

Tenby International School Setia EcoHill ICT Acceptable Use-Students Policy

Policy	ICT Acceptable Use-Students Policy			
Approval Date:	August 2024	Next review:	September 2026	
Review Cycle:	1 Year			
Scope	Whole Group	☒	Whole School	☐
	International Primary	☐	National Primary	☐
	International Secondary	☐	National Secondary	☐
Ownership:	SLT	Approved by:	SLT	

Tenby International School Setia EcoHill

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Rationale & Purpose

This policy outlines our purpose in providing access to the Internet, e-mail and other communication technologies at Tenby International School Setia Ecohill, and explains how the school is seeking to avoid the potential problems that unrestricted access could create.

Internet Access in School

- All staff and any other adults involved in supervising children accessing the Internet, will be provided with the school ICT Acceptable Use Policy, and will have its importance explained to them.
- Our school ICT Acceptable Use Policy for Students is available for parents on the school website.

Using the internet to enhance learning is a planned part of the curriculum that will enrich and extend learning activities and is integrated into schemes of work.

As in 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 demonstration
- students may be given a suitable web site to access using a link from a Teams page link or by clicking on a link in a teacher-prepared Word document
- students may be provided with lists of relevant and suitable web sites which they may access
- older 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 responsible internet use and will be informed that checks can and will be made on files and the sites they access.
- Primary students accessing the internet will be supervised by an adult, normally their teacher, at all times. They will be taught the rules of responsible internet use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain

uppermost in the children's minds as they monitor the children using the internet.

Using Information from the internet

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:

- teachers will ensure that students are aware of the need to validate information whenever possible before accepting it as true, and understand 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. Using E-mail It is important that communications are properly managed to ensure appropriate educational use and that the good name of the school is maintained.

Maintaining the Security of the School ICT Network

Connection to the internet significantly increases the risk that a computer or a computer network may be compromised or accessed by unauthorised persons. The IT Executive/Manager will check that virus protection is up-to-date during their maintenance periods, and will keep up-to-date with ICT developments and work with ISP Regional to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

Users should not expect that files stored on servers or storage media are always private.

Ensuring Internet Access is Appropriate and Safe

The Internet is freely available to any person wishing to send e-mail or publish a web site. 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 students 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 provides a service designed for students including a filtering system intended to prevent access to material inappropriate for children;
- staff will check that the sites pre-selected for primary use are appropriate to the age of the students;
- staff will be particularly vigilant when students are undertaking their own search and will check that they are following the agreed search plan;
- students will be taught to use the Internet responsibly in order to reduce the risk to themselves and others;
- The School 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 accordance with ISP guidance.

Instructions for Students

Virtual Lessons:

During any pre-recorded or live lessons, it is essential that students continue to follow the principles set out in our 'ICT Acceptable Use Policy for Students'. Students must not take recordings and screenshots of the lesson under any circumstances. This principle protects all who engage in virtual lessons and ensures photos or recordings are not taken or circulated without consent. Students must have microphones set to mute and only unmute when asked to by the teacher. Students must speak in a respectful manner and stay on the topic of the work, this includes 'chat' functions in live lessons. If video is turned on, student\ s must be in appropriate clothes and have a neutral and appropriate background.

Use of the Internet:

The internet is not to be used to access anything which is illegal, or anything that someone else may find offensive. This includes indecent images, extremist or discriminatory material, racial or religious hatred.

If unsure, or if coming across anything which makes a student feel uncomfortable, they should turn the computer monitor off and let a teacher know.

Logins and Passwords:

Every person has a different computer login and password. Never allow anyone else to use the details. If you believe someone has your password, change it immediately.

Social Networking:

Never upload pictures or videos of others without their permission. It is not advisable to upload pictures or videos of yourself as they can easily be manipulated and used against you. You should never make negative remarks about the School or anyone within the school. Always keep your personal information private. Consider using a nickname and only inviting people you know. Universities and future employers search social networking sites in order to carry out background checks on students.

Extremism and radicalisation:

Individuals, groups and organisations with extremist and radicalised views use the internet to exert influence on young people. Do not access any websites or social network pages that promote such views. The school has systems in place to block extremist material and monitor students who try to access it. Any student found accessing such material will be reported to the relevant authorities.

Profiles:

Beware of fake profiles and people pretending to be somebody else. If something doesn't feel right follow your instincts and report it to an appropriate adult. Never create a false profile as a joke and pretend to be somebody else. This can have serious consequences.

Chat Rooms:

Some social networking sites have a chat facility. You should never chat to anyone that you don't know or don't recognise. It is recommended that you never meet a stranger after meeting them online. If you do, always inform your parents and take one of them with you.

Security:

You should never try to bypass any of the security in place, this includes using proxy bypass sites. This security is in place to protect you from illegal sites, and to prevent hacking into other people's accounts.

Copyright:

You should never take information from the internet and use it as your own. A lot of information is copyright, which means that somebody else owns it and it is illegal to use this information without permission from the owner. If you are unsure, ask an adult.

Etiquette:

Be respectful online; don't be abusive. Consider what you are saying, and how somebody else might read it as some things you write may be read incorrectly.

Mobile Phones:

Use of mobile phones is not permitted in school.

Never take inappropriate pictures of yourself and send to your friends or upload onto social networking sites. Never forward inappropriate pictures that you have received from somebody else.

Use of ICT in lessons:

ICT facilities must be used only as directed by the class teacher. Any other use of ICT during lesson time will be considered off task and sanctioned accordingly.

Cyber-bullying:

Never use the internet or other ICT communication to bully or make fun of people. It can have very serious consequences. Report incidents of cyber-bullying to a responsible adult.

ICT equipment:

Treat all school equipment with care and respect. Report any problems to a member of staff.

Sanctions:

Failure to follow this guidance, or deliberate misuse of school ICT, may result in a sanction.

Agreement and Understanding

The school assumes you have read and understood all of the above and that you understand that any of your electronic communications could be looked at if they are related to your well-being, and that you understand that any electronic communications related to school are not entirely private.

VERSION	ACTION	RESPONSIBLE	DATE
1.1	Policy approved by SLT	SLT	15-08-2024