



## CTT

### INTERNET USE POLICY

2021/2022

*At the time of publishing the following roles were held:*

SCITT LEAD	MRS. W. KENDALL
CHAIR OF THE CTT BOARD	MRS. V. HEPBURN-FISH

#### Approved by<sup>1</sup>

Name:	Mrs. V. Hepburn-Fish
Position:	Chair of the Board of Directors of CTT
Signed:	<i>V. Hepburn-Fish</i>
Name:	Mrs. W. Kendall
Position:	SCITT Lead
Signed:	<i>Wendy Kendall</i>
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Review date <sup>2</sup> :	July 2021

## **CTT Internet Acceptable Use Policy**

### **Introduction**

In line with current expectations the CTT Centre has a computer system which gives the trainees and staff access to the Internet.

Usually, the resources used by trainees in CTT Centre are carefully chosen by the CTT staff and lecturers and determined by curriculum policies.

Use of the Internet, by its nature, will provide access to information which has not been selected by the CTT. Whilst trainees will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the CTT staff.

The problems and issues that have been highlighted by the media concern all CTT Centres.

Whilst some of the media interest is hype, there is genuine cause for concern that trainees might access unsuitable material accidentally.

The purpose of this policy is to:

- Establish the ground rules we have in CTT Centre for using the Internet
- Describe how these fit into the wider context of our Health and Safety policies
- Demonstrate the methods used to protect the trainees from sites containing pornography, racist or politically extreme views and violence.
- The CTT Centre believes that the benefits to trainees from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that trainees are expected to follow, when using media and information resources, is one the CTT Centre shares with CTT schools.

We feel that the best recipe for success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our trainees.

### **Using the Internet for Education**

The benefits include:

- access to a wide variety of educational resources including libraries, art galleries museums and a range of enhanced learning sites.
- rapid and cost effective world-wide communication
- gaining an understanding of people and cultures around the globe
- staff professional development through access to new curriculum materials,
- experts' knowledge and practice
- exchange of curriculum and administration data with LEA/DFEE

- • social and leisure use.

The CTT Centre intends to teach trainees about the vast information resources available on the Internet, using it as a planned part of some lessons. Staff will review and evaluate resources available on web sites appropriate to the course and needs of the trainees being taught. We hope trainees will begin to learn that it can sometimes be appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken; the amount of information found; the usefulness of information located.

At times, information, such as text, photos etc may be "downloaded" from the Internet for use in trainees' work.

Trainees will be made aware that the CTT Centre has its own web site.

### **Trainees' Access to the Internet**

Members of staff will be aware of the potential for misuse, and will be responsible for explaining these to the trainees and the expectation we have of trainees.

### **Expectations of Trainees using the Internet**

At the CTT Centre, we expect all trainees to be responsible for their own behaviour on the Internet. This includes materials they choose to access.

Trainees using the World Wide Web are expected not to deliberately seek out offensive materials.

Should any trainees encounter any such material accidentally, they are expected to report it immediately to the CTT admin staff, so that the Service Provider can block further access to the site.

Computers should only be used for CTT Centre work unless permission has been granted otherwise.

No programs on disc or CD Rom should be brought in from home for use in CTT Centre. This is for both legal and security reasons.

### **Web Site Guidelines**

A web site can celebrate good work, promote the CTT Centre and link to other good sites of interest.

School children's' full names will not be used anywhere on the website.

Photographs that directly include trainees will be selected carefully and any which have school children on will not enable individual children to be clearly identified.

Group photos which contain school children will not contain a names list.  
Work displayed will be of the highest quality and reflect the status of the CTT Centre.

### **Expectations of trainees and staff regarding personal internet use including social networking sites**

Staff and trainees who use personal networking sites such as Facebook, Bebo, Twitter etc., or other public domain sites will not identify the CTT Centre or schools, or discredit the CTT Centre or schools in any way on these sites.

### **Expectations for staff use of technology**

Staff will make every effort to ensure the internet is used safely by themselves and by trainees.

Staff will ensure that they use CTT Centre equipment, including lecturer laptops and trainee notebooks, appropriately and that inappropriate materials are not intentionally accessed at any time.

Staff will use CTT Centre cameras and not personal devices such as mobile phones or personal digital cameras to take photographs of trainees.

