



INTERNET ACCESS AND USE POLICY

FOR

PRIORY INTEGRATED COLLEGE HOLYWOOD

To be reviewed 2014

Internet Access and Use Policy

Introduction

This document has been drawn up in conjunction with the DENI Circular 'Acceptable Use of the Internet' and takes account of the C2K school provision.

The statutory curriculum and curriculum entitlement framework 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 email.

Considerations when creating this policy

- 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 students 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 students with quality internet access as part of their learning experiences.

Responsibility

Internet safety depends on staff, schools, governors, advisers, parents/carers and, where appropriate, the pupils themselves taking responsibility for the use of internet and associated communication technologies. In some cases access within the school is denied, for instance unmoderated chat rooms, gaming areas or areas with inappropriate material. Fair rules, clarified by discussion and prominently displayed will help pupils make responsible decisions. At home, parents/carers should reinforce such restrictions by appropriate placing 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.

Appropriate strategies

This document describes strategies to help to ensure responsible and safe use of the internet within school. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. Strategies must be selected to suit the school or classroom situation and their effectiveness monitored. There are no straightforward or totally effective solutions and staff, parents/carers and pupils themselves must remain vigilant.

1. Staff and Pupils

- School computer access is granted using a secure username and password provided by C2K. Staff and pupils must keep these details private for security and confidentiality reasons.
- 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 the 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. Where required other e-mails can also be viewed by the Principal or designated member of staff.
- Pupils may be allocated filtered email 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 designated member of staff. When required any other e-mail can also be viewed by the Principal or designated member of staff.
- 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 for research, communication 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 will result in disciplinary action.
- Pupils are responsible for their good behaviour on the school network, just as they are on and off school premises. While the use of communication and information 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 must ensure responsible internet use when using grey filtered websites.

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, sectarian 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 online time and consumables)
- Use the network for unapproved commercial purposes.

2. Location and Supervision

- 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 sites visited.
- 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 and computer rooms. Machines connected to the internet should be in full view of people circulating in the area.
- When using the internet at school, pupils should, where possible, be supervised. However, when appropriate, pupils may do 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.
- The designated member of staff may review files and communications to ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, users must not expect files stored on C2K servers to be absolutely private.

3. Examples of Acceptable and Unacceptable Use

- 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' and staff competence in ICT skills and their general research skills.
- 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 goods or services unless approved by the principal; playing computer games or using other interactive 'chat' sites unless specifically assigned by a teacher; using the network in such a way that use of the network for others is disrupted (e.g. downloading large files during peak usage times); publishing, sharing or distributing any personal information about a user; any activity that breaks a school rule.

4. Advice for Parents/carers

- While in school, teachers will guide pupils toward appropriate materials on the internet and Learning NI. Outside school, parents or guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as televisions, movies, radio and other media.
- 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/carers should be aware of what their children are doing on the internet.
- Offering advice to parents/carers is good practice and the college 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.
- Examples of pupils work may be published on the school website as may appropriate photographs of your child engaged in learning or receiving recognition of good work. Pupil's full names will not be used. (See the Responsible Internet Use Consent Form for further details)

Parents/carers should:

- Discuss with their children the rules of using the internet and decide together when, how long and what compromises appropriate use.
- Get to know the sites their children visit, and talk to them about what they are learning.
- Ensure that they give their agreement before their children gives out personal identifying information in any electronic communication on the internet, such as pictures, an address, a phone number, the school name or financial information such as bank card numbers.
- 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 a connection provided by the school such as a school email address, they should immediately inform the school.
- Parents/carers 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.

5. Grey Filtering

- Following requests from schools C2K have introduced grey filtering. This allows staff users to access sites that are blocked to pupils such as you tube, wordpress and twitter. These sites possess valuable teaching material but can be severe on bandwidth and also contain content unacceptable under Child Protection issues in school. When using this service staff must:
 - i. Only use bandwidth intensive media sites like youtube outside school hours so as not to compromise ICT services during the school day.
 - ii. Ensure the security of their C2K passwords. Pupils **must not** have access to staff usernames and passwords or be logged in by a staff member temporarily for a period of time. Staff passwords should be changed every 30 days.
 - iii. Be responsible for the sites they visit. All web activity is monitored by C2K and unacceptable use will be reported to the school principal.

Responsible Internet Use

Rules for Staff and Pupils

The school computer system provides internet access to pupils and staff. This Responsible Internet use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to another person.
- School computer and internet use must be appropriate to the pupil's education or staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail may only be sent when a member of staff permits this, and for curricular purposes only.
- Users are responsible for e-mail they send and contacts made.
- E-mail 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 is not allowed.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of the school ICT system must not be compromised by third party devices or applications.
- Irresponsible use will result in the loss of internet and network access.

Individual user's internet access may be monitored, including web and e-mail use. Files on the school system may be examined or deleted.

Responsible Internet Use

Parent/Carer Consent Form

Please read carefully and write to the school secretary if you **DO**
NOT agree with some or all of the points below

Pupil's Agreement

I have read and understand the school rules for Responsible Internet Use. I will use the computer system and internet in a responsible way and obey these rules at all times.

Parent/carers consent for Internet Access

I have read and understood the school rules for Responsible Internet Use and give permission for my son/ daughter/ children to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials and that the school may examine a pupil's private files. I understand that the school cannot be held responsible for the nature of content or materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

Parent/carers consent for web publication of work and photographs

I agree that, if selected, my son/ daughter's/ children's work may be published on the school web site. I also agree that photographs that include my son/ daughter/ children may be published subject to them being appropriate, relevant to school life and that full names will not be used.

Based on the Internet Access and Use Policy for Priory Integrated College