



Internet Security Policy

The extension and use of ICT and social media in current years particularly on the internet has been transformational, and Bright Space recognises the benefit that this has in the work place and for young people. However, when we have young people working on our projects using such platforms we need to ensure that young people are safe and are protected from potential harm. As such;

- all users of external connections linked to Bright Space must be formally authorised to do so by Bright Space staff and all risks associated with the usage of the Internet must be assessed before using the service.
- all project participants/work experience placements and other young people using Bright Space IT equipment inside and outside of the office will do so in accordance with this policy

Some internet activity eg accessing child abuse images or distributing racist material is illegal and is obviously banned from all Bright Space ICT systems. There are other activities and sites which may, generally, be legal but would be inappropriate in a Bright Space project/learning context, either because of the age of the users or the nature of those activities. Bright Space believes that the activities referred to in the following section would only be appropriate in Bright Space context when being used for educational purposes or if, in the case of social networking sites, groups are being set up for Bright Space project purposes, and only accessible via Bright Space approved profiles and not individuals personal pages that already exist.

Bright Space does not advocate the use of social forums and profile driven networking outside of Bright Space approved groups that are project led/learning specific. This is applicable to young people working with Bright Space, extended staff (freelance individuals) and Bright Space employees.

These sites include, and are not exclusive to;

Facebook
MySpace
Bebo
Twitter
Linkdin
YouTube

Bright Space reserve the right to monitor internet and email activity of any individual using Bright Space ICT and will do so as necessary.

Intellectual Property/Copyright

All material and images (includes blogging, reviewing, film, podcasting etc, this list is not exhaustive), whether held on paper, electronically or magnetically which was made or acquired by you during the course of your employment/participation with us on [name of project] project, is the Company's property and you agree to grant Bright Space a licence to use, reproduce, modify, adapt, publish, distribute, broadcast and make available to the public the work that you have submitted. The rights include the use of your work in any media known now or later developed.

It is important that any material you produce you during the course of your employment/participation with us on [name of project] project is original work and that if it contains third party material you are able to use this material and if necessary have obtained the rights to do so.

Statements to the Media

Any statements to reporters from newspapers, radio, television, etc. in relation to the business of Bright Space will usually be given by a member of senior staff. If you have been approached to talk to the media please clear it with the Project Manager/Communication Officer or Director first.

Virus Protection

In order to prevent the introduction of virus contamination into the software system the following must be observed:-

- a. unauthorised software including public domain software, magazine cover disks/CDs or Internet/World Wide Web downloads must not be used; and
- b. all software must be virus checked using standard testing procedures before being used.

Use of Computer Equipment

In order to control the use of the company's computer equipment and reduce the risk of contamination the following will apply:-

- a. The introduction of new software must first of all be checked and authorised by the Operations Manager before general use will be permitted.
- b. Only authorised staff should have access to the company's computer equipment.
- c. Only authorised software may be used on any of the company's computer equipment.

- d. Only software that is used for business applications may be used.
- e. No software may be brought onto or taken from the company's premises without prior authorisation.
- f. Unauthorised access to the computer facility will result in disciplinary action.
- g. Unauthorised copying and/or removal of computer equipment/software will result in disciplinary action, such actions could lead to dismissal.

E-Mail and Internet

Internet

The purpose of the Internet and E-mail policy is to provide a framework to ensure that there is continuity of procedures in the usage of Internet and E-mail within the company. To ensure that we are able to utilise the system to its optimum we have devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout.

Where appropriate, duly authorised staff are encouraged to make use of the Internet as part of their official and professional activities.

Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in the company name. This includes Web blogs, blogging, Social networking sites (e.g. twitter, Facebook, MySpace etc) and word press. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to all correspondence.

The intellectual property right and copyright must not be compromised when publishing on the Internet. The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or material that is not work-related, leaves an individual liable to disciplinary action which could lead to dismissal or will result in their removal from [name of project] project.

Email

Unauthorised or inappropriate use of the E-mail system may result in disciplinary action which could lead to dismissal or will result in their removal from [name of project] project.

The E-mail system is available for communication and matters directly concerned with the legitimate business of the company.

Employees/participant using the E-mail system should give particular attention to the following points:-

- i) all comply with company communication standards;
- ii) E-mail messages and copies should only be sent to those for whom they are particularly relevant;
- iii) E-mail should not be used as a substitute for face-to-face communication or telephone contact. Flame mails (i.e. E-mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding;
- iv) if E-mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The company will be liable for infringing copyright or any defamatory information that is circulated either within the company or to external users of the system; and
- v) offers or contracts transmitted by E-mail are as legally binding on the company as those sent on paper.

The company will not tolerate the use of the E-mail system for unofficial or inappropriate purposes, including:-

- i) any messages that could constitute bullying, harassment or other detriment;
- ii) on-line gambling;
- iii) accessing or transmitting pornography;
- iv) transmitting copyright information and/or any software available to the user; or
- v) posting confidential information about other employees, the company or its customers or suppliers, partners or stakeholders.

This policy does not stand alone and is underpinned by both the Bright Space Child protection policy and work experiences policy – full copies of which are available on request.

In order for Bright Space staff to email individuals working on projects with Bright Space, a consent form needs to be completed. By signing this form (see work experience policy/appendix) you are also giving permission for Bright Space staff to email the person detailed in the form, from their Bright Space email address (and only this address) as part of the project / placement they are involved in, in relation to Bright Space work matters and project information only.

Bright Space staff, do not enter into email dialogue with individuals under the age of 14 and do not condone contact via personal staff email addresses or personal pages of social networking sites.

Appendix:

Acceptable Use Policy Agreement

I understand that I must use Bright Space ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that Bright Space will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the Bright Space ICT systems are primarily intended for project delivery and educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the Bright Space ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that Bright Space has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the business:

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) at Bright Space if I have permission. I understand that, if I do use my own devices I will follow the rules set out in this agreement, in the same way as if I was using Bright Space equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed (in relation to project work)

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions:

- I understand that Bright Space also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, and where they involve my membership of Bright Space projects as an advocate/ambassador for the company (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

Student / Pupil Acceptable Use Agreement Form

This form relates to the Bright Space internet and email security policy to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to Bright Space ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the Bright Space ICT systems and equipment
- I use my own equipment (when allowed) eg mobile phones, PDAs, cameras etc
- I use my own equipment outside of Bright Space in a way that is related to me being a member of this project eg communicating with other members of the project,

Name

Project

Signed

Date

Parent / Carer Acceptable Use Policy Agreement Template

This form relates to the Bright Space internet and email security policy to which it is attached.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that Bright Space ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

Bright Space will try to ensure that young people working with us will have good access to ICT to enhance their learning and will, in return, expect the young people to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of Bright Space expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Parent / Carers Name

Young Persons Name

As the parent / carer of the above young person(s), I give permission for my son / daughter to have access to the internet and to ICT systems at Bright Space.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT.

I understand that Bright Space will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that Bright Space cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that Bright Space will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed Date

Glossary of Terms

AUP	Acceptable Use Policy – see templates earlier in this document
Becta	British Educational Communications and Technology Agency (Government agency promoting the use of information and communications technology)
CEOP	Child Exploitation and Online Protection Centre (part of UK Police, dedicated to protecting children from sexual abuse, providers of the Think U Know programmes.
CPD	Continuous Professional Development
CYPS	Children and Young Peoples Services (in Local Authorities)
FOSI	Family Online Safety Institute
ICO	Information Commissioners Office
ICT	Information and Communications Technology
IP address	The label that identifies each computer to other computers using the IP (internet protocol)
ISP	Internet Service Provider
ISPA	Internet Service Providers' Association
LA	Local Authority
LAN	Local Area Network
Learning	A learning platform brings together hardware, software and supporting services
Platform	to support teaching, learning, management and administration.
LSCB	Local Safeguarding Children Board
MIS	Management Information System
Ofcom	Office of Communications (Independent communications sector Regulator)
PDA	Personal Digital Assistant (handheld device)
VLE	Virtual Learning Environment (a software system designed to support teaching and learning in an educational setting,
WAP	Wireless Application Protocol