

## Responsible Use of ICT and the Internet – Revised September 2008

Within West Lothian Schools, we recognise that the effective use of ICT opens up unprecedented opportunities for invigorating learning and teaching and improving pupils' attainment across the whole curriculum. Communication networks also provide the learner with fast and searchable access to vast amounts of information. In addition to this, ICT supports a wide range of broader educational objectives including independent learning, collaboration with others and communication skills. It is thus of vital importance that all our pupils can take full advantage of the learning opportunities that ICT offers.

All schools should ensure that they communicate their policy and practice on the use of ICT and the internet to Pupils, Parents and Carers.

Suggested Policy Statement:

### Responsible Use of ICT and the Internet

Information and Communications Technology (ICT) is a term used to describe computers and display facilities, software, specialist hardware, technology based recording and processing systems for sound, still and moving images, graphic calculators and other associated communications facilities. West Lothian Schools are all equipped with ICT equipment to support effective Learning and Teaching.

The use of ICT is an integral part of the curriculum which enables pupils to access information and resources available on local and world wide networks and to gain ICT skills essential in our society. However, within this wide range of information there may be material or communications that neither the school nor parents/carers would consider appropriate for pupils to access.

West Lothian Education Services implements software to provide protection from inappropriate material on the internet without impeding the acquisition of information. It must be recognised, however, that no protection can be absolutely guaranteed and, to this end, pupils must not actively seek inappropriate material and should report any items which make them feel uncomfortable.

West Lothian Education Services has set out some internet rules for pupils to help minimise the possibility of accessing inappropriate material or communications. We shall explain these rules to each pupil before they access the internet. We are also asking each parent/carer to read these rules for their own information, and to discuss them with their child.

Further information on safe use of the internet is available at:

<http://www.besafeonline.org>

<http://www.kidsmart.org.uk/>

<http://www.thinkuknow.co.uk/>

## Electronic Protection Measures

The filtering and reporting system being used by West Lothian Education Services is Websense.

Websense provides:

- Filtering of sites using defined categories and customised lists. Management of filtering is provided but West Lothian Education Services administrators
- Every access to the Internet is logged and can be accessed by reporting tools. West Lothian Education Services administrators can interrogate reports to support effective internet use.

Websense Administration can be contacted at [wlec@wled.org.uk](mailto:wlec@wled.org.uk)

## Responsible Use Rules for School Pupils

When I use the ICT and the Internet, I agree that:

I will not try to find material that could be considered inappropriate

I will not use ICT or the Internet in such a way that would disrupt its use by others

I will tell a member of staff if I find a page, picture or message that makes me feel uncomfortable

I will not communicate my address or phone number, or those of others

I will not post or send any messages or pictures which will make others feel threatened or uncomfortable

I will not post or send pictures of myself or others on the internet or via email

I will remember that electronic mail (e-mail) is not guaranteed to be private

I will not swear or use rude or threatening words

If I do not follow these rules I understand I may not be allowed to access the Internet and the school may take further action.

Suggested prospectus entry or induction communication to parents/carers. Please insert **school name** and **contact** where appropriate.

## The use of ICT and the Internet in **Our School**

Information and Communications Technology (ICT) is a term used to describe computers and display facilities, software, specialist hardware, technology based recording and processing systems for sound, still and moving images, graphic calculators and other associated communications facilities. In **Our School** we use ICT equipment to support effective Learning and Teaching.

The use of ICT is an integral part of the curriculum which enables pupils to access information and resources available on local and world wide networks and to gain ICT skills essential in our society. However, within this wide range of information there may be material or communications that neither the school nor parents/carers would consider appropriate for pupils to access.

West Lothian Education Services implements software to provide protection from inappropriate material on the internet without impeding the acquisition of information. It must be recognised, however, that no protection can be absolutely guaranteed and, to this end, pupils must not actively seek inappropriate material and should report any items which make them feel uncomfortable.

We have set out some internet rules for pupils to help minimise the possibility of accessing inappropriate material or communications. We shall explain these rules to each pupil before they access the internet. We ask that you read these rules, for your own information, and also discuss them with your child.

### Responsible Use Rules for **Our School** Pupils

When I use the ICT and the Internet, I agree that:

I will not try to find material that could be considered inappropriate

I will not use ICT or the Internet in such a way that would disrupt its use by others

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I will remember that electronic mail (e-mail) is not guaranteed to be private

I will not swear or use rude or threatening words

If I do not follow these rules I understand I may not be allowed to access the Internet and the school may take further action.

The following links are to sites which provide great information on how to stay safe online:

<http://www.thinkuknow.co.uk/>

<http://www.besafeonline.org>

<http://www.kidsmart.org.uk/>

Should you wish to discuss the use of ICT and the Internet, please contact **(insert name of relevant member staff and contact details?)**