourage members of the department to participate in school based and other in-service training as appropriate.
• To monitor and evaluate the effective use of ICT within the department.

**THE SCHOOL LIBRARIAN**

• To implement national, local authority, whole school and departmental policies on ICT.
• To supervise and monitor pupil usage of Internet computers.
• To ensure that software catalogues are readily available in the library.
• To liaise with the ICT co-ordinator.

**PARENTS / CARERS**

Parents/Carers are integral to the success of ICT at Duncanrig Secondary and can assist ICT development by:

• Reading carefully and agreeing to the Acceptable Usage Policy (Appendix 3) and returning this to ensure that their child can take advantage of the schools’ ICT resources.
• Encouraging the development of ICT skills at home where resources are available.
• Encouraging their child to discuss the use of ICT at school.
• Wherever possible, accessing the school website for current information/departmental homework and providing feedback where appropriate.
• Supporting the sanction aspect of the school ICT Policy when their child may have abused the use of ICT in the school.

**6 INTERNET ACCESS AND PUPIL SAFETY ONLINE**

Duncanrig Secondary wishes to ensure that any pupil or teacher who has access to the Internet or e-mail whilst on the school premises is aware of and conforms to the rules stated in the school’s “Acceptable Usage Policy” which is attached as **APPENDIX 3**.

**Internet Acceptable Use**

• Pupils will be allowed to access the Internet and e-mail facilities within the school only after both they and their parents have signed the AUP letter. (Refer to **APPENDIX 3**).
• Staff will be allowed to access the Internet and e-mail facilities within the school only after they have signed the RESPONSIBLE USE AGREEMENT CONSENT FORM FOR EMPLOYEES (Refer to **APPENDIX 6**).
• Pupils must abide by the rules as detailed in the AUP letter.
• The use of the Internet will be for educational purposes only.
• Staff should be vigilant whilst supervising pupils using the Internet and e-mail.
• Transmission involving any of the following materials is strictly prohibited:
  - Copyright material without permission of the author.
  - Material related to any criminal activity.
  - Threatening or obscene material.
  - Material related to any subversive organisation.
  - Malicious software, including the deliberate transmission of computer viruses.
  - Materials which bring the school, its pupils or staff into disrepute.
• Users must comply with the general etiquette rules of the internet community including:
  - Being polite.
  - Using appropriate language.
  - Not using computer access to harass or disrupt others.
  - Not revealing the address or phone number of any person without prior permission.
  - Not using another person’s user ID to log onto the Intranet.

• RM will monitor all use of the Internet on the campus.
• Inappropriate use must be reported to the ICT co-ordinator and will result in the withdrawal of access to the Internet and further disciplinary action as necessary.
• Pupils safety notices (refer to APPENDIX 4) will be pinned in a prominent position to the wall of each computer room.

7 E-MAIL SPAM

Any suspicious unsolicited e-mails that you receive in your inbox should be deleted. If you are suspicious of the e-mail then delete it instead of opening it. If a suspicious e-mail arrives with an attachment please do not open the attachment as this is a common method of transmitting viruses across networks.

SPAM can be blocked by RM SPAM filters to invoke these you should forward the offending spam e-mail to the e-mail address below requesting that the sender should be blocked:

filtering@rmplc.co.uk

8 NEW STAFF, PROBATIONER, AND STUDENT TEACHERS

It is important that ALL teaching staff are afforded appropriate opportunities to use ICT in their classroom practice. In this respect:

• The relevant DHT should inform the ICT co-ordinator of the names of any new staff, probationer, or student teachers who join the school.
• Prior to Intranet access being granted, all new staff must sign and return South Lanarkshire Council's “Responsible Use Agreement Consent form for Employees”. Should they fail to sign and return this agreement then access privileges for Intranet use will not be issued.
• The ICT co-ordinator will also issue and discuss a copy of the school’s “ICT Policy Guidelines and Code of Practice”.

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9 OFFENSIVE OR UNSUITABLE WEBSITES

The Internet is a generally unregulated environment. There is a wide range of material available covering virtually every aspect of life or activity, much of it positive, some of it offensive. Despite the best efforts of our service provider, new sites on the Internet are constantly being introduced and offensive sites will be discovered. Should any member of staff find such a site then it should be reported immediately to the ICT co-ordinator.

THE PROCEDURE TO BE INVOKED IS AS FOLLOWS:

- The member of staff, who finds the unacceptable website or material, should notify the school’s ICT co-ordinator immediately with a note of the address of the website involved.
- The ICT co-ordinator will block the site locally using the appropriate filtering software and will then contact Research Machines at the address given below:

  http://www.ifl.com/support/submitfilters.html

- The ICT co-ordinator will then wait for a few days and check that access to the offending website has been removed, if it has not then he will contact Research Machines immediately and escalate the matter with South Lanarkshire Councils IT Services Department. We would expect that to invoke the above procedure will be a rare occurrence but if all staff use this process, then the Internet, which is available to our staff and pupils, will be much safer.

10 PROCEDURES FOR BOOKING ICT ROOMS

- A booking system is in place for ICT suites, which are available for cross-curricular access. Refer to APPENDIX 2.
- In departments, management of access to ICT resources, including the Internet, will be the responsibility of the subject/guidance PT.
- Use of ICT resources out with the normal school day must be by negotiation with the staff and departments concerned.
- Departments that make use of the ICT suites must arrange to use their own supplies of printer paper.

11 SECURITY AND SAFETY

- In order to validate insurance policies departments will have and give effect to policies which will minimise security risks and extend these to a locked door policy as appropriate. Meanwhile, the SMT will continue to review the security of the school environment. Everyone should have particular regard to security out with the normal school day.
- Frequently facilities will be used by staff from other departments but usage will continue with the recorded policy of the department to which they are primarily allocated.
- Network rooms will be accessed and operated according to the rules in APPENDIX 2. These will be agreed between the Head Teacher, the ICT Co-ordinator and the relevant subject PTs.
- Any breach of security will be reported immediately and subsequently in writing to the ICT co-ordinator.
- Under normal circumstances pupils should be supervised at all times when in ICT rooms.
- All users are responsible for the security of their own passwords and for the content of their user areas on the network.
12 COMPUTER REPAIR PROCEDURES

- The Managed Service:
  PCs which are connected to the intranet are part of the RM Managed Service and these are documented by RM in the asset register. Repairs to these computers will be undertaken by Research Machines. Requests for repairs to these computers should be made to the ICT co-ordinator. (Refer to APPENDIX 1)

- Legacy Equipment (including printers connected to network stations but excluding Ricoh multi-functional devices):
  All other hardware which is not connected to the Intranet is known as "Legacy Equipment" The school is responsible for the repair of Legacy equipment, including printers. If a printer develops a fault then an email should be sent to the senior school technician outlining the make, model and location of the printer, and a description of the fault. For all other legacy equipment the ICT coordinator should be informed and following an inspection of the device a decision will be made regarding the way forward.

- Ricoh Devices:
  When a Ricoh multi-functional device develops a fault the appropriate PT should report the fault to the school office, indicating the serial number of the machine, its location and a brief description of the fault. This information will then be logged by the school office prior to be forwarded to Ricoh.

13 INVENTORIES

- All resources are supplied to the school and it is essential for their effective management that a complete, accurate and up to date inventory is maintained. Equipment supplied as part of the RM managed service will be maintained within the asset register a copy of which is held by the ICT coordinator.
- All departmental purchases of ICT equipment should be recorded within departmental inventories. All transfers and changes of use will be advised to the School Office.

14 EQUAL OPPORTUNITIES

- To ensure equal opportunity of provision, permeation of ICT across the curriculum will be encouraged and monitored.
- The maintenance of an S1 ICT course will support universal facility.
- There will be a positive approach to the use of ICT in support for learning and in breaching language barriers.
- Active steps will be taken to overcome pupil and parent gender stereotyping, during S2, S4 and S5 options procedures, in line with the whole school policy on Equal Opportunities.
15 COPYRIGHT

- The school's policy on the use of software derives from that of the Authority. Only software that is fully licensed to the application in question may be used in our classrooms. The responsibility for ensuring suitable licensing exists lies with the class teacher.
- Departmental Heads should contact the ICT co-ordinator regarding licences for the network and the responsibility for obtaining a copy of any licence lies with the Departmental Head who should advise their staff appropriately. However, individual staff retain responsibility for copyright of software.

16 DATA PROTECTION

A copy of the Data Protection Act and the South Lanarkshire Council guidelines on this Act are kept in the school's main office. All practice within the school will be with due reference to and application of these documents. Where clarification is required users will accept the guidance of the Head Teacher.
17 SOUTH LANARKSHIRE COUNCIL – EMPLOYEE RESPONSIBILITY

- South Lanarkshire Council Education Resources Employees must complete and return the declaration on “Responsible Use Agreement Consent Form for Employees” (Refer to APPENDIX 6)
- These forms will be retained in the school office. The Council is committed to complying with the laws governing the use of information and the use of computer equipment. The Council and its employees at all levels are legally required to follow good security practice by:
  - keeping personal data secure, and ensuring data and information are used properly (Data Protection Act 1988).
  - only using licensed software (Copyright, Designs and Patents Act 1988).
  - not attempting to gain unauthorised access to data and systems (Computer Misuse Act 1990).
- The Council is heavily dependent on computer systems and information to achieve its aims and objectives and recognises the importance of keeping data and equipment secure. If reckless action or deliberate neglect by an employee leads to a breach of security or code of practice, appropriate disciplinary action will be considered in accordance with the Council’s disciplinary procedures and maybe referred to the police.

Hardware
- No computer hardware should be removed or disconnected without permission from the appropriate authority, and no computer components should be removed, inserted or modified (including boards and cards)

Software
- All software must be authorised and acquired legally:
  - Software is authorised when approved and purchased via a line manager.
  - To be legal, the software must be registered. Licensing agreements require that software be used only on the equipment for which it is authorised.
  - Games, unauthorised screen savers, or ANY other non-work related files, images or programs must not be held on Council computers.

Security
- All employees must be aware of the need for security when using ICT and the following points must be observed:
  - employees must not attempt to gain access to information for any purpose other than that related to his or her own work duties;
  - any form of electronic access to immoral or pornographic material is forbidden;
  - employees must keep their password private and must not use a password belonging to someone else;
  - employees must change their passwords at regular intervals, at least monthly. All passwords should be at least 6 characters long. Passwords should be chosen with care, avoiding easily guessed ones;
  - unauthorised use of a password to access a computer system is strictly forbidden and unlawful;
  - no PC should be left logged on when not in use;
  - data files should only be copied for authorised and official purposes;
• sensitive data in databases, spreadsheets and word processing documents should be protected from unauthorised access by using the separate password protection facilities included in the software;
• laptops should be locked away overnight or when not in use;
• a computer or PDA which is the personal property of an employee must never be connected to any South Lanarkshire Council network; unless via the Trapeze managed wireless solution for internet access only.
• computer equipment must never be left unattended in a car;
• external networks such as the Internet allow mail and data to move between computer systems, potentially world-wide, but the significant security risks means that employees must observe the utmost security;
• documents containing personal data must not be displayed on notice boards, or in areas where unauthorised people have access (eg, accessible by the general public);
• employees must report any observed or suspected breach of security to their line manager, who must then report to the ICT co-ordinator.

• Non managed service computers must NEVER be connected to the managed service network. It should be noted that Research Machines operate filter systems to monitor access to Web-sites and monitor all devices hard-wired to the network.

Further guidance can be sought from Operating Procedure F1: Use of computer systems and USB devices, mobile phones and other electronic communication devices in Education Resources.

E-mail

E-mail has been recognised as having a legal status and can be used in the same way as other written documents and employees must not use e-mail irresponsibly.

Virus

A virus is a malicious program aimed at damaging or destroying data held on a computer, or more dangerously held on the network. Virus infection can potentially cost thousands of pounds:

• Media from an external source must not be used until checked for viruses;
• If employees suspect a virus, they must contact the ICT co-ordinator. Quick action is vital to prevent the spread of any virus.

Disposal of Computer Equipment

Equipment must not be disposed of privately. The ICT co-ordinator must be informed of equipment, which is to be disposed of and Heads of Department must update their inventories. Disposal of equipment must also be recorded on the school’s inventory. All computer equipment must be used in accordance with corporate and departmental health and safety guidelines. Guidelines on the use of display screen equipment are available from Education Personnel Services Unit.

SUMMARY

This employee code is designed to be helpful and enable employees to keep computer equipment and information secure. If any employee is in doubt about anything covered within this code, they should contact their line manager or the school's ICT co-ordinator.
18 MONITORING, EVALUATION AND REVIEW

Monitoring

- The ICT co-ordinator may request access to departmental development plans where these plans have clear and specific ICT targets identified.
- Monitoring of the usage of ICT rooms will be supported by inspection of timetables, and electronic booking sheets.
- Staff Development in ICT will be monitored by the DHT with responsibility for staff development and the ICT co-ordinator. by reference to staff attendance records and evaluation paperwork.

Evaluation

- The ICT co-ordinator, along with the subject/guidance PTs and the SMT, will jointly evaluate the success of ICT initiatives based on the criteria for success which were agreed at the start of the initiative. These criteria should be stated either on the budget bid form and/or on the department’s development plan.
- In evaluating the success of staff development in ICT the following areas should be considered:
  - improvements in the presentation of pupil materials
  - development of confidence in the use of ICT
  - future plans to improve skills further.
- The evaluation of the use of ICT in Learning and Teaching should become part of each department's self-evaluation process and should therefore be undertaken by the PTs in consultation with their link DHT.
- Areas for consideration should include:
  - adoption of alternative teaching and learning methodologies
  - improvements in the quality of pupils’ work
  - fostering in pupils the ability to take responsibility, demonstrate initiative, and work independently.
  - the extent to which the needs of individual pupils are being met.

Review

The ICT policy will be reviewed on a regular basis by the ICT coordinator. This will involve consultation with members of staff. A report of the review will be submitted to the Senior Management Team, and subsequent changes as a result of the review will be incorporated into an updated policy.
20 RESOURCES

PC Suites
Duncanrig Secondary School has four Notebuses of mini-books for classroom use in English, Mathematics, Social Subjects and Science and sixteen networked PCs in the Library.
The Library PCs are ‘bookable’ resources, via the Librarian. Each notebus is maintained by the appropriate department and is for the sole use of that department.

Digital Projectors
Almost all teaching areas in Duncanrig Secondary have a desk mounted data projector. Where a fault is detected this should be reported to the Audio Visual Technician in the first instance.

CTouch Screens
There are currently 2 50 inch CTouch screens in the school, being used in the CSB and the Support for Learning departments.

Laptops
All Senior Managers have access to their own dedicated laptops. Furthermore, the Audio Visual Technician has a laptop for use in the Street Area for use at Assemblies, Parent Information Evenings and for External Visitors.

Digital Cameras
A number of Departments (primarily Art, Computer Science, CSB and PE) have their own Digital Cameras for use in lessons. Access to these resources may be possible from staff out with these departments. Staff should consult with the appropriate Head of Department.

Scanners
A number of scanners are located in E107 and E108. These are fixed devices and should not be removed. All the Ricoh multi-functional devices have the facility to scan to the users own email address.

Consumables
Toner for the Ricoh devices is supplied centrally – the cost of which is factored into the print costs charged to Departments. When a device runs out of toner then a request should be made to the school office for replacement toner.

Departments are responsible for the purchase of Toner / Ink for any non-Ricoh printer that they may have within their Department.

Backup system
The curriculum network is backed-up daily by RM.

SCHOLAR: on-line Learning Resource for National 5, Higher and Advanced Higher Courses
The scholar website has all the content, topics and sub-topics for a range of National courses. Students can also assess their progress through their courses via built in features of the site. Staff and pupil usernames/passwords are updated on a regular basis and are maintained by the ICT co-ordinator who will update the relevant username spreadsheets.
21 DUNCANRIG WEBSITE

Duncanrig Secondary has established its own website to help facilitate communication between the school and the wider community. The website will contain information about the school including Policy documents, facilities, activities, curriculum information, important dates and any other relevant information.

Responsibility for maintaining the website will be that of the ICT coordinator but aspects of the maintenance and update of the website may be delegated to others as necessary. Appendix 7 outlines our content statement for the website.
Appendix 1

ICT Repair Procedures

RM Managed Service Intranet Computers

For any computer, which is attached to the Intranet and therefore constitutes a part of the RM managed service, the following procedure should be followed:

- The member of staff should e-mail the ICT coordinator with details of the fault, including the station number and the room number.
- The ICT co-ordinator will pass details of the fault to RM via the most appropriate means of communication at that time – phone, email, website, meeting with TAM.
- The ICT co-ordinator will liaise with RM/teaching staff/support staff regarding progress with repairs to the faulty equipment.

Non-Managed Service - Legacy Equipment

All other hardware which is not connected to the Intranet is known as "Legacy Equipment". The school is responsible for the repair of Legacy equipment, including printers. If a printer develops a fault then an email should be sent to the senior school technician outlining the make, model and location of the printer, and a description of the fault. For all other legacy equipment the ICT coordinator should be informed and following an inspection of the device a decision will be made regarding the way forward.
APPENDIX 2

PROCEDURES FOR BOOKING THE ICT SUITES

(Rooms E101, E102, E103, E104, E105, E106, E107, E108, E001, E002)

- An ICT room booking spreadsheet is used to indicate room availability and to afford staff the opportunity to book an ICT suite. Room availability is indicated by a blank cell. Staff should type their name in the appropriate cell against the day, period and room they wish to use. The spreadsheet should then be saved and closed down to allow other staff to have access to the booking sheet. It is possible to overwrite an existing staff booking therefore a certain degree of trust is required for the system to work. If there are instances of bookings being deliberately over-written then the ICT coordinator should be informed. The room booking spreadsheet is located on the school intranet.

- If a class rotation has to take place with either the Computing or Business Education or Technical class who normally occupy the room, then the teacher must discuss this with the appropriate PT at least one week in advance of the period when they wish to use the facilities.

- All of the ICT suites must be left in the same condition in which they were found. Subject teachers must use their own ICT consumables (ie paper).

- Class teachers will be responsible for the direct supervision of their classes whilst using the ICT suites.

- Any problems with the computers should be reported to the ICT co-ordinator as soon as possible.

- Staff should not send children to the ICT suites, unless willing to supervise the children whilst they are using the computers.
APPENDIX 3

INTERNET PERMISSION LETTER

Date as Postmark
Dear Parent/Guardian

As part of the school’s ICT programme Duncanrig Secondary offer pupils supervised access to the Internet, the global network of computers you will have read about and seen on television. Before being allowed to use the Internet, all pupils must obtain parental permission and both you, and your child 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. Whilst our aim for Internet use is to further educational aims and objectives, pupils may find ways to access other materials which contain items considered to be undesirable or offensive. We believe, however, that the benefits to pupils from access to the Internet, with its information resources and opportunities for collaboration, far outweigh any disadvantages. Ultimately, parents of pupils and their teachers are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school will support and respect each family's right to decide whether or not to apply for access.

During the school day, teachers will guide pupils towards appropriate materials. Outwith school, the responsibility is that of parents. I would be grateful if you could read the guidance documents, complete, and return the enclosed permission form.

Yours sincerely

G Wynne

Head Teacher
Internet Access Parental Permission Form

In Duncanrig Secondary we firmly believe that access to the Internet is a valuable educational resource. However, some pupils may gain access to material on the Internet which is considered undesirable or offensive, and has no educational value or merit. South Lanarkshire Council employs the services of Research Machines who supply each school with filtered and monitored Internet access, however there can be no guarantee that pupils will not access unsuitable material. The school in partnership with parents and Research Machines, will do all that it can to ensure that abuses of the system do not occur. The conditions to be applied to pupils who wish to use the Internet are outlined below, and must be obeyed at all times. Failure to do so will result in the user’s access to the Internet being withdrawn and further action involving parents, and other authorities may be taken.

SCHOOL RULES FOR INTERNET ACCESS
PUPILS MUST NOT use electronic media to bring the school, its pupils or staff into disrepute
PUPILS MUST NOT send or display offensive messages or pictures, via electronic mail.
PUPILS MUST NOT use obscene language, or harass others.
PUPILS MUST NOT damage computers, or the computer networks.
PUPILS MUST NOT use another person’s password.
PUPILS MUST NOT access pornographic, racist, or violent material.
PUPILS MUST NOT use copyright information without permission.
PUPILS MUST NOT access, alter, or destroy another users’ information.
PUPILS MUST NOT upload or create a computer virus.
PUPILS MUST NOT reveal their personal address, phone number, or that of other users.
PUPILS MUST NOT arrange to meet any other user whom he/she may have contacted via the Internet.

NB ELECTRONIC MAIL IS NOT PRIVATE, IT CAN, AND WILL BE READ BY THOSE PEOPLE WHO ARE MONITORING THE NETWORK.

The following uses of the school computer systems are not permitted:
- Wasting time searching for information which is not relevant to your studies.
- Printing graphics, which are not relevant to your studies, and thereby wasting school resources.
- Playing or downloading games from the Internet.

Please remember:

- Always be polite, and considerate when communicating with other users over the Internet.
- If you find inappropriate information on the Internet, or receive an email, which you are concerned about, you MUST report this to your teacher.

Duncanrig Secondary cannot be held responsible for the accuracy or quality of any information obtained from any third party through the use of the Internet system.

I wish to apply for Internet access at Duncanrig Secondary.

I have read, understood and I agree to comply fully with the aforementioned conditions concerning access to the Internet.
**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: ___/___/___
Username: ________________________

**Parent**
As the parent or legal guardian of the pupil signing above, I give permission for my child to use electronic mail, and the Internet. 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 responsibility in partnership with my child and teaching staff for setting standards for my child to follow when selecting, sharing and exploring information and media.

Parent Signature _____________________ Date _____________
Name of Pupil ______________________ Date _____________
Home Telephone Number ______________

**Please complete and return this form to your Teacher as soon as possible.**

Thank you for your co-operation in this matter.
Mr J Forrester
ICT Co-ordinator
APPENDIX 4

DUNCANRIG SECONDARY

PUPIL RULES FOR SAFETY ON LINE

1. I will always be polite in my e-mail.

2. I will not give out personal information such as my address, my telephone number or my school name.

3. I will not give out the personal information relating to my family or my friends.

4. I will never send a picture of myself or of my friends without first checking with my teacher or parent.

5. I will tell my teacher or my parents if I find anything on my computer that I believe should not be there.

6. I will tell my teacher or my parent if I receive any strange messages by e-mail. I will never reply to such messages.

7. I will never send an e-mail pretending to be someone else.

8. I will not agree to meet with anyone I contact on-line without first checking with my teacher or parent.

9. I will tell my parent or my teacher if I am uncomfortable with any information, which I receive on my computer.
APPENDIX 5

DUNCANRIG SECONDARY

NOTIFICATION OF WITHDRAWAL OF ICT PRIVILEGES

To the Parent/Guardian of: ____________________  Class: ________

Subject: ___________________________________  Date: __________

I regret to inform you that ____________________ has failed to follow the School's INTERNET ACCEPTABLE USE POLICY and consequently his/her ICT privileges have now been withdrawn.

The reason for withdrawal of privileges is circled below:

1. used electronic media to bring either the School, its pupils or staff into disrepute
2. sent or displayed offensive messages or pictures, via electronic mail
3. used obscene language, or harassed others
4. damaged computers, or the computer networks
5. used another person's password
6. accessed pornographic, racist, or violent information
7. used copyright information without permission
8. accessed, altered, or destroyed another user's information
9. uploaded or created a computer virus
10. revealed his/her personal address, phone number, or that of other users
11. arranged to meet other users who were initially contacted via the internet

The withdrawal of privileges will be reviewed by myself in _______ weeks time, when a decision will be made as to whether __________ can again be trusted to behave in a responsible manner, with regards to the appropriate use of ICT. I would be grateful for your support in ensuring the above breaches of policy do not occur in the future. If you wish to discuss this further please do not hesitate to contact me, but meanwhile, please sign this letter and return it.

_____________________________ Principal Teacher  Date: ________
_____________________________ ICT Co-ordinator  Date: ________
_____________________________ Depute Head Teacher  Date: ________

NOTIFICATION OF WITHDRAWAL OF ICT PRIVILEGES

I acknowledge receipt of your letter concerning _________________ , Class: ______

SIGNATURE: _____________________________ DATE: ________
APPENDIX 6

Education Resources

F1c Responsible use agreement consent form for employees

Internet access – responsible use agreement

Terms and conditions

1 Responsible use

The use of the internet will in the main be in support of learning and teaching.

Personal use of the internet

Any personal use of the internet must firstly comply with the South Lanarkshire Code of Conduct for Employees. The following principles must also be followed. Personal use must:

- Not interfere with the performance of your duties
- Not take priority over your work responsibilities
- Not incur unwarranted expense on South Lanarkshire Council
- Not have a negative impact on South Lanarkshire Council in any way
- Follow the desktop and laptop code of practice
- Be lawful.
- Comply with the South Lanarkshire Council Dignity at Work policy as well as all other relevant policies.

Use of other organisations’ networks and resources must comply with the rules appropriate to that network. Users of the Internet must not:

- use the Internet to access files which are pornographic
- use the Internet to access files which are racist or inflammatory unless as part of studies
- use copyright material without permission
- use the internet for commercial advertising
- attempt to harm or destroy the data of any other user
- send or knowingly receive and open messages which are racist, sexist, threatening or otherwise designed to be harmful.
- send or receive messages pretending to come from someone else.
- Knowingly send create or upload a computer virus
- carry out any activity which is inconsistent with the Council’s code of conduct

The following uses computer systems are also unacceptable behaviour: wasting time searching for information which is not relevant to your work;

- doing things which are wasteful of resources e.g. printing graphics which are not relevant to your work;
- playing or downloading games from the Internet;
- Attaching any device to a computer without permission.
• Storing, copying, transmitting or using photographs or video of other pupils or staff without their permission
• attempting to breach network security and filtering

Users of the internet must not in a blog make statements or use pictures or video that would be deemed unacceptable within the Council Code of Conduct

2 Access

The use of the internet is an enhancement to learning, not a right, and inappropriate use will result in the cancellation of this access.

3 Network etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include

• Be polite, your messages must never be abusive.
• Use appropriate language, do not swear, use vulgarities or any other inappropriate language.
• Do not reveal your personal address, phone number or that of others.
• Do not use the network in a manner which disrupts others.
• Assume that all communications and information accessible via the network are private property unless stated otherwise.

NB Electronic mail is not guaranteed to be private. Emails will be monitored as will the content of websites visited. People who manage the system do have access. Messages relating to or in support of illegal activities will be reported to the authorities

4 Security

The security and safe use of computers is essential in helping the education establishment/centre develop its use of information technology as a teaching resource. If you see or know of anything which you come across such as an unsuitable site you must report the matter immediately to your line manager. You yourself must not engage in any activity which compromises the security of the system or your access will be withdrawn and further action may be taken.

5 Duncanrig Secondary

Duncanrig Secondary makes no warranties of any kind, whether expressed or implied, for the service it is providing. Duncanrig Secondary cannot be held responsible for the accuracy or quality of information obtained from any third party by use of the system.

6 Responsible use agreement

I understand and will abide by the above responsible use agreement. I further understand that any violation of the terms and conditions is unethical and may constitute a criminal offence. I also understand that should I breach the agreement then my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Employee’s signature __________________________ Date ____________

Please sign and return this agreement to the school office.
APPENDIX 7  Duncanrig Secondary Website - content statement

The Duncanrig Secondary website supports the activities of the school by publishing information, providing resources, and facilitating communication.

It is the school's duty to ensure that every child in their care is safe and therefore that no individual child could be identified or contacted by visitors to the school's website. A similar responsibility also applies to school staff and to the general security of school premises. The following rules will be adopted by everyone involved in preparing materials for the school website:

- The school will seek views from pupils, staff, and parents/carers when planning the website content.
- Permission will be obtained where children's content (i.e. drawings, poems etc) is used.
- Consideration will be given to the option of using photographs of groups of pupils rather than individuals. Photographs may be taken at a distance or with pupils' faces averted. The school may take the option to use drawings of pupils created by themselves. Photographs of pupils will only be used with parental permission. Teachers' photographs will not be placed on our site without their permission.
- No names or other identifying information will be attached to photographs.
- The content of pictures should be considered for good taste and the dignity of people in the pictures.
- Pupil's work displayed online will be identified only by class - e.g. "painting/writing by an S3 pupil" and will not contain information, such as family names, which might identify that pupil or family members. Nicknames which do not allow identification of child may be allowed.
- Any image(s) considered to be inappropriate should be reported to the Headteacher. The person reporting may choose to do so anonymously, but must give reasons why they feel the image(s) is not appropriate.
- All web pages will be reviewed prior to publishing to ensure that they do not contain personal contact details of pupils, staff or other individuals including email addresses. Generic email addresses will be used wherever possible.
- Pupil or class pages must not include links to their own or other pupils' personal web sites containing personal contact information or materials and contents contrary to the pupil acceptable use policy or this statement.
- Only general information on events and trips will be published. Parents may request details of specific events/trips to be sent home with their child, on paper.
- The website may contain links to sites outside of our school. Duncanrig Secondary is not responsible for the content of those sites, or any subsequent links from those sites.
- The school website will not be used for commercial or political activities, nor may it be used for any unlawful purpose.
- If you believe that any information on our site is incorrect, out of date, or breaches copyright standards, you may contact us by email: office@duncanrig.s-lanark.sch.uk