St. Benedict's College
POLICY FOR THE ACCEPTABLE USE OF THE INTERNET IN THE SCHOOL

The Board of Governors of St. Benedict's College is committed to maximising the potential of Information and Communications Technology in carrying out its Aims. The Internet provides many opportunities to facilitate pupil learning. Its use also provides challenges. When the Internet is being used within the school, the following principles apply:-

1.   Staff and Pupils

(a)   When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obsenity 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.

(b)   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 remains a privilege and not a right. It is given to pupils who act in a considerate and responsible manner, and will be withdrawn if they fail to maintain acceptable standards of use.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 sexually explicit 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 folder, work or files
- intentionally waste resources (such as multiple printouts)
- use the network for unapproved commercial purposes

Classroom 2000 (C2k)

C2k is responsible, on behalf of the five education and library boards, for the provision of an I.C.T. managed service to all schools in Northern Ireland.

Use of this service by the Northern Ireland education community must be in the support of the aims and objectives of the Northern Ireland Curriculum.

2.   Location and Supervision

(a)   The school will ensure that access to the Internet provided to staff and pupils through <u>any</u> Internet Service Provider is 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 in schools will be available only on computers that are in supervised classrooms, the Library and computer suites. Machines which are connected to the Internet will be in full view of people circulating in the area.

(c)   The school curriculum will ensure that all pupils understand how they are to use the Internet appropriately and why the rules exist.

(d)   Network administrators may review files and communications to maintain system integrity and to 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 the School Network 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 e-mail and computer conferencing for all forms of communication between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), between school and industry; (all students will be provided with an e-mail account with C2k, which they can access using Outlook Web Access. This will be the **only** e-mail service that will be authorised for use by the school).

- 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 of I.C.T. 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 specifically approved by the school

- playing computer games or using other interactive 'chat' sites, unless specifically assigned by the teacher

- using the network in such a way that the 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; e-mail address, phone number, etc.)

- any activity that violates a School Rule or its Code of Behaviour.

5.   Advice for Parents

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

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

      (i)   Parents should discuss with their children the rules for using the Internet and decide together, when, how long, and what comprises appropriate use.

      (ii)   Parents should get to know the sites their children visit, and talk to them about what they are learning.

      (iii)   With regard to social networking and the use of such sites as 'Facebook', 'YouTube' and 'Bebo' 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 unaccepted overtures from strangers, issues relating to litigation or unplanned expenditure and fraud.

      (iv)   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 or C2k, they should immediately inform the School.

Please Tick

☐   I have understood and read this policy.

☐   I give permission for my child to use the Internet in school.

☐   I understand that if my child violates this policy his/ her privilege to use the Internet will be removed.

☐   I agree to my child's photograph being used on the school's website.

Parent/ Guardian*

Name: _____   **Pupil:** _____

Signature: _____   **Class:** _____

Date: _____   **Signature:**   _____

                                                        Date: _____

     *Delete as appropriate