LURGAN COLLEGE

POLICY FOR THE ACCEPTABLE USE OF ICT AND THE INTERNET

Lurgan College encourages the use of ICT in teaching and learning and recognises ICT's ability to contribute to education. ICT is used extensively in the school by both teachers and pupils and while the school recognises the benefits of such use, there are inherent dangers particularly in relation to the Internet.

The purpose of this policy is to ensure that pupils are adequately protected when using ICT resources and that the efficiency and quality of these resources are maintained. This policy is available to parents on the school website and on request and their attention is drawn to this by letter when giving consent to their son/daughter's use of ICT in Lurgan College.

This policy is designed to protect the interests and safety of the whole school community. It is linked to other school policies including those for BYOD and eSafety, Promoting Positive Behaviour, Health and Safety, Child Protection, and Anti-bullying. It has been agreed by the Senior Management Team, Staff and approved by the school Governors. The *Policy for the Acceptable Use of ICT and the Internet* and its implementation will be reviewed regularly (usually annually).

What are the dangers in using the Internet?
Since the Internet is composed of information from a vast array of sources world-wide, it includes some material that is not of educational value in the context of the school. This material includes information that may be inaccurate, abusive, profane, sexually oriented, racist or illegal. In order to guard young people from any inherent dangers, it is the joint responsibility of school staff and the parent or guardian of each pupil to educate the pupil about his or her responsibility when using the Internet.

Classroom 2000 (C2k) have provided all schools with access to state-of-the-art ICT facilities including access to the Internet and electronic mail. As part of the C2k initiative Lurgan College has broadband Internet access on all the workstations and mobile devices connected to the school network. In order to maximise the benefits of the service and to help minimise any risks which might arise from Internet use, C2k operates filtering software which blocks thousands of inappropriate web sites and by barring inappropriate items, terms and searches in both the Internet and email. Nonetheless, no filtering service can be completely foolproof, and the only sure way to ensure that users behave in a responsible manner is for schools and other users to provide education in acceptable use of these resources, backed by clear policy guidelines.

1. **Rationale for pupil use of ICT**

Lurgan College encourages pupils to use the rich information sources available on the C2k system and the Internet, together with the development of appropriate skills to analyse and evaluate such resources. Electronic resources offer a broader range of up-to-date content to pupils; provide an independent research facility; facilitate a variety of learning styles and abilities and encourage students to take responsibility for their own learning. ICT enables higher level learning to take place and staff and pupils are encouraged to exploit the potential of the high quality facilities that exist in Lurgan College. Internet and e-mail literacy are fundamental requirements for all pupils as preparation for the Information Age – an era where ICT is a dominant factor in work and home life.

2. **Scope of this policy**

This Acceptable Use policy applies to technologies provided by the school and C2k (such as PCs, laptops, webcams and digital video equipment) and technologies owned by pupils and staff, but brought onto school premises (such as mobile phones, tablets and laptops). The use of devices owned personally by staff and pupils is subject to the same requirements as technology provided by the school.

The terms of this policy also apply to situations where pupils and staff are accessing the school network externally (for example where they are accessing their "My Documents" area from a home computer).

3. Staff and Pupils' use of I.C.T.

a. When using ICT, 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.

b. When using social networking sites, staff must be aware of the public and permanent nature of comments, photographs and links which are shared. Staff should not use personal accounts for professional purposes. While departments and individual members of staff are encouraged to use social networking sites for educational purposes, accounts used must clearly indicate that they are used for professional purposes, for example by using the name of the subject/department in the account name. All posts made in such accounts must be made in a professional capacity.

When using social media staff should never include any material that could bring the individual or the school into disrepute or that could attract unwanted publicity. Staff may be asked to remove such posts and may be subject to disciplinary action. Furthermore staff should not reference school business, policy, practice or pupils via a personal social media account.

Staff should not 'friend' pupils or parent while pupils are currently attending Lurgan College or for a period of at least one year after they have left the school.

c. Staff must not store electronic copies of sensitive information on any personally owned portable or non-portable device or a portable device provided by the school.

d. 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 and to the school network 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.

d. The school will ensure that pupils know and understand that no Internet 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;
- violate copyright laws;
- use another user's password;
- 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.

e. Use of C2k services by pupils and staff in Lurgan College must be in support of the aims and objectives of the current Northern Ireland Curriculum.

f. Training on the safe and acceptable use of ICT and the Internet will be provided to staff as part of Child Protection training. New and substitute members of staff will receive training as part of their induction programme. Further details are provided in the school's *eSafety Policy*.

C2k supports the implementation and sharing of effective practices and collaborative networking across the province, as well as nationally and internationally. Staff are encouraged to use C2k resources and other commercial and free-to-use resources in their teaching and learning activities, to conduct research, and for contact with others in the education world.

Staff will be encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum. Staff will be encouraged to identify appropriate and effective use of such skills, and provide guidance and instruction to pupils in the acceptable use of technology including the Internet.

4. Location and Supervision

a. Pupils will gain access to the Internet via:

- ICT lessons such as GCSE, AS and A level I.C.T and Computing classes, BTEC provision at Southern Regional College, and Year 13 and 14 Sixth Form Enrichment classes.
- Through subject use across the curriculum.
- In the extra curricular Computer Club.
- During lunchtimes (every day) and after school (Monday – Wednesday) in the school library.

b. It is an absolute requirement that the school ensures that access to the Internet provided to staff and pupils through any Internet Service Provider is a filtered service. All users should be aware that the school can and does track and record the behaviour of users of the school network; this includes the sites visited, the searches made on the Internet and e-mail sent and received by individual users.

c. Internet access for pupils in school is available only on computers that are in highly - used areas of the school such as classrooms, libraries, and computer laboratories. Machines which are connected to the Internet are in full view of people circulating in the area.

d. While using the Internet at school, pupils must be supervised directly by a member of staff. In all cases, pupils should be reminded of their responsibility to use these resources in line with the school policy on acceptable use.

e. The Headmaster and network administrators may review files and communications to maintain system integrity and 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 school servers to be absolutely private.

5.   Examples of Acceptable and Unacceptable Use of the Internet and Email

a. On-line activities which are <u>encouraged</u> 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' competence in ICT skills and their general research skills.

- use of the Internet to access free online facilities such as wikis or digital content creation.

b. On-line activities which are not permitted include, for example:

- Harassing, insulting or attacking other people (cyberbullying)

- 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;

- trespassing in another user's folders, work or files;

- intentionally wasting resources (such as online time and consumables);

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

- using the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages);

- publishing, sharing or distributing any personal information about a user (such as: home address; email address; phone number, etc.);

- the use of computers or mobile devices which adversely affect the performance of the school's network, web site or Internet access.

- any activity that violates a school rule.

Pupils should report to a teacher any content that they find inappropriate or offensive, or that makes them uncomfortable when in school. Likewise staff should immediately advise the Senior Leader with responsibility for ICT (or in his absence, another member of SLT).

6. Email Filtering

Teachers are encouraged to use the school's email system to improve communication and productivity. Each member of staff has their own email account which allows them to send and receive messages, keep contact details and access a calendar using Microsoft Outlook. Teachers have been informed that their email account, while unique to them, is not private in the sense that only they have access rights to it.

All emails sent to, from or within the C2k system are subject to a filtering policy. As a result of this, emails which are deemed unsuitable might be blocked or might not be delivered. Any email which the filtering software assesses to be dubious will be blocked and referred to the school's Mail

Manager (the Headmaster) who will decide whether to release or discard the message. An email might be blocked because of the text of the message, for example if it contains a word deemed to be offensive. An email will not be delivered if it contains potentially dangerous software as an attachment or if the attachment is over a specified size.

Teachers have been informed that the school's email mailboxes are the property of the school and the Headmaster is deemed to be their owner by the email provider, C2k. He has the right, in his capacity as Mail Manager, to monitor mail sent to, from or within the school, particularly all blocked mail. He also has the authority to discard or release a blocked email to the intended recipient depending on whether he assesses its content to be appropriate.

7. Mobile Technologies

The guidance in this document applies to the use of school and personal mobile phones by staff and pupils and the various services that are available on mobile phones. Further detail is contained in the school's BYOD Policy. However, it is important to note the following to ensure the safety of users in school:

a. Staff should not hold on their personal devices (including memory sticks) or mobile phones the personal information of pupils (such as telephone numbers, addresses, photos etc). Staff should not use their personal devices to contact pupils about school business – a school mobile phone must be used for this purpose. The only exception to this is where a teacher is using the internet access available on their phone to send a message to followers from an approved subject or departmental account on a social networking site (such as Twitter or Facebook).

b. Staff should restrict their use of mobile phones to non-contact times such as lunchtime or non-teaching periods.

c. Pupils are not permitted to use their mobile phones between or during classes unless permitted to do so by a teacher. Pupils may use their mobile phone before or after school and at break and lunchtime.

d. Pupils are not allowed to use the camera function to record still or moving images while in school unless permission has been given by a teacher.

Any behaviour which is not in keeping with these regulations will result in disciplinary measures being taken. Pupils may be banned from bringing their mobile phone into school; alternatively the phone may be kept in the school office for the duration of the school day.

8. Sanctions

a. Violation of the above rules will result in a temporary or permanent ban on Internet use and/or the school network and/or any school computer.

b. Additional disciplinary action may be added in line with existing school rules on inappropriate language or behaviour as laid out in the school's *Promoting Positive Behaviour Policy*.

c. Where applicable, police or local authorities may be involved. Any actions taken will be in accordance with the school's Child Protection Policy.

9. Advice for Parents

a. Parents are informed in writing of the main aspects of school policy on acceptable use of ICT and the Internet, and asked for permission for their child/children to use the Internet. Students are also required to sign an undertaking agreeing to their proper use of ICT and the Internet. Records of parents' and pupils' acceptance of the terms are kept on file; pupils who do not return their permission slip will have their accounts locked until it is received. Details of the letter sent to parents and additional guidance information are included below. In addition to the above parents are given the following guidance by Lurgan College:

1. A home computer with Internet access should be situated in a location where parents can monitor access to Internet. Parents should be aware that pupils have access to the Internet via game consoles and portable devices such as the Xbox One and tablet devices.

2. Parents should discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when, how long, and what comprises appropriate use;

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

4. Parents should consider using appropriate Internet filtering software for blocking access to unsavoury materials.

5. It is not recommended that any child under 16 should be given unmonitored access to forums or chat facilities;

6. 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 unacceptable overtures from strangers, from unplanned expenditure and from fraud.

7. 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 via the school, they should immediately inform the school.

b. While in school, teachers will guide pupils toward appropriate materials on the Internet. Outside school, parents or guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies, radio and other media.

c. 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. Parents should be aware that their children may be using the Internet in other unsupervised or unfiltered situations such as public transport, coffee shops or at a friend's house.

10. Health and Safety

Lurgan College has attempted, as far as possible, to ensure a safe working environment for pupils and teachers using ICT resources, both in classrooms and in the library and ICT suites, which have

been designed in accordance with health and safety guidelines. Pupils are supervised at all times when ICT, and especially when Interactive Whiteboards and Digital Projectors, are being used.

11. Digital and Video Images of Pupils

Written parental permission is sought at the start of each school year to cover the use of photographs of pupils on the school website, in the local press and for displays etc within school. If permission is not received, this is recorded and staff will be notified that this is the case.

✦ School Website
Our school website promotes and provides up to date information about the school, as well as giving pupils an opportunity to showcase their work and other aspects of school life. In order to minimise risks of any images of pupils on the school website being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions;
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

✦ Storage of images
Digital and video images of pupils should be taken with school equipment. Images are stored within a teacher's C2k 'My Documents' area or on a centralised area on the school network, accessible only to teaching staff. Photographs of pupils which aren't being used for public presentation (e.g. on school information screens or the school website) should be removed when they leave the school.

12. Social Networking

Chatrooms, blogs and other social networking sites are blocked by the C2K filters so pupils do not have access to them in the school environment. However, we regard the education of pupils on the safe and responsible use of social software as vitally important and this is addressed through our induction programme for Year 11 and new Year 13 pupils and through the Personal Development programme for all pupils.

13. Managing Video-conferencing:

- Videoconferencing will be via the C2k network to ensure quality of service and security.
- Videoconferencing will be appropriately supervised.

Related Documents / Circulars
Lurgan College - eSafety Policy
Lurgan College - Bring Your Own Device Policy
Lurgan College - Anti-Bullying Policy
Lurgan College - Child Protection Policy
Lurgan College - Promoting Positive Behaviour Policy

DENI Circular 1999/25
DENI Circular 2007/01
DENI Circular 2011/22
DENI Circular 2013/25

Reviewed June 2015

Lurgan College
Acceptable Use Agreement
For Staff

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's Acceptable Use Policy and equivalent policies produced by C2k have been drawn up to protect all parties – the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- All Internet activity should be appropriate to staff professional activity or the pupils' education

- Access should only be made via the authorised account and password, which should not be made available to any other person

- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden

- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received

- Use for personal financial gain, gambling, political purposes or advertising is forbidden

- Copyright of materials must be respected

- Posting anonymous messages and forwarding chain letters is forbidden

- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media

- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden

- Any laptop, iPad or other device issued to a member of staff remains the property of the school. Users of such equipment should therefore adhere to school policy regarding appropriate use with regard to Internet access, data protection and use of software, both in and out of school.

- Mobile phones should not be used to make personal calls during teaching time.

I have read the following policies:

1. *The Policy for Acceptable Use of ICT and the Internet.*
2. *The eSafety Policy.*
3. *The Bring Your Own Device Policy.*

I agree to abide by the regulations and guidelines in the points above and throughout these policies.

Name	
Date	**Signed**

Staff should sign a copy of this Acceptable Use Agreement and return it to the ICT Coordinator.

Appendix 2

Staff iPad Agreement

The use of the iPad should be considered the same as any other technology tool provided by the school and in signing this agreement you agree;

• To abide by the Lurgan College Policy for the Acceptable Use of ICT with regard to iPad usage

• To only use the Lurgan College Education iTunes (lurcollege@schoolitunes.com) account for all app purchases.

• To ensure that the iTunes password of your device is held only by you and not divulged to pupils.

• To contact the SLT member in charge of ICT for approval prior to purchasing all "paid" apps.

• To ensure that all apps meet with the requirements of the Lurgan College Policy for the Acceptable Use of ICT

• To inform the ICT Coordinator of any apps that do not meet said requirements and remove them from your device.

• To not install any apps that may be considered only for your own personal use, or could be deemed not suitable for the classroom.

• To enforce a four digit security PIN on the device and provide this to the SLT member in charge of ICT.

• To ensure that the security PIN of your device is held only by you and not divulged to pupils.

• To not allow any pupil to use the iPad for any purpose except for curricular.

• To not use the device to store personal documents such as video or audio material other than that which is directly related to school work.

• Use of the camera is only permitted in line with the Lurgan College Child Protection Policy.

• In the case of loss, theft or other damage occurring outside of school, to repair, replace or make good the iPad to its original state.

I, _____(PRINT NAME), accept the conditions outlined above.

Signed: _____   **Date:** _____

- -

FOR OFFICE USE ONLY

iPad Serial No: _____   Name: _____

Appendix 3a

30 August 2015

Dear Parent / Guardian

Re: Internet Access For Pupils

As part of the school's ICT programme, we offer pupils supervised access to the Internet and the school's network of computers. Before the school allows students to use the Internet, they must obtain parental permission. Both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the rules on this matter.

Various projects have proven the educational benefits of Internet access which will enable pupils to explore a widerange of educational resources. They will also be able to exchange messages with subject experts, other learners and teachers throughout the world. Although Internet use is supervised in our school, families will wish to be aware that some pupils may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, as with any other area, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school, therefore, supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide students towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, films and radio.

I enclose a copy of the *Rules for Responsible ICT Use* that we operate at this school. Should you wish to discuss any aspect of Internet use or you would like a copy of the school's ICT Acceptable Use policy, please telephone the school.

If you decide to support your child's application for access to the Internet, please complete the enclosed form and return it to Mr. Ross, ICT Coordinator, at the beginning of term.

 Please note that your application will be taken as a sign that you have read these rules and the school's policies on Acceptable Use of ICT and the Internet and eSafety, and that you and your child agree to abide by them.

Yours sincerely

T D ROBINSON
HEADMASTER

Enc: Rules for Responsible Internet Use
         Internet Permission Form

Appendix 3b

RULES FOR RESPONSIBLE ICT USE

Students will only access the system using their own login and password, which they will keep secret.

Students will not access other people's files.

Students will only use the computers for schoolwork and homework.

Students will not use USB devices, CDs or any other storage media in the school's computers unless permission is given.

Students will ask permission from a member of staff before using the Internet or any school computer.

Students will only e-mail or communicate electronically with people they know, or whom the teacher has approved.

All messages students send will be polite and responsible.

Students will not give personal details, home addresses or telephone numbers, or arrange to meet anyone, unless a parent or teacher has given permission.

Students will report any unpleasant material or messages sent to them. These reports will be confidential and will help protect others.

The school maintains the right to check computer files and may monitor the Internet sites visited and emails sent and received.

Students must obtain the permission of your parent(s)/guardian(s) before you can be allowed to use the Internet.

Failure to comply with these rules will result in warnings, temporary or permanent removal of access rights or any sanctions outlined in the school's discipline policy as appropriate.

Copies of these rules, the *Policy for Acceptable Use of ICT and the Internet*, the *Bring Your Own Device Policy* and *eSafety Policy* are available on the school website or by contacting the school. If you require further information please contact the school.

Appendix 3c

INTERNET PERMISSION FORM

Please complete and return this form to Mr Ross, ICT Coordinator.

PUPIL

As a school user of the Internet, I agree to comply with the rules on its use. I will use all school computers and any personal computer or electronic device which I bring into school in a responsible way and observe all the restrictions 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 or daughter to use electronic mail, discussion groups and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

I have read the Policy for Acceptable Use of ICT and the Internet and the eSafety Policy. I accept the terms laid down in the policies and request that my son/daughter be granted access to the school's ICT facilities and Internet access.

Parent's signature: _____

Date: _____

Pupil's name: _____

Form class and year: _____