

## Internet Access Policy

### Purpose

The purpose of this policy is to:

- Raise the training and educational standards.
- Support the professional work of staff.
- Enhance our management information and business administration systems.

We recognise that access to the internet is a necessary tool for staff and students. It is an entitlement for students who show a responsible and mature approach.

### Induction

All students will be provided with an induction to internet use. This will include personal folders and passwords. It will also inform the students of areas that they will not be allowed to access, sanctions that will be imposed if they do and systems that we use to monitor internet use.

### Policy

Students and staff will be expected to sign up to the following rules regarding internet access and use:

- Access to the internet will be free to all students and staff.
- Internet use will primarily be used for research to support training.
- No student or member of staff will be allowed to access inappropriate sites. These may include:
  - all types of pornographic sites
  - all sites promoting violent conduct
  - all sites promoting extreme political or religious views
  - gambling sites
- The sending of anonymous emails is prohibited.
- No bad language may be used in emails. All emails may be monitored for content and language.
- No student may access any other person's personal folders without permission.
- All students and staff will be expected to report any inappropriate use of the internet.
- No person may be allowed to forward chain letters.
- No person may be allowed to download intellectual or other property, including music and video from unlicensed sites.
- Cyber bullying will not be tolerated at Appleby Heritage Centre.
- Where students use materials they have accessed on the internet in their coursework they should ensure that it is correctly referenced.
- Students should be aware that it is a breach of examining body rules to simply "copy and paste" from any internet site. Failure to correctly reference another person's work is classed as plagiarism and the matter will be referred to the appropriate awarding body. This can result in a student's work being disqualified.
- Students who fail to comply with the Internet Access Policy may be dealt with through the Centre's disciplinary procedure. Sanctions can include the withdrawal of permission to use the internet at the Centre, suspension from the Centre or in extreme cases it may involve exclusion from the Centre. Where appropriate the student's school (where applicable) and the Police would be informed.

Reviewed: August 2019

Next Review: August 2020

- Appleby Heritage Centre reserves the absolute right to monitor all internet use, this includes all emails that may be sent or received.
- Under **the PREVENT strategy** the Centre is obliged to report any suspected instances of radicalisation to the Police to ensure that any individuals who are at risk of being radicalised receive appropriate support. All students will receive Channel Awareness e-learning to improve their knowledge and understanding of the threat of radicalisation in undermining British Values. Students and staff should be alert to any potential radicalisation and should report any potential threats to the Centre Manager.