

Nansen Highland Internet Policy

The Internet Policy has been written by Nansen Highland, building on the Kent NGfL policy and government guidance. It has been agreed by the senior management. The document refers to the ICT coordinator, which is the director.

Why is Internet use important?

- *The purpose of Internet use in Nansen Highland is to raise educational standards, to promote trainee achievement, to support the professional work of staff and to enhance Nansen Highland's management information and business administration systems.*
- *Internet use is a part of our curriculum and a necessary tool for staff and trainees.*
- *Internet access is an entitlement for trainees who show a responsible and mature approach to its use.*
- *The Internet is an essential element in 21st Century life for education, business and social interaction. Nansen Highland has a duty to provide trainees with quality Internet access as part of their learning experience.*

How does the Internet benefit education?

Benefits of using the Internet in education include:

- *access to world-wide educational resources including museums and art galleries;*
- *educational and cultural exchanges between students world-wide;*
- *cultural, vocational, social and leisure use in libraries, clubs and at home;*
- *access to experts in many fields for students and staff;*
- *communication with support services, professional associations and colleagues;*
- *improved access to technical support including remote management of networks;*

How will Internet use enhance learning?

- *The Internet access will be designed expressly for trainee use and will include filtering appropriately.*
- *Trainees will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use.*
- *Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements.*
- *Staff should guide trainees in on-line activities that will support the learning outcomes planned for the trainees.*

- *Trainees will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.*

How will trainees learn to evaluate Internet content?

- *If staff or trainees discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.*
- *Nansen Highland should ensure that the use of Internet derived materials by staff and by trainees complies with copyright law.*
- *Trainees will be taught to acknowledge the source of information and to respect copyright when using Internet material in their own work.*

How will e-mail be managed?

- *Trainees/staff may only use approved e-mail accounts on Nansen's system.*
- *Trainees/staff must immediately tell staff if they receive offensive e-mail.*
- *Trainees must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.*
- *Access in Nansen Highland to external personal e-mail accounts may be blocked.*
- *Excessive social e-mail use can interfere with learning/working and may be restricted.*
- *E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on Nansen Highland headed paper.*
- *The forwarding of chain letters is banned.*

How should Web site content be managed?

- *The point of contact on the Web site should be Nansen Highland's address, Nansen Highland e-mail and telephone number. Staff or trainees' home information will not be published.*
- *Web site photographs that include trainees will be selected carefully.*
- *Trainees' full names will not be used anywhere on the Web site, particularly associated with photographs.*
- *Written permission from trainees, parents or carers will be obtained before photographs of trainees are published on Nansen Highland's Web site.*
- *The director will take overall editorial responsibility and ensure content is accurate and appropriate.*
- *The copyright of all material must be held by Nansen Highland, or be attributed to the owner where permission to reproduce has been obtained.*

Are newsgroups and chat safe?

- *Trainees will not be allowed access to public or unregulated chat rooms.*

- *Newsgroups will not be made available unless an educational requirement for their use has been demonstrated.*
- *A risk assessment will be carried out before trainees are allowed to use a new technology at any of Nansen's premises.*

How can emerging Internet uses be managed?

- *Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in Nansen Highland is allowed.*
- *Mobile phones will not be used during training time. The sending of abusive or inappropriate text messages is forbidden.*

How will Internet access be authorised?

- *At first, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.*
- *Parents will be informed that trainees will be provided with supervised Internet access*
- *18+ trainees must apply for Internet access individually by agreeing to abide by the Responsible Internet Use statement.*
- *18- trainees, parents will be asked to sign and return a consent form.*

How will the risks be assessed?

- *In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for trainees. Nansen Highland will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on Nansen's computer. Nansen Highland can therefore not accept liability for the material accessed, or any consequences of Internet access.*
- *The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.*
- *Methods to identify, assess and minimise risks will be reviewed regularly.*
- *The director will ensure that the Internet policy is implemented and compliance with the policy monitored.*

How will filtering be managed?

- *If staff or trainees discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT co-ordinator.*
- *Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.*
- *Any material that Nansen Highland believes is illegal must be referred to the Internet Watch Foundation (please see references given later).*

How will the policy be introduced to trainees?

- *Rules for Internet access will be posted near all computer systems.*
- *Trainees will be informed that Internet use will be monitored.*
- *Instruction in responsible and safe use should precede Internet access.*

How will staff be consulted?

- *All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource at Nansen Highland.*
- *All staff will be provided with Nansen's Internet Policy, and its importance explained.*
- *Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.*

How will ICT system security be maintained?

Local Area Network security issues include:

- *The user must act reasonably. Loading non-approved software could cause major problems. Good password practice is required including logout after use.*
- *The workstation should be secure from casual mistakes by the user.*
- *Cabling should be secure and wireless LANs safe from interception.*
- *Servers must be located securely and physical access restricted.*
- *The server operating system must be secured to a high level.*
- *Virus protection for the whole network must be installed and current.*

Wide Area Network (WAN) security issues include:

- *All external connections must be assessed for security risks including the wide area network connection and any modems staff may wish to use.*
- *Firewalls and routers should be configured to prevent unauthorised use of software such as FTP and Telnet at the protocol level.*
- *Nansen's ICT systems will be reviewed regularly with regard to security.*
- *Virus protection will be installed and updated regularly.*
- *Personal data sent over the Internet will be encrypted or otherwise secured.*
- *Use of floppy disks will be reviewed. Personal floppy disks may not be brought into Nansen without specific permission and a virus check.*
- *Unapproved system utilities and executable files will not be allowed in trainees' work areas or attached to e-mail.*
- *Files held on Nansen's network will be regularly checked.*
- *The ICT co-ordinator / network manager will ensure that the system has the capacity to take increased traffic caused by Internet use.*

How will complaints regarding Internet use be handled?

- *Responsibility for handling incidents will be delegated to a senior member of staff.*
- *Any complaint about staff misuse must be referred to the director.*
- *As with drugs issues, there may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.*
- *Sanctions available include:*
 - *interview/counselling by director*
 - *informing parents or carers;*
 - *removal of Internet or computer access for a period, which could prevent access to work held on the system.*

Nansen Highland

Responsible Internet Use

Rules for Staff and Trainees

Nansen Highland computer system provides Internet access to trainees and staff. This Responsible Internet Use statement will help protect trainees, staff and Nansen Highland by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- Nansen's computer and Internet use must be appropriate to the trainee's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- Users are responsible for e-mail they send and for contacts made.
- E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- Nansen Highland ICT systems may not be used for private purposes, unless the director has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by Nansen Highland or by other organisations or individuals.
- Irresponsible use may result in the loss of Internet access.

Nansen Highland may exercise its right by electronic means to monitor the use of Nansen's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of Nansen's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

As postmarked

Dear Parents

Responsible Internet Use

As part of your son/daughter's curriculum and the development of ICT skills, Nansen Highland is providing supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for everyone as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use, and sign and return the consent form so that your son/daughter may use Internet at Nansen Highland.

Nansen Highland's Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of the trainees to access inappropriate materials, Nansen Highland cannot be held responsible for the nature or content of materials accessed through the Internet. Nansen Highland will not be liable for any damages arising from your son/daughter's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely

Bart Lafere
Director

Consent Form

Nansen Highland

Responsible Internet Use

Please complete, sign and return to the director

Trainee:

Form:

Trainee's Agreement

I have read and understand Nansen Highland Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood Nansen Highland's rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that Nansen Highland will take all reasonable precautions to ensure trainees cannot access inappropriate materials. I understand that the Nansen Highland cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that Nansen Highland is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Based on the Internet Policy of the Irish National Centre for Technology in Education.

References

Particularly for Parents

National Action for Children (NCH)

Parents Guide on Internet usage
Current activities to promote safe use

www.nchafc.org.uk/itok/itokhome.html
www.nchafc.org.uk/internet

Internet Watch Foundation - report inappropriate Web sites

www.iwf.org.uk

Safe Surfing Guide for parents and carers:

www.internetwatch.org.uk/safe/index.htm

Which article on Internet filtering for home use

www.internetwatch.org.uk/safe/which/total.htm

Parents Information Network (PIN)

Comprehensive guidelines on Internet safety

www.pin.org.uk

Recreational Software Advisory Council (RSACi)

Promotes rating systems for Web sites, and is a third party rating bureau

www.rsac.org/

Particularly for Schools

Associations of Co-ordinators of IT (ACITT)

Acceptable use policy for the Internet in UK Schools

<http://atschool.eduweb.co.uk/acitt/aup.html>

BECTa

Advice and guidance on appropriate computer use

www.becta.org.uk/technology/infosheets/html/accuse.html

British Computer Society

A guide for schools prepared by the BCS Schools Committee and the National Association of Advisers for Computer Education (NAACE)

www.bcs.org.uk/iap.html

DfES Superhighway Safety

Essential reading. For free pack telephone: 0845 6022260

<http://safety.ngfl.gov.uk>

Internet Watch Foundation -

Invites users to report illegal Web sites

www.iwf.org.uk

Kent NGfL Initiative

Curriculum material for schools including this Internet Policy

www.kented.org.uk/ngfl/

Kent Web Skills Project

A Web site which discusses the research process and how the Web is best used in projects.

www.kented.org.uk/ngfl/webskills/

Scottish Education Department

Comprehensive safety advice

www.scotland.gov.uk/clickthinking

SEGfL ICT Security Policy

An overview of the security of networks with Internet access.

www.segfl.org.uk/

Copyright

Covers the main aspects of copyright of digital materials, US-based but relevant.

www.templetons.com/brad/copymyths.html

Internet Users Guide

A guide to network resource tools, a book (ISBN 0-201-61905-9) or free on the Web.

www.terena.nl/libr/gnrt/

Notes on the legal framework

The Computer Misuse Act 1990 makes it a criminal offence to gain access to a computer without permission. The motivation could be the technical challenge, data theft or to damage the system or data. The Rules for Responsible Internet Use remind users of the ownership of the school computer system.

Monitoring of data on a school network could contravene Article 8 of the European Convention of Human Rights and Fundamental Freedoms, e.g. the right to respect for private and family life, which is protected by the Human Rights Act 1998. The Telecommunications (Lawful Practice) (Interception of Communications) Regulations 2000 also limit monitoring. The 2000 Regulations apply to all forms of electronic monitoring and interception irrespective of whether the material monitored is generated by private use or in the course of the school's day to day activities.

A school may only monitor authorised private use of a computer system if it can justify monitoring on the basis that it is lawful, necessary and in the interests of amongst other things, the protection of health or morals or for the protection of the rights and freedoms of others. Schools should ensure that the monitoring is not out of proportion to the harm that could be done if the monitoring did not take place.

Schools could start by banning private use of a school's computer system, but then allow private use following application to the head teacher. The Rules for Responsible Internet Use, which every user must agree to, contain a paragraph that should ensure users are aware that the school is monitoring Internet use.

In order to defend claims that it has breached either the 2000 Regulations or the Human Rights Act 1998, a school should devise procedures for monitoring, ensure monitoring is supervised by a senior manager and maintain a log of that monitoring.

The following legislation is also relevant:

Data Protection Act 1984/98 concerns data on individual people held on computer files and its use and protection.

Copyright, Design and Patents Act 1988 makes it an offence to use unlicensed software

The Telecommunications Act 1984 Section 43 makes it an offence to send offensive or indecent materials over the public telecommunications system.

Protection of Children Act 1978

Obscene Publications Act 1959 and 1964 defines "obscene" and related offences.

References:

Brief introduction to dangers and legal aspects of the Internet.

www.bbc.co.uk/webwise/basics/user_01.shtml

List of useful law resources; see copyright and Internet sections.

<http://link.bubl.ac.uk/law>

HMSO: Full text of all UK legislation and purchase of paper copies.

www.legislation.hms.gov.uk