



## Safeguarding Statement

*Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## Equality & Diversity Statement

*Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school community to model this in their behaviour and relationships.*

## ICT USER POLICY

### 1. INTERNET

#### 1.1 Purpose

The purpose of Internet use in school is to raise educational standards, promote students' achievement and conduct research, as well as being part of the statutory curriculum. Internet access is provided on the understanding that agreement is given to follow the guidelines contained within this document.

#### 1.2 Internet Derived Material

- Schools should ensure that, when downloading and copying material from the Internet, these activities comply with Copyright legislation. For further information please refer to <http://www.cla.co.uk/>
- Students should not copy or use material from the internet without acknowledging the source. Failure to acknowledge the source, thereby gaining unfair advantage (plagiarism), may lead to disqualification by examination boards

#### 1.3 E-mail

- Students must immediately inform a teacher if they receive inappropriate or offensive e-mail
- Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone
- External e-mails should be written carefully and, where appropriate, authorised before sending as they are representative of the school and are in the public domain
- The forwarding of anonymous messages and chain letters is not permitted
- The use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, harassing or disrespectful language is not permitted and may be subject to the school's disciplinary procedures. It may also be contrary to current legislation and therefore be subject to possible legal proceedings.
- E-mails can be required under the Freedom of Information Act
- Every user of the email system has a duty to ensure they practice appropriate and proper use and not to abuse the email system. See **Appendix 'B'** for guidance on email responsibility, acceptable use and email abuse.

#### 1.4 School Website

- The point of contact on the Website is the school address, school e-mail and telephone number. Staff or students' home information will not be published
- Students' names will not be linked to photographs as a means of identification
- Written permission from parents or carers will be obtained before photographs of students are published on the Website
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained

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## 1.5 Internet Access

- The school will maintain a record of all staff and students who are granted Internet access
- Students must abide by the Responsible Internet Use statement
- The use of Chat Rooms is strictly prohibited

## 1.6 Inappropriate Websites and Material

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for students. The school 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 a school computer. The school cannot accept liability for information accessed, or any consequences of Internet access
- Personal use such as e-commerce, shopping on-line, playing games, downloading music or video, gambling, political purposes or advertising is not permitted
- 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 Headteacher will ensure that the ICT User Policy is implemented and monitored at regular intervals
- Students will not knowingly search for profane or obscene (pornography) material, that advocates illegal acts, or that advocates violence or discrimination towards other people

## 1.7 Content Filtering

- The school will work in partnership with parents, the DfE and the Internet Service Provider to ensure that systems are in place to protect students and that these are reviewed and improved where appropriate
- If staff or students discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT Team

## 1.8 Policy Awareness

- The 'e-Safety Rules' will be displayed in all rooms where computers are used
- Staff** must read the terms of the 'Staff Code of Conduct' statement before using any Internet resource in school
- All staff will be able to access the 'ICT User Policy' and 'e-Safety Policy' via Staff Shared\Staff Documents\SIF\Policies\
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct are expected at all times
- Students** will be informed that all Internet use is monitored and the school regularly exercises its right to monitor the use of the school's computer systems, including the interception and monitoring of e-mail. Files will be subject to deletion if unauthorised use of the school's computer system taking place
- Parents'/carers'** attention will be drawn to the School ICT User Policy in newsletters, the school prospectus and on the school Website
- The 'ICT User Policy' should be read in conjunction with the 'e-Safety Policy'

## 2. NETWORK

### 2.1 School Network

The computer system is owned by the school and access to the network will be made available to carry out recognised school work only. Failure to comply with the terms and conditions of the ICT User Policy will result in a temporary or permanent ban from the network. Additional action may be taken in line with the school's disciplinary procedures. Where applicable, police or local authorities may also become involved.



## 2.2 Network Security

- The school ICT systems will be reviewed regularly with regard to security
- Students and staff are responsible for their individual user area, and should take all reasonable precautions to prevent others from being able to gain access
- Students will under no circumstances divulge their account password to other students
- Students will not access or use any account other than their own
- Students will immediately inform their teacher or member of the ICT Team if they identify a possible security problem
- Virus protection will be installed and updated regularly
- Use of portable media (USB keys) is permitted only where no additional software installation is required and will be subject to an automatic system virus check.
- Unapproved system utilities and executable files will not be allowed in students' work areas or attached to e-mail
- Files held on the school's network will be regularly checked

### It is not permitted to:

- Attempt to download, store or install software on school computers
- Attempt to introduce a virus or malicious code to the network
- Attempt to bypass network or system security
- Attempt to access another user's account
- Attempt to use any form of hacking software or system
- Access, download, create, store or transmit material that is indecent or obscene material that could cause annoyance, offence or anxiety to other users, or material that infringes copyright or is unlawful

## 3. STAFF LOANED LAPTOPS

### 3.1 Authorised Programs and Content

All laptop computers loaned to staff for the duration of their employment with Langley Park School for Girls, will in addition to the 'Terms and Conditions of Use' statement, be subject to the following requirements:

- It is not permitted to install any additional software on a loaned laptop (other than that which was originally installed on taking possession), unless authorised by the ICT Team. If a problem occurs with a laptop which requires reinstallation of software, only the original approved programs will be installed
- Where a problem arises with a laptop which is found to be the result of unapproved software or content knowingly being installed, the individual staff member may be liable for the cost of repair. Any such incident would be assessed on an individual and objective basis
- Staff should be aware that they are responsible for the legitimacy of all content, (other than the original application data) on the laptop they have been loaned, in particular, reference is made to 'Section 8' of this document
- Staff should ensure that the use of Internet derived materials, video and music complies with copyright law. Please refer to [www.cla.co.uk](http://www.cla.co.uk)
- Staff should ensure that handheld devices containing school information and materials are password protected.

## 4. NEW TECHNOLOGY

- 4.1 New and emerging technologies will be examined for educational benefit, reliability and whether they provide value for money. A full risk assessment will be carried out before use in school is permitted.

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**5. POLICY VIOLATION**

- Responsibility for handling incidents will be delegated to a senior member of staff
- Any complaint about staff misuse will be referred to the Headteacher
- Students and parents will be informed of the complaints procedure
- Sanctions available include:
  - ⇒ interview/counselling by Head of Year
  - ⇒ informing parents or carers
  - ⇒ temporary or permanent ban on internet use
  - ⇒ Where appropriate, police or local authorities may be involved

**Reviewed: June 2014**

**Review Date: January 2019**



## RESPONSIBLE INTERNET USE

### Conditions for Use by Students and Staff

The computer system is owned by the school. This Responsible Internet Use statement helps to protect students, staff and the school by clearly demonstrating what use of computer resources is acceptable and what is not.

- Network access must be made via the user's authorised account and password, which must not be given to any other person
- School computer and Internet use must be appropriate to the student's education or to staff professional activity
- Copyright and intellectual property rights must be respected
- E-mail should be written carefully and politely, especially as messages may be forwarded or printed and be seen unintentionally by others
- Users are responsible for e-mail they send and for contacts made
- Anonymous messages and chain letters are not permitted
- The use of chat rooms is not allowed
- The school ICT systems may not be used for private purposes, unless the Headteacher has given permission
- Use for personal financial gain, gambling, political purposes or advertising is not permitted
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner

### IRRESPONSIBLE USE MAY RESULT IN THE LOSS OF INTERNET ACCESS!

The school will exercise its right to monitor use of the school's computer systems. This will include access to web-sites, the interception and monitoring of e-mail and the deletion of inappropriate material where:

- a) it believes unauthorised use of the school's computer system is, or may be, taking place
- b) or the system is, or may be, being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound
- c) to ensure public resources are not being used inappropriately

**Full details on responsible use of the school's ICT Resources can be found in the LPGS ICT User Policy**

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### Email Guidance

#### Responsibilities

Individual users are responsible for their own actions. The use of email facilities by staff and students at Langley Park School for Girls assumes and implies compliance with this policy, without exception. Every user of email systems has a duty to ensure they practice appropriate and proper use and must understand their responsibilities in this regard.

#### Acceptable Use

The School's main purpose in providing IT facilities for email is to support the teaching, learning and administrative activities of the school. IT facilities provided by the school for email should not be abused. An absolute definition of abuse is difficult to achieve but certainly includes (but is not necessarily limited to):

- Creation or transmission of material which brings the school into disrepute.
- Creation or transmission of material that is illegal.
- The transmission of unsolicited commercial or advertising material, chain letters, press releases or other junk-mail of any kind
- The unauthorised transmission to a third party of confidential material concerning the activities of the school.
- The transmission of material such that this infringes the copyright of another person, including intellectual property rights.
- Activities that unreasonably waste staff effort or networked resources, or activities that unreasonably serves to deny service to other users.
- Activities that corrupt or destroy other users' data or disrupt the work of other users.
- Unreasonable or excessive personal use.
- Creation or transmission of any offensive, obscene or indecent images, data or other material.
- Creation or transmission of material which is designed or likely to cause annoyance, inconvenience or anxiety.
- Creation or transmission of material that is abusive or threatening to others, serves to harass or bully others, discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs.
- Creation or transmission of defamatory material or material that includes claims of a deceptive nature.
- Activities that violate the privacy of others or unfairly criticise, misrepresent others; this includes copying distribution to other individuals.
- Creation or transmission of anonymous messages or deliberately forging messages or email header information, (ie without clear identification of the sender) or for 'flaming'.

#### Cyber Bullying

Cyber bullying is illegal and is defined as bullying by the use of e-mail, mobile phone and text messages, instant messaging, personal websites and/or chat rooms.

Anyone suspected of cyber bullying (whether during school time or otherwise) will immediately be reported to the Headteacher who will assess the situation and determine what action should be taken.

#### Definition of Email Abuse

The school permits the use of its IT facilities for email by students, staff and other authorised users for a reasonable level of personal use. An absolute definition of abuse is difficult to achieve but certainly includes (but is not necessarily limited to):

- A level of use that is not detrimental to the main purpose for which the facilities are provided.  
*Priority must be given to use of resources for the main purpose for which they are provided.*
- Not being of a commercial or profit-making nature, or for any other form of personal financial gain.
- Not be connected with any use or application that conflicts with an employee's obligations to the school as their employer.
- Not be against the school's rules, regulations, policies and procedures and in particular this email policy