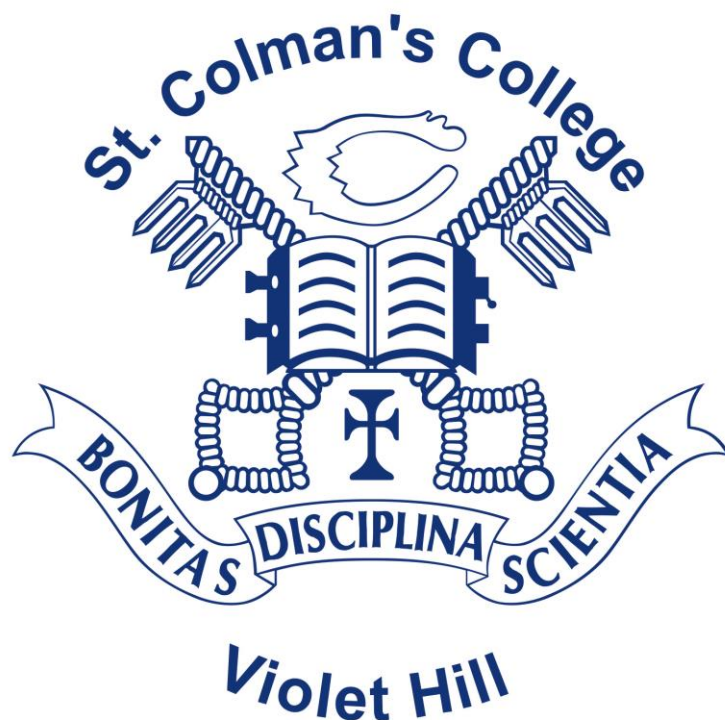


***ST. COLMAN'S COLLEGE  
VIOLET HILL***



**Whole school policy:**

***'Safe & Acceptable Use of Digital Technologies'***

*Previously named 'Safe & Acceptable use of the Internet and ICT'*

*Date of Policy: Oct 2012*

*Last Reviewed: May 2018*

*Reviewed by: K Franklin*

*Next Review: June 2019*

*We want pupils to have the opportunity to avail of all the positive benefits that come from learning, exploring and connecting with each other online. However, in doing so, they need to know how to protect themselves.*

*Schools play a crucial role in raising awareness of the risks, highlighting the impact of behaviour when engaging with online technologies and educating children and young people about how to act appropriately and stay safe.*

*DENI Circular 2016/27 – Online Safety*

## 1. For Staff and Pupils

- a) Pupils are responsible for good behaviour in the use of digital technologies just as they are for good behaviour in the classroom or a school corridor. General school rules apply. In addition, a number of rules relating to use of digital technologies also apply.
- b) St. Colman's College has implemented internet access via the following sources:
- a filtered, wireless internet service accessed via pupils own personal mobile devices.
  - fixed PC's / laptops in set locations throughout the school

Both of these provide online access via the C2k platform to a range of digital educational tools. **Pupils may not access the internet or any online platform via any other means while in school.**

- 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;
  - harass, insult or attack others; including the use of obscene, offensive or racist language
  - damage computer hardware or any aspect of the computer networks;
  - use another user's password to access the network or trespass in another user's folders, work or files;
  - intentionally waste resources (such as on-line time and consumables);
  - access inappropriate / unacceptable sites or materials.
  - purposefully attempt to bypass C2k safeguarding measures (e.g. by using alternative, unfiltered wifi sources).
  - place coursework / school work on social networking sites
  - exhibit online behaviours that cause offence, or discomfort to another student / person
  - use the network for unapproved commercial purposes;
  - violate copyright laws;

\*This list is not exhaustive

- d) Access to the use of digital technology requires parental permission and a signed declaration by pupils agreeing to the school rules for use of digital technologies (see Appendix 1).
- e) St. Colman's College will ensure that all pupils understand how they are to use digital technologies appropriately and why the rules exist.
- f) Digital technologies are provided to enhance teaching and learning and provide a means of communication between staff / pupils. While the use of digital technologies is an integral aspect of the Curriculum in St Colman's College, access to these 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 online materials / digital resources. 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.

- h) 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.
- i) When using digital technology at St. Colman's College, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws or other statutory obligations.
- j) Pupils will be educated on the safe and appropriate use of digital technology through a range of approaches; including formal lessons in PHSE, year group talks, guest speakers, etc.
- k) 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.
- l) Any activities on personal devices such as iPads or laptops that have been subsidised by St.Colman's College can be checked / monitored by staff at any time (i.e. staff can check documents, photo / video streams, apps downloaded, browsing history, etc.)

## 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 on use of:
  - (a) the C2k network, (b) the internet or (c) personal learning device
    - 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. Reporting

Pupils are asked to report any misuse (as outlined in 1 (c) above) of digital technology to a member of staff immediately.

- a) This can be done via their class teacher, Form Teacher, Year Head or any member of the Senior Leadership / Safeguarding team.
- b) This can be done in person or via e-mail (or other appropriate digital channel)
- c) Incidents of misuse / inappropriate online behaviour are to be dealt with as described in this policy and the *'Safeguarding'* and *'Positive Behaviour'* Policies.

#### 4. Information for Parents for the use of the internet and digital technologies at home

Parents are informed of the '*Safe and Acceptable use of Digital Technology Policy*' and asked for permission for their child / ren to use digital technologies in school.

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. Parents should use these for blocking access to unsuitable / inappropriate materials.
2. Parents should make themselves familiar with their sons personal / mobile / tablet devices and ensure that appropriate parental controls / restrictions are applied.
3. Personal / mobile / tablet devices should be monitored for content; including images, videos, apps, etc.
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, watches, 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 digital technologies 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 websites 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. It is recommended that any child under 16 should not be given unmonitored access to social networking sites (e.g. parents should know and monitor their sons usernames / passwords).
9. **Parents should ensure that their child(ren) never give out personal identifying information online, 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.**
10. **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.**
11. **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=Internet_Safety)

[http://www.stcolmans.org.uk/pages/index.asp?title=Social\\_Media\\_for\\_Parents&catID=797&subcatID=1353](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/>

<http://www.education-ni.gov.uk/keeping-children-safe-online>

**Staff Use of 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 digital skills 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, digital technology 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 digital 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.
- f.) Staff are expected to, in line with '*Safeguarding*' and '*Positive Behaviour*' Policies, deal with and / or report and incidents of misuse of digital technologies.

**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**
- **2016/26 – Effective Educational Use of Mobile Digital Devices**
- **2016/27 – Online Safety**

**Appendix 1:**

\*\*\*\*\*PARENTAL COPY – TO BE RETAINED BY PARENT\*\*\*\*\*

Dear Parent,

**Digital Technologies Permission Form**

St. Colman's College offer pupils and staff access to a range of digital technologies, including filtered internet access 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 materials accessible online 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 digital technology embedded in teaching and learning across the curriculum. We believe that digital technology 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 digital technologies 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 digital technologies. Misuse of digital technologies may lead to the following sanctions:**

**Sanctions**

- a) Temporary or permanent ban of use of the network / personal learning 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 digital technologies and / or equipment may result in the Board of Governors considering options available to them in line with the school 'Safeguarding' and 'Positive Behaviour' Policies.

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

---

\*\*\*\*\*PARENTAL COPY – TO BE RETAINED BY PARENT\*\*\*\*\*

***'Safe & Acceptable Use of Digital Technologies'***

Name of Pupil (print) \_\_\_\_\_

Form class: \_\_\_\_\_

**Pupil**

As a school user of digital technologies, I agree to comply with the school rules on their use. I will use digital technology 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 digital technologies. **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 digital technologies are breached.**

**Parent / Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**Appendix 1:**

Dear Parent,

**Digital Technologies Permission Form**

St. Colman's College offer pupils and staff access to a range of digital technologies, including filtered internet access 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 materials accessible online 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 digital technology embedded in teaching and learning across the curriculum. We believe that digital technology 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 digital technologies 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 digital technologies. Misuse of digital technologies may lead to the following sanctions:**

**Sanctions**

- a) Temporary or permanent ban of use of the network / personal learning 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 digital technologies and / or equipment may result in the Board of Governors considering options available to them in line with the school 'Safeguarding' and 'Positive Behaviour' Policies.

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 Digital Technologies'***

Name of Pupil (print) \_\_\_\_\_

Form class: \_\_\_\_\_

### **Pupil**

As a school user of digital technologies, I agree to comply with the school rules on their use. I will use digital technology 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 digital technologies. **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 digital technologies are breached.**

**Parent / Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---