



LIMAVADY HIGH SCHOOL

ACCEPTABLE USE OF THE INTERNET POLICY

"Pastoral care supports the pupils' learning."

Together Towards Improvement

Introduction

This document has been drawn up in conjunction with the DENI Circular 'Acceptable Use of The Internet'. The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail. Computer skills are vital to access life-long learning and employment; indeed we must consider ICT a life-skill. Most technologies present risks as well as benefits and internet use brings young people into contact with a wide variety of information, some of which could be unsuitable.

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for pupils who show a responsible and mature approach to its use.

The Internet is an essential element in 21st Century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience. Benefits of using the Internet in education include:

- Access to world-wide educational resources including museums and art galleries;
- Inclusion in government initiatives such as LNI, Fronter, distance learning providers and the use of Virtual Learning Tools.
- Educational and cultural exchanges between pupils world-wide;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- Access to experts in many fields for pupils and staff;
- Staff professional development through access to national developments, educational materials and good curriculum practice;
- Communication with support services, professional associations and colleagues.

Responsibility

Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and associated communication technologies. The balance between education for responsible use, regulation and technical solutions must be judged carefully. In some cases access within the school is denied, for instance unmoderated chat rooms, gaming areas or areas of inappropriate material. Fair rules, clarified by discussion and prominently displayed will help pupils make responsible decisions.

At home, parents should reinforce such restrictions by appropriate siting of computers within the home and checks upon sites accessed by their children; inappropriate use of internet, e-mail connection between home and school and affecting other pupils in school is regarded as a breach of school rules on the appropriate use of the internet. Parents are advised to supervise their child's use of the internet at home at all times.

Appropriate Strategies

This document describes strategies to help to ensure responsible and safe use within the school. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. Strategies must be selected to suit the school situation and their effectiveness monitored. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant. Rules for acceptable use are made available to pupils, parents and staff via the school website with hard copies made available at the start of the academic year and at any time during the year upon request.

1. Staff and Pupils

The school Internet access has been designed by C2K expressly for pupil use and includes a high level of filtering appropriate to the age of pupils. Staff will be allocated filtered e-mail for professional use and must be aware that all filtered items are held by C2K and can be viewed by the Principal. Should an allegation of use of personal email accounts in school for indecent/abusive purposes arise, the Principal can make a request to C2K to view these emails. Pupils may be allocated filtered e-mail facilities through the C2K provision and must be aware that all filtered items are held by C2K and can be viewed by the Principal or a designated member of staff. Where allegations arise of inappropriate use of personal email in school, the Principal can make a request to C2K to view these emails. Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use. Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils. Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity. Pupils will be educated in the effective use of the Internet in research, ecommunication and e-learning. When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all school staff (both teachers and support staff) are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector. Breach of such standards of conduct may result in disciplinary action. Pupils are responsible for their good behaviour on the school networks, just as they are on and off school premises. While the use of information and communication technologies is a required aspect of the statutory Northern Ireland Curriculum, access to the Internet and to C2K is a privilege not a right. It is given to pupils who act in a considerate and responsible manner and may be withdrawn if they fail to maintain acceptable standards of use.

Staff should ensure that pupils know and understand that no Internet user is permitted to:

- retrieve, send, copy or display offensive messages or pictures;
- use obscene or racist language;
- harass, insult or attack others;
- damage computers, computer systems or computer networks;
- violate copyright laws;
- use another user's password;
- trespass in another user's folders, work or files;
- intentionally waste resources (such as on-line time and consumables);
- use the network for unapproved commercial purposes.

2. Location and Supervision

a) The school will provide through an Internet Service Provider, a filtered service. All users should be aware that the school can and does track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users.

b) Internet access for pupils will be available only on computers that are in highly-used areas of the school such as classrooms, libraries, study rooms, computer laboratories and media centres. Machines which are connected to the Internet should be in full view of people circulating in the area.

c) While using the Internet at school, pupils should, where possible, be supervised. However, when appropriate, pupils may pursue electronic research independent of staff supervision if they have been granted permission. In all cases, pupils should be reminded of their responsibility to use these resources in line with the school policy on acceptable use.

d) The school will endeavour to ensure that all pupils understand how they are to use the Internet appropriately and why the rules exist and there are taught lessons on internet usage within the pastoral programme.

e) The network administrators may review files and communications to maintain the system and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on C2K servers to be absolutely private.

3. Examples of Acceptable and Unacceptable Use

a) On-line activities which are encouraged include, for example:

- the use of email and computer conferencing for communication between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), between schools and industry;
- use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;
- use of the Internet to investigate careers and Further and Higher education;
- the development of pupils' competence in ICT skills and their general research skills.

b) On-line activities which are not permitted include, for example:

- Searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers;
- Copying, saving and/or redistributing copyright protected material, without approval;
- Subscribing to any services or ordering any goods or services, unless approved by the principal;
- Playing computer games or using other interactive 'chat' sites, unless specifically assigned by the teacher;
- Using the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass e-mail messages);
- Publishing, sharing or distributing any personal information about a user (such as: home address; email address; phone number, etc.);
- Any activity that violates a school rule.

4. Advice for Parents

a) While in school, teachers will guide pupils toward appropriate materials on the Internet. Outside school, parents or guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies, radio and other media.

b) Appropriate home use of the Internet by children can be educationally beneficial, and can make a useful contribution to home and schoolwork. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of Internet resources at home.

c) Offering advice to parents is good practice and the school will therefore advise parents that it provides filtered and monitored access to the Internet for pupils and will draw to their attention appropriate guidance and advice on its use, which they might find helpful at home.

d) The following guidelines are proposed in the first instance:

- Parents should discuss with their children the rules for using the Internet and decide together when, how long, and what comprises appropriate use;
- Parents should get to know the sites their children visit, and talk to them about what they are learning;
- Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud;

- Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. If the message comes from an Internet service connection provided by the school, they should immediately inform the school. Parents should report any obscene, threatening, sectarian, hate-related, abusive or malicious e-mail, text or message to the PSNI who will investigate every offence reported to them.

Pupil Consultation

All pupils were given the opportunity to decide what they considered to be Acceptable and Unacceptable Use of computers in school as part of the consultation process for this policy and for the Rules for Staff and Pupils. Responses included:

ACCEPTABLE USE	NOT ACCEPTABLE USE
Type up homework	Youtube - pupils
Subject games as directed by teacher	Snapchat
Accelerated reading tests	Facebook
Research	Instagram
My Maths website	Inappropriate websites – graphic content
Homework	Watching inappropriate videos
Educational videos	Bad Images
Cool Maths Games	Bad Language
Only use school email address when in school	Racism or Religious sites to cause harm
Logon my own name and respect the privacy and ownership of others	Explicit images and websites
Work processing	Dating Websites
Essays/Coursework	Bullying
Google images for projects	Online shopping
	Email/Texting inappropriate messages
	Terrorist propaganda

This policy document will be reviewed annually by the School's Leadership Team or amended in accordance with guidance issued by DENI, PSNI, Child Protection Services or other relevant bodies.

Consultation

Key stakeholders have been consulted on this policy:

- pupils;
- parents and carers;
- all staff; and
- Board of Governors.

Date policy agreed by Board of Governors and staff

Signed Chair of Governors

Date for review of policy:
February 2017

This policy document takes on board the best practice set out in the circulars 2013/25, 2011/22 and 2007/01 and will be reviewed by the Vice Principal (Pastoral Care) in the light of any incidents and additional DENI requirements. This policy is one of the school's overall pastoral policies and should not be read in isolation.



LIMAVADY HIGH SCHOOL

Acceptable Use of the Internet

Rules for Staff and Pupils

The school computer system provides Internet access to Staff and Pupils. This Responsible Internet Use statement will help protect pupils, staff and the school by clearly stating what is acceptable and what is not. By using the school computer system, pupils and staff are agreeing to the following points:

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the pupil's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail may only be sent by pupils when a member of staff permits this, and for curricular purposes only.
- Users are responsible for e-mails they send and for contacts made.
- E-mails should be written carefully and politely.
- As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms and is not allowed.
- Unpleasant and/or nasty content must not be searched for or opened. Users will report any content which they are concerned about to their teacher or ICT Manager.
- Images, video, sounds or text which could upset or offend others must not be uploaded or shared.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Users may only edit/delete their own files.
- Irresponsible use may result in the loss network access.
- Malicious damage to or destruction of school property will lead to disciplinary action and/or billing.
- Individual user's Internet access may be monitored, including Web and e-mail use.
- Files on the school system may be examined or deleted by the ICT Manager or Senior Teacher.