

Policy for use of Streaming Media Sites in Schools

Streaming Media Access Policy

IMPORTANT PLEASE NOTE:

This Streaming Media Access Policy is intended to be used in conjunction with the schools ICT Acceptable Use / IT Security Policies. If governing bodies wish it can be included as part of the main policy, or as an appendix to an appropriate policy.

This policy has been developed by the Local Authority (LA) and is recommended to governing bodies for adoption. Support in managing issues in relation to the subject matter of this policy can only be offered to schools where the LEA recommended policies and procedures have been adopted and in line with any Service Level Agreement with Education Services that may be in force at the time.

Document Outline

'Streaming' is the method for which media content, most commonly video and audio, is delivered to an end-user. The media is stored on one computer or server and, via the Internet, played back on another. Streaming media is not downloaded and stored on the receiving computer as a whole file, but is typically viewed on demand via a web page. YouTube is a popular example of a streaming media website.

Caerphilly County Borough Council (CCBC) recognises that teaching can be enriched by the use of streaming media in the classroom. However there are many identified risks associated with this type of content.

This document is intended to highlight these risks and provide guidance on safe and responsible use of streaming media within the school. The document is not exhaustive and should be followed inline with other relevant policies put in place by the school's Governing Body.

The Council and Governing Body reserve the right to amend this policy at its discretion. In case of amendments, staff will be informed appropriately. This policy applies to all School Based employees and agents.

Context

There is a wide range of streaming media available via the internet and teachers are aware of the benefits of incorporating these resources into their teaching. However, due to the dynamic nature of the Internet, there are risks associated with this type of media where content is uploaded by the general population and is largely unregulated. This presents issues with the validity of the content, potential copyright and other legal issues, as well as its appropriateness for the intended audience.

Due to these risks, CCBC will allow access for teaching staff only and prevent students from accessing these types of sites.

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Guidelines

As a member of staff using streaming media in the classroom you will be expected to adhere to the following guidelines:

Acceptable Use

The primary purpose for using streaming media is to enhance teaching and learning within the school. Streaming Media must only be used for legitimate teaching purposes, personal use is prohibited.

Media content should be viewed from start to finish and a full assessment made of its suitability for the intended audience. The content should be considered in the same way that you would consider any other resources used in your classroom.

Content must be assessed away from the view and earshot of students, preferably in a staff room or similar. Many classroom PC's are connected to interactive whiteboards and projectors, and may be configured for whole class display. This must be considered when reviewing content.

Where a resource is deemed appropriate for use, it is recommended that it is downloaded and saved for future use. This will prevent any issues with online content being removed or changed. Separate tools are required to download streaming media to a PC, and examples are available on the Intranet.

If it is not possible to download the resource then the video should be viewed prior to each use, to ensure it remains suitable for the intended purpose.

Unacceptable Use

It is deemed inappropriate to view, create, access, download or publish material that is:

- Pornographic or Adult
- Racist, offensive, or derogatory
- Obscene
- Bullying
- Violent
- Fraudulent
- Likely to cause harassment to others
- Confidential
- Prejudicial to the school's or Council's best interests
- Not relevant to the business of the school or Council
- Likely to irritate or waste time of others
- Likely to breach copyright

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It is accepted that the teaching of certain subjects may present the need to use resources that could fall into one or more of the above categories. In such situations it is expected that the subject matter is presented in context; in a sensitive; balanced manner; and is appropriate for the age of the intended audience. It is also expected that any home / school contracts regarding religion, sex education, parental wishes etc are considered when selecting media content.

Legal Risks

If you view, create, access, download or publish material that is pornographic, libellous, defamatory, offensive, racist or obscene, you, the school and Caerphilly County Borough Council can be held liable.

If you unlawfully view, create, access, download or publish confidential or personal information, you, the school and Caerphilly County Borough Council can be held liable.

If you unlawfully or without permission view, create, access, download or publish material that is copyrighted, you, the school and Caerphilly County Borough Council can be held liable for copyright infringement.

Questions

If you have any questions or comments about this Internet Policy, please contact The Governing Body, Headteacher or IT Helpdesk. If you do not have any questions it is presumed that you understand and are aware of the rules and guidelines in this Internet Policy and will adhere to them.

I agree to the above policy for use of streaming media sites in schools:

Name: _____

Signature: _____

Date: _____