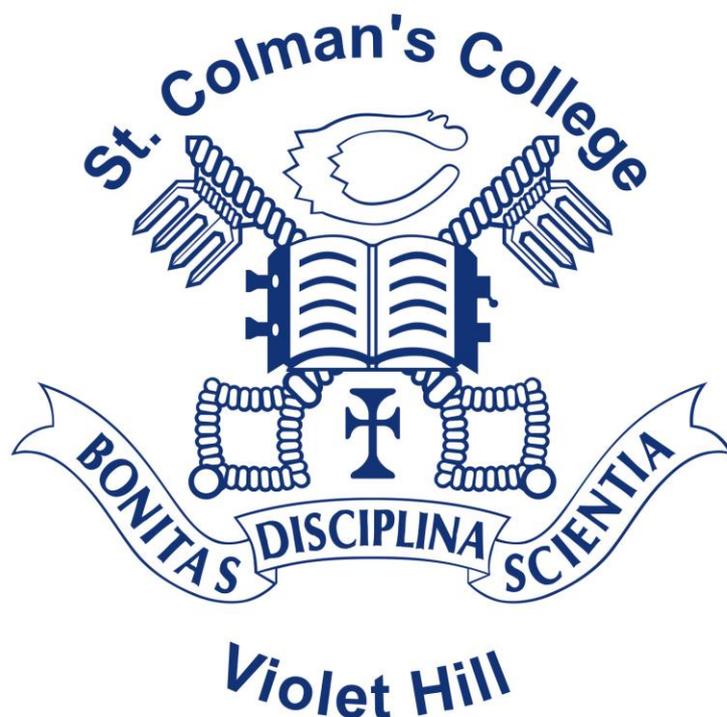


***ST. COLMAN'S COLLEGE
VIOLET HILL***



Whole school policy:

'Safe & Acceptable use of the Internet and ICT'

Date of Policy: Oct 2012
Last Reviewed: May 2016
Reviewed by: K Franklin
Next Review: June 2017

Use ICT, don't abuse ICT

Used well, digital technologies are powerful, worthwhile educational tools; technical safeguards can partly protect users, but education in safe, effective practices is a key goal for schools.

Where deliberate misuse occurs, schools' rules and the law apply.

DENI Circular 2007/1 – Acceptable use of the Internet & Digital Technologies in Schools

1. For Staff and Pupils

- a) Pupils are responsible for good behaviour in the use of ICT just as they are in the classroom or a school corridor. General school rules apply. In addition, a number of rules relating to use of ICT also apply.
- b) St. Colman's College has implemented internet access via three different sources:
- a filtered internet service and suite of digital educational tools through C2K (accessed via fixed PC's / laptops and / or mobile devices).
 - a filtered wireless (wi-fi) internet access via BT Broadband - staff only
- c) Staff and students at St. Colman's College should **know and understand** that no ICT 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;
 - damage any ICT equipment
 - violate copyright laws;
 - use another user's password to access the network;
 - 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;
 - access inappropriate / unacceptable sites or materials.
 - purposefully attempt to bypass security measures / firewalls, etc.
 - place coursework / school work on social networking sites
 - upload images from a mobile phone / other device to school folders
 - exhibit online behaviours that cause offence, or discomfort to another student / person
- *This list is not exhaustive
- d) Access to the use of ICT requires parental permission and a signed declaration by pupils agreeing to the school rules for use of ICT.
- e) St. Colman's College will ensure that all pupils understand how they are to use ICT appropriately and why the rules exist.
- f) ICT is provided to enhance teaching and learning and provide means of communication between staff / pupils. While the use of information and communication technologies is an integral aspect of the Curriculum in St Colmans College, access to ICT in St.Colmans is conditional **on pupils acting in a considerate and responsible manner. Access shall be withdrawn if a student fails to maintain acceptable standards of use, according to the conditions set out in this policy.**
- g) During school hours teachers will guide pupils towards appropriate materials. Pupils will always be supervised by a member of staff while using fixed ICT facilities. However, it is at all times the pupil's responsibility to ensure that only appropriate material is accessed. The responsibility for

monitoring the use of digital media and access to the internet at home lies with those with parental responsibility.

St. Colmans College will work constructively with parents / guardians to ensure that best practice is followed at all times.

- h) When using ICT at St. Colman's College, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws or other statutory obligations.
- i) Pupils will be instructed on the safe and appropriate use of ICT through a range of approaches; including formal lessons in PHSE, year group talks, guest speakers, etc.
- j) The C2k account allocated to each pupil (including e-mail and 'My Documents') is for school based work / correspondence only and can be monitored as such.

2. Sanctions

- a) Disciplinary action will be taken in line with existing school rules and in line with the conditions set out in this policy.
- b) The extent of the sanction applied will depend on the nature and severity of the incident and will be applied in conjunction with the implementation of the schools' *'Positive Behaviour Policy'*.
Violation of the above rules shall result in either a temporary or permanent ban use of :
(a) the C2k network , (b) the internet or (c) mobile device (or similar)
 - temporary (set fixed period – e.g. 1 - 2 weeks, 1 month, 1 term, etc.)
 - permanent (until the end of the academic year)
- c) Parents/guardians shall be informed of serious breaches of the rules as laid out in this policy.
- d) In cases of serious misconduct, the school will inform the relevant authorities.
- e) Serious or persistent misuse of ICT equipment may result in the Board of Governors considering options available to them in line with the school *'Positive Behaviour Policy'* and SELB protocol.

3. Staff Use of ICT and digital technologies

- a.) Staff will be encouraged to use a range of digital and online technologies (incl. relevant hardware and software) to enhance the teaching and learning in their classroom. Staff will be encouraged to embed ICT into their daily practice, when and where required by the school, and as defined by the requirements of the NI Curriculum. Staff will be encouraged to improve their ICT competencies and be given opportunities to do so throughout the academic year.
- b.) All school staff must adhere to all relevant rules and procedures with regard to the use of, and access to, ICT in a manner consistent with the rules of behaviour governing employees in the education sector (with particular emphasis on child protection and the guidelines set out in this document).

- c.) Staff will be trained / updated on the safe and appropriate use of ICT and internet technologies.
- d.) Staff must never allow a student access to their own (or any other members of staff) account, username / password, etc.
- e.) Staff have access to an extended range of online websites / facilities to which pupils do not. Due diligence and care (in line with Child Protection legislation) in the use of this access is mandatory, especially in a classroom environment. Staff must seek advice / clarification on any issue if necessary.

4. Information for Parents for the use of the Internet and ICT at home

Parents are informed of the '*Safe and Acceptable use of the Internet and ICT Policy*' and asked for permission for their child/ren to use ICT in school.

Students are also required to sign an undertaking agreeing to their proper use of ICT facilities. Details of the letter sent to parents and additional guidance information are included below.

In addition to the above St. Colman's offers the following advice to parents:

1. Parents should make themselves familiar with security settings / restrictions / parental controls on their home internet provision.
2. Mobile / tablet devices should be monitored for content; including images, videos, apps, etc.
3. Mobile / tablet devices should have appropriate parental controls / restrictions applied.
4. Parents should make themselves familiar with the online capabilities / connectivity of all internet-enabled devices that their children have access to at home (e.g. games consoles, TV's, phones, etc.)
5. Parents should be aware of the social media platforms / applications that their children use and the people whom with they interact.
6. Parents should discuss with their children the school rules for using ICT and implement these at home. Parents and children should decide together when, how long, and what comprises appropriate use.
7. Parents should get to know the sites their children visit, and talk to them about their online activity. Children should be aware that their parents can view / visit the websites that they have been accessing.
8. Parents should use appropriate Internet filtering software for blocking access to unsuitable / inappropriate materials.
9. It is recommended that any child under 16 should not be given unmonitored access to social networking sites.
- 10. Parents should ensure that their child(ren) never give out personal identifying information 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 child(ren) (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.

11. Parents should ensure that their children do not respond to any unwelcome, unpleasant or abusive messages, and to tell them immediately 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.
12. Parents should be aware that their child(ren) could, through wi-fi network or 3G functionality, access the internet from mobile phones / portable devices (tablet PCs, netbooks, etc.). This is external, unfiltered, unmonitored access. The school does not allow students such access during school hours.

Further free advice for parents is available from the following sources:

http://www.stcolmans.org.uk/pages/index.asp?title=Internet_Safety

http://www.stcolmans.org.uk/pages/index.asp?title=Social_Media_for_Parents&catID=797&subcatID=1353

<http://www.thinkuknow.co.uk/>

<http://www.ceop.police.uk/safety-centre/>

<http://www.iwf.org.uk/>

This policy acknowledges and complies with the following DENI circulars :

- 2007/24 – Use of Information and Communications Technology in School
- 2007/1 – Acceptable use of the internet and Digital Technologies in school
- 2011/22 – Internet Safety

Dear Parent,

ICT Permission Form

St. Colman's College offer pupils and staff access to a range of ICT equipment and facilities, including **filtered** Internet and e-mail service, presently provided by C2K.

Before being allowed to use the ICT facilities within the school, all pupils must obtain parental permission to do so. Both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

You should be aware that some material accessible via ICT facilities may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. If any student is exposed to such material (that is not deliberately sought) he should inform the school authorities immediately.

Our aim as a school is to have ICT embedded in teaching and learning across the curriculum. We believe that ICT enhances the child's educational experience and assists them in becoming independent, life-long learners. We have put in place a filtered Internet and e-mail service to minimise the dangers of pupils gaining access to unsuitable materials and follow DENI regulations and guidelines in full. In addition, a clear set of rules and procedures for safe pupil use of ICT has been implemented. St. Colman's College sets the highest standards in this regard and will continue to provide support and information to parents as appropriate..

Clear rules and procedures are in place for proper use of ICT. Misuse of ICT may lead to the following sanctions:

Sanctions

- a) Violation of the above rules shall result in a temporary or permanent ban of use of the network / mobile device.
- b) Parents/guardians shall be informed of serious breaches of the rules as laid out in this policy.
- c) Disciplinary action will be taken in line with existing school rules and in line with the conditions set out in this policy.
- d) In cases of serious misconduct, the school will inform the relevant authorities.
- e) Serious or persistent misuse of ICT equipment may result in the Board of Governors considering options available to them in line with the school discipline policy.

We would be grateful if you could read the enclosed guidance documents and then complete the permission form which follows.

Yours sincerely

Mr Cormac McKinney
Principal

Please complete and return this form to the Principal.

'Safe & Acceptable Use of Internet and ICT'

Name of Pupil: _____

Form class: _____

Pupil

As a school user of ICT, I agree to comply with the school rules on its use. I will use ICT in a responsible way and observe all the conditions explained to me by the school.

Pupil's Signature: _____ **Date:** _____

Parent/Guardian

As the parent or legal guardian of the pupil signing above, I grant permission for my son to use ICT. **I understand that pupils will be held accountable for their own actions.** I accept responsibility for setting standards for my son to follow when selecting, sharing and exploring information and digital media. **I have read and agreed to the sanctions which will be imposed if the rules governing the use of ICT are breached.**

Parent /Guardian's Signature: _____ **Date:** _____
