



## Student Electronic Communication and Network Use Policy

All schools, academies and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Hodgson Academy has a comprehensive ICT Network and Infrastructure that allows access to the Internet. Before the Academy allows students to have access to the ICT network, the Internet through a Hodgson account or device, or their Hodgson Email and Teams accounts, they must obtain parental permission. This is available as **Appendix A** at the end of this policy.

**Both the parent and the student must sign the necessary consent as part of our Data Collection procedures. This serves as evidence of your approval and acceptance of the rules on this matter.**

Although Internet use is closely supervised in our academy, families should be aware that some students may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. We have invested in software that places barriers wherever possible between such material and our young people, monitors access to each website visited and stopping access if required and possible.

We believe that the benefits to students from access to the Internet exceed any disadvantages. However, parents and carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The Academy therefore supports and respects each family's right to decide whether or not to apply for access. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, films and radio.

If your child is found misusing their access to the academy ICT Network, Internet, Email or Teams access, we will deal with the incident in an appropriate manner. You will of course be notified of these breaches and the actions taken, which can, depending on the seriousness of the situation, lead to consequences in line with our behaviour policy. Should you wish to discuss any aspect of Internet use then please contact the academy at any time, asking to speak Ms J Morton (on-line safeguarding).

The computer system is owned by Hodgson. Our Academy Internet Access Policies are drawn up to protect all parties – the students, the staff and the Academy. The Academy reserves the right to examine or delete any files that may be held on its computer system and to monitor any Internet sites visited.

### **The following rules must be strictly adhered to**

- All Internet activity should be appropriate to the student's education.
- Access should only be made via the authorised account, and not made available to any other person.
- Screens must be locked when students are away from their computers when working onsite.
- Activity that threatens the integrity of the Academy's ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all e-mail sent and for contracts made that may result in e-mail being received.
- Use for personal financial gain, gambling, political purposes or advertising is strictly forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is strictly forbidden.
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the language and content should be appropriate as for letters or other media.
- Use of the network to access inappropriate materials such as pornographic, racist, sexist or offensive material is strictly forbidden.
- Chat rooms are not to be used under any circumstances.

## Internet and Network Filtering Arrangements

When a student uses a Hodgson Academy device, either on site or at home, we will monitor activity where possible in order to ensure the rules outlined are adhered to. The academy invests in e-safe and Impero software to track activity in order to protect students and the academy itself.

Access to the Internet is based on the following principals:

Destination Address → Destination Port → Source Address → Source Port → Website Category → User → User Group

The academy employs a mixture of these to suit the needs of its users and curriculum. The majority of Internet filtering rules use 'Website Category' with 'User Group' as their means to determine access to the internet. The following three categories are blocked for all users with no exception:

Potentially Liable  
Adult/Mature Content  
Security Risk

	Students	Staff	SLT
Global Whitelist	ALLOWED	ALLOWED	ALLOWED
Global Blacklist	BLOCKED	BLOCKED	BLOCKED
Staff Whitelist	BLOCKED	ALLOWED	ALLOWED
SLT Whitelist	BLOCKED	BLOCKED	ALLOWED
Bandwidth Consuming	BLOCKED	MIXED	MIXED
General Interest – Personal	MIXED	MIXED	MIXED
General Interest – Business	ALLOWED	ALLOWED	ALLOWED
Unrated	BLOCKED	BLOCKED	BLOCKED

If a website is blocked, Staff can request that it be to the 'Global Whitelist' (student access) or 'Staff Whitelist' by making a request on the help desk. However, Individual websites can have their category overridden for various reasons:

1. A new website is currently 'Unrated' but is required for homework  
– Move to 'Global Whitelist'.
2. A staff member has alerted ICT Support to an inappropriate website that is in the wrong category  
– Move to 'Global Blacklist'.
3. A new website is currently 'Unrated' but is required for a lesson  
– Move to 'Staff Whitelist'.
4. Facebook is blocked as part of 'Social Networking' but SLT require access to investigate an issue with a student  
– Move to 'SLT Whitelist'.

Where possible, 'SafeSearch' is enforced on search engines – this filters the users search results to remove explicit entries. Equally, Antivirus scans are performed on all downloads.

**Reviewed by:** Colin Malone

**Approved by:** SLT

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