

## **Acceptable Use Policy**

### **Al-Hijrah School, a specialist Science College.**

As a communication medium, the Internet's potential is boundless. However, although the Internet is of significant educational value, care needs to be taken with its use in order to exploit efficiently, effectively and appropriately this potential.

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

As a school we are addressing appropriate Internet access with our students and we would encourage parents to discuss these matters with your child in the light of Islamic values

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### **School's Strategy**

Al-Hijrah School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. We are aware that parents may have concerns about possible misuse of the Internet; however we believe that the following procedures reinforce appropriate Internet use.

### **General**

- Internet sessions will always be supervised by a teacher.
- Filtering and Forensic software (Policy Central) will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor pupils' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software's, music , video's and pictures will not be permitted.
- Virus protection software (Sophos Enterprise) will be used and updated on a regular basis.
- The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.



- **The Student will not:**
  - a. Disclose passwords to anyone
  - b. Use any passwords other than MY own.
  - c. Read other user's e-mail.
  - d. Reveal personal information
  - e. Access internet chat.
  
- In accordance with the *Commonwealth Crimes Act, the student will* not
  - a.** use the School Networks or any other telecommunication service to menace or harass others.
  - b.** use any such service to transmit disrespectful, inaccurate or inappropriate language or material.

The most important prerequisite for Internet use is that the student takes full responsibility for his/her own actions and their effect on fellow students. And schools reputation..

### **World Wide Web**

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or pornographic objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy (AUP).
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.



## Email

- Students will use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or via Internet chat
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication for that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Face-to-face meetings with someone organised School Website
- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website
- School website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- Website using facilities such as guestbooks, noticeboards or weblogs will be checked frequently to ensure that they do not contain personal details?
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website with out the parental permission. Video clips may be password protected.
- Personal pupil information including home address and contact details will be omitted from school web pages.
- The school website will avoid publishing the first name and last name of individuals in a photograph.
- The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
- Pupils will continue to own the copyright on any work published.



## **PRINTING**

1. Students must obtain permission from staff before printing.
2. Students must minimize printing at all times by print previewing, editing on screen rather than on printouts, spell-checking and proof reading before printing.

## **Personal Devices**

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving is in direct breach of the school's acceptable use policy.

## **Legislation**

The school will provide information on the following legislation relating to use of the Internet which teachers, students and parents should familiarise themselves with:

- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- Interception Act 1993
- Video Recordings Act 1989
- The Data Protection Act 1988

## **Support Structures**

Al-Hijrah School will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

## **Sanctions**

**Al-Hijrah School reserves the right to:**

1. Charge for replacing damaged equipment or misuse
2. Change a pupil's access level
3. Suspend, or terminate Internet access and/or School Network access
4. Confiscate storage devices which have inappropriate material
5. Apply other sanctions as deemed appropriate, which may include exclusion from the school.
6. School also reserves the right to report any illegal activities to the appropriate authorities.



## Permission Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal.

School Name \_\_\_\_\_

**Name of Pupil:** \_\_\_\_\_

**Class/Year:** \_\_\_\_\_

### Pupil

I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

**Pupil's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Parent/Guardian

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son/daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

**I accept the above paragraph**       **I do not accept the above paragraph**   
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

**I accept the above paragraph**       **I do not accept the above paragraph**   
(Please tick as appropriate)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

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