

Internet and Learning Platform Access Policy

This policy outlines our purpose in providing learning platform facilities and access to the internet and explains how the academy is seeking to avoid the potential problems that unrestricted internet access could give rise to. The learning platform is restricted.

Internet Access in the Academy:

- Providing access to the internet in the Academy will raise educational standards and support the professional work of staff.
- Teachers and students will have access to websites world-wide (including museums and art galleries) offering educational resources, news and current events.
- There will be opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world-wide.
- In addition, staff will have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LA and DCSF; receive up-to-date information and participate in government initiatives
- The internet will also be used to enhance the Academy's management of information and business administration systems.
- Staff, including supply staff, will not be expected to take charge of an internet activity without training. Staff should be given opportunities to discuss the issues and develop good teaching strategies and practice
- All staff (including teachers, supply staff and teaching assistants) and any other adults involved in supervising students accessing the internet, will be provided with the Academy's Internet Access Policy, and will have its importance explained to them.
- Parents' attention will be drawn to the Policy by letter in the first instance and, thereafter via email, Academy prospectus and Oasis Academy MediaCityUK website and learning platform.
- Our Academy Internet Access Policy will be available for parents and others to read on demand.

Rules for Responsible Internet Use:

- The Academy has installed computers and laptops with internet access to promote independent learning.
- These rules will help keep students safe and help them to be fair to others.

Using the Computer:

- I will only access the computer system and learning platform with the logins and passwords I have been given;
- I will not access other peoples files;
- I will not bring in memory sticks or CDs from outside school and try to use them on the Academy's computers without express permission and a virus check.

Using the Internet:

- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material to my teacher immediately because this will help protect other students and myself;
- I understand that the school may check my computer files and may monitor the internet sites I have visited;
- I will not complete and send forms without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing forms.

Using e-mail:

- I will ask permission from a teacher before sending an email to any outside agencies;
- I will immediately report any unpleasant messages sent to me because this would protect other students and myself;
- I understand that e-mail messages I receive or send may be read by others;
- The messages I send will be polite and responsible;
- I will only send an e-mail to people I know, or my teacher has approved;
- I will only send an e-mail when it has been checked by a teacher;
- I will not give my full name, my home address or telephone number;
- I will not use e-mail to arrange to meet someone outside Academy hours.

Internet Access and Home/Academy Links

- Parents will be informed in our Academy prospectus and on the Academy website about how students are provided with supervised internet access as part of their lessons.
- We will keep parents in touch with future ICT developments by letter, newsletter, through the website and on the learning platform.
- Academy guidelines on issues such as safe internet use will be made available to parents together with printed information and internet sites providing information for parents about safe access for students.
- In the future it is possible that suitable educational and leisure activities that make responsible use of the internet will be developed with parents.

Using e-mail:

- It is not possible to be certain of the originator of an e-mail message, and for this reason the academy is unable to accept an e-mail as parental authorisation of a student absence.
- Students will learn how to use an e-mail application and be taught e-mail conversations. Staff and students will begin to use e-mail to communicate with others, to request information and to share information.

- It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the Academy is maintained.
- Students will only be allowed to use e-mail once they have been taught the Rules of Internet Use and the reasons for these rules.
- Teachers will endeavour to ensure that these rules remain uppermost in students' minds as they monitor students using e-mail.
- Students may send e-mail as part of planned lessons and will have access to their own email account as part of their learning platform. This is filtered through Shireland Learning Ltd, and emails are able to be checked and monitored by teachers and ICT support staff.
- Incoming e-mail to students will not be regarded as private.
- Students will have the e-mail messages they compose checked by a member of staff before sending them.
- The forwarding of chain letters will not be permitted.
- Students will not be permitted to use e-mail at the Academy to arrange to meet someone outside academy hours.

Oasis Academy Web Site

Academy website address: <http://www.oasisacademymediacityuk.org>

Learning Platform address: <https://shirelandlearning.slmlg.net>

Our Academy website and Learning Platform is intended to:

- Provide accurate, up-to date information about our academy.
- Enable students to publish work to a high standard, for a very wide audience including students, parents, staff, governors, members of the local community and others.
- Celebrate good learning.
- Provide students with the opportunity to publish their learning on the internet.
- Promote the Academy.
- In the future it will be used to publish resources for projects or home learning.
- All students may provide learning for publication on the school website.
- Class teachers will be responsible for ensuring that the content of the students' learning is accurate and the quality of presentation is maintained.
- All material must be the author's own learning, crediting other work, including stating clearly the author's identity and/or status.
- The Website Coordinator (Marketing Officer) and VLE Administrator (Learning Gateway Manager) are responsible for up-loading pages to the Academy website and learning platform, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host.
- The point of contact on the web site will be the Academy address, telephone number and e-mail address.
- We do not publish students' full names or photographs that identify individuals on our web pages; i.e. students' names and photographs will not be shown together.
- Home information or individual e-mail identities will not be published.
- Staff will be identified by their title and surname unless they request otherwise.
- Permission will be sought from other individuals before they are referred to by name on any other pages we publish on our website / learning platform.

Using the Internet to Enhance Learning:

- Students will learn how to use a web browser.
- Older students will be taught to use suitable web search engines.
- Staff and students will use the internet to find and evaluate information.
- Access to the internet is a planned part of the curriculum that will enrich and extend learning activities and is integrated into schemes of work.
- As with other areas of their work, we recognise that students learn most effectively when they are given clear objectives for internet use.
- Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the students.
- Access to the internet may be by teacher (or sometimes other adult) demonstration.
- Students may access teacher-prepared materials on the learning platform, rather than the open internet.
- Students may be given suitable web page or a single website to access.
- Students may be provided with lots of relevant and suitable websites which they may access.
- Older, more experienced students may be allowed to undertake their own internet search having agreed a search plan with their teacher.
- Students will be expected to observe the Rules of Internet Use Policy and will be informed that checks can and will be made on files held on the system and the sites they access.
- Students accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the Rules of Internet Use and the reasons for these rules.
- Teachers will endeavour to ensure that these rules remain uppermost in the students' minds as they monitor the students using the internet.

Using Information from the Internet

- We believe that, in order to use information from the internet effectively, it is important for students to develop an understanding of the nature of the internet and the information available on it.
- In particular, they should know that, unlike the Academy library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited / edited and most of it is copyright.
- Students will be taught to expect a wider range of content, both in level and in audience, than is found in the Academy library or on TV.
- Teachers will ensure that students are aware of the need to validate information whenever possible before accepting it as true, and understanding that this is even more important when considering information from the internet (as a non-moderated medium).
- When copying materials from the Web, students will be taught to observe copyright.
- Students will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.
- If there is an incident in which a student is exposed to offence or upsetting material the Academy will wish to respond to the situation quickly and on a number of levels.
- Responsibility for handling incidents involving students will be taken by the Network Manager (Director of Core Services) and the Child Protection Officer in consultation with the Principal and the students' class teacher.

- All the teaching staff will be made aware of the incident at a Staff Meeting if appropriate.
- If one or more students discover (view) inappropriate material our first priority will be to give them appropriate support.
- The students' parents/carers will be informed and given an explanation of the course of action the Academy has taken. The Academy aims to work with parent/carers and students to resolve any issue.
- If staff or students discover unsuitable sites the Network Manager / ICT support team will be informed.
- The Network Manager will report the URL (address) and content to the Internet Service Provider (ISP) and Oasis Central.
- If it is thought that the material is illegal, after consultation with the ISP and Oasis Central, the site will be referred to the Internet Watch Foundation – <http://www.iwf.org.uk> and the police.
- Students are expected to play their part in the reducing the risk of viewing inappropriate material by obeying the Rules of Internet Use (**Internet and Network Usage Policy**) which have been designed to help protect them from exposure to the internet sites carrying offensive material.
- If students abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions consistent with our Academy Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period of time.

Maintaining the Security of the Academy ICT Network:

- We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.
- The ICT support team will up-date virus protection regularly, will keep up-to-date with ICT news developments and work with the Oasis Managed Service and ISP to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

Ensuring Internet access is appropriate and safe:

- The internet is freely available to any persons wishing to send e-mail or publish a website.
- In common with other media such as magazines, books and video, some material available on the internet is unsuitable for students.
- Students in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that student do not encounter upsetting, offensive or otherwise inappropriate material on the internet.
- The following key measures have been adopted to help ensure that **OUR** students are not exposed to unsuitable material.
- Our internet access is connected via broadband link through Oasis Central Services and Virgin Media which provides a service designed for students including "a firewall" and web filtering system intended to prevent access to material inappropriate for students.
- Students using the internet will normally be working in the ICT room or classroom during lesson time and will be supervised by an adult (usually the class teacher) at all times.

- Staff will check that the sites pre-selected for student use are appropriate to the age and maturity of students.
 - Staff will be particularly vigilant when students are undertaking their own search and will check that the students are following the agreed search plan.
 - Students will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others.
 - Our Rules for Internet Use will be posted near computer systems.
 - The ICT support team will monitor the effectiveness of internet access strategies.
 - The ICT support team will ensure that occasional checks are made on files to monitor compliance with the Academy's Internet Access Policy.
 - The Principal will ensure that the policy is implemented effectively.
 - Methods to quantify and minimise the risk of students being exposed to inappropriate material will be reviewed in consultation with colleagues from other academies, advice from the LA, our ISP and the DCSF.
 - Experience of other schools shows that the above measures have been highly effective.
 - However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen.
 - The Academy / OCL or the LA cannot accept liability for the material accessed, or any consequences thereof.
 - A most important element of our Rules of Internet Use policy is that students will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.
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