



Policy and Guidelines on the Acceptable use of the Internet

Introduction

The Internet is a series of communication links which enables computers around the world to access information and exchange files. The Internet allows users to obtain information held on computers anywhere in the world easily and quickly. It also allows users to send information back to these computers. It is a huge free standing network to which millions of users have access. The open design of the Internet is its strength. However, the lack of controls and standards also exposes organisations to an increased risk that networks and systems will be accessed improperly, data corrupted and viruses introduced.

Use of the Internet

The Federation promotes the use of the Internet by its staff and pupils. The Federation encourages the responsible use of the Internet by its employees. Internet facilities are provided to enable employees to enhance the efficiency and effectiveness of their work for the school. However, if an employee has Internet access, some limited personal use will be allowed. Any personal use must be reasonable, undertaken within the employees own time and must not in any circumstances, bring the schools into disrepute. Use of the Internet by staff who wish to pursue personal development and training is encouraged. Any misuse of the Internet by staff may result in disciplinary action. Staff are expected to follow the LA's social media guidelines – ensuring that they avoid contact with pupils.

'Sparklebox' is to be avoided.

Illegal Material

The vast majority of the information on the Internet is of a very interesting and informative nature. Unfortunately the Internet has also attracted the attention of many of the less desirable elements of a modern society and information is available on the Internet which is of an illegal, harmful, pornographic or obscene nature.

It is illegal to create, access, copy, store, transmit or publish material which falls into the following categories:

- ❖ National Security: instructions on bomb-making, illegal drug production, terrorist activities;
- ❖ Protection of Minors: inappropriate forms of marketing, displays of violence or pornography;
- ❖ Protection of Human Dignity: incitement to racial hatred or racial discrimination;
- ❖ Harassment;
- ❖ Economic Security: fraud, instructions on pirating credit cards;
- ❖ Information Security: malicious hacking;
- ❖ Protection of Privacy: unauthorised communication of personal data;
- ❖ Protection of Reputation: libel, unlawful comparative advertising;
- ❖ Intellectual Property: unauthorized distribution of copyrighted works eg software or music.

The schools operate software, through the East Riding of Yorkshire Intranet, that prevents access to inappropriate or sexually explicit sites. Occasionally inadvertent access to such sites will occur. In this event staff must disconnect from the site immediately and inform the Head Teacher who will inform the Intranet provider, who will then put a block on that site.

There are many valuable opportunities and purposes for downloading software from the Internet. Any software downloaded from the Internet must be properly licensed, registered and only used within the terms of the license.

Downloading software can present a danger as:

- The software may contain a non-detected virus;
- The downloaded software may not be compatible with the host computer configuration;
- Invoking the software may produce unexpected results;
- The software may be subject to copyright/licensing restrictions.

Care should be taken when downloading information from the Internet and the potential risks and benefits should be properly assessed. If in doubt do not download software.

Signed

Date Adopted: February 2015

Review Date: February 2017