

Banbridge High School

Policy Statement: Acceptable Use of the Internet and Digital Technologies

Rationale:

DENI Circular 1999/25 draws attention to the implementation of a policy on internet use in the school. Subsequent DENI circulars 2007/01 and 2011/22 subsequently updates this advice.

Aims:

- (a) To establish procedures for staff and pupils as internet and digital technologies users.
- (b) To promote safe and appropriate use of the internet and digital technologies as a tool for teaching and learning.
- (c) To assist staff and pupils in their understanding of global networks and their safe and appropriate use.

Implementation:

1. Each member of staff and each pupil is issued with a unique user identity and password and these should be used at all times to log on to the school network.
2. Internet access for pupils in school should be available only on computers that are in highly used areas of the school, such as classrooms, library, study rooms and computer suites. Computers which are connected to the internet should be in full view of people circulating in the area.
3. While using the internet, pupils should be supervised by a member of staff in the room. Pupils should only be permitted to use the internet with the permission of the teacher. While a C2K filter operates, that should not replace the vigilance of the teacher. Users, who make inappropriate use of the internet, will not be permitted to continue using it.
4. A copy of Rules and Responsibilities for Internet Use (attached Appendix 1) should also be displayed prominently beside stations which have internet access. Users should be made aware of these rules before using the internet and understand why these rules are in place.
5. While using the internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws and all users of the internet are expected to use the internet in a responsible, appropriate and sensible manner. Inappropriate materials/information, if discovered, should not be printed, saved or passed to another party. Inappropriate should be kept on the monitor until it can be viewed by the appropriate person.
6. Pupils are responsible for their good behaviour on the school network. It is given to pupils who act in a considerate and responsible manner and will be withdrawn from those who fail to maintain acceptable standards of use. A breach of acting in a

responsible, safe and appropriate manner will enact the school's discipline procedures and may also invoke the school's child protection and safeguarding procedures. Where a member has a concern regarding a pupils' use of the school's network it should be reported through existing school disciplinary structures.

7. Network users should know and understand that they are not 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 networks,
- violate copyrights,
- use other user's identity or passwords,
- trespass into files, work or a folder belonging to anyone else.

8. The following activities are not permitted:

- Searching, viewing and/or retrieving materials that are not related to the aims of the curriculum,
- Copying, saving and/or redistributing copyright protected material(s) without approval,
- Subscribing to any service or ordering goods, unless specifically approved by the school,
- Playing on-line games or using interactive chat sites unless specifically directed by a teacher,
- Using the network in such a way that its use by others is disrupted (eg. downloading large files)
- Publishing, sharing or distributing any personal information about a user such as their home address, e-mail address, phone number, etc,
- Any activity that violates a school rule.
- Contributing to or accessing on-line social networks which are not safe, appropriate and supervised.

9. The following activities are to be encouraged:

- The use of e-mail and computer conferencing for communication between colleagues, between pupil(s) and teachers(s) and between school and wider communities in an appropriate and responsible manner.
- The use of the internet to investigate and research school subjects, educational themes and topic related to wider curriculum needs.
- The use of the internet to investigate careers, further and higher education.
- The further development of pupil and staff ICT competence and skills.

Monitoring and Evaluation:

10. The school network is monitored by C2K which operates a range of firewalls and safeguards to ensure that the school community is not exposed to any inappropriate material(s).
11. All staff should routinely supervise pupils on line and report any concerns.
12. Guidance will be updated in line with relevant DENI and SELB circulars and more general advice.

Conclusion:

There is no doubt that correctly used, the internet is a great educational resource. While in school, teachers guide pupils in its correct use towards relevant and appropriate educational materials. Staff also need to be cautious and observant while pupils in their charge are using the technology. Its use needs to be structured, meaningful and purposeful achieving an educational objective or pursuing a learning need.

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Rules and Responsibilities for Internet Use

The School has installed computers with internet access to help with learning. These rules will keep everyone safe and help us to be considerate to others.

Please observe the following:-

- I will only access the school network with my own user name and password, which I will not disclose to anyone.
- I will not access other people's files.
- I will only use the school computers for school work.
- I will only bring memory pens to use in school if I have the permission of the teacher.
- I will ask permission from a teacher before I will use the internet.
- I will not give my personal details such as my home address, mobile number etc or arrange to meet someone while on the internet, unless I have permission to do so.
- I will use the school network and internet to help my learning.
- I understand that school may check my computer files and may monitor the internet sites that I visit.
- I will not download materials from the internet unless I have the permission of the teacher.
- I will not attempt to use the internet to gain access to inappropriate materials.
- I will always treat the network with care and consideration.