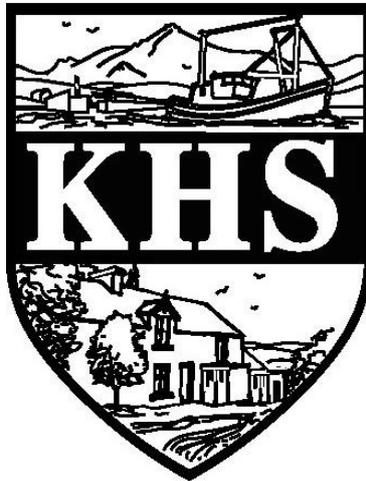


Kilkeel High School



Policy for the Acceptable Use of the Internet

Revised 2015

Please add this policy to the staff handbook

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Staff and Pupils

- When using the Internet, all users (Teaching staff, support staff and pupils) must comply with all copyright, libel, fraud, discrimination and obscenity laws. All staff are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.
- Pupils are responsible for their good behaviour on the school networks, just as they are responsible for their good behaviour on and off school premises. Access to the Internet and to Learning NI 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 It is given to pupils who act in a considerate and responsible manner, and will be withdrawn if they fail to maintain acceptable standards of use.

Location and Supervision

- The school will ensure that access to the Internet provided to staff and pupils, in the school, is through a reputable educational Internet Service Provider (ISP) and that this is a 'filtered' service. **All users should be aware that the Network can and does track and record the sites visited, searches made and e-mails sent and received by individual users.**
- As far as practicable, machines connected to the Internet will be in full view of people circulating in the area.
- When appropriate, **sixth form pupils** may be allowed to pursue electronic research independent of staff supervision provided that they have been granted permission to do so. In all cases, pupils are reminded of their responsibility to use these resources in line with the school policy on acceptable use. **Staff should not send non sixth form pupils to computer rooms unsupervised, for Internet access.**
- The school will strive to ensure that all pupils understand how they are to use the Internet appropriately and why rules for the acceptable use of the Internet exist.
- While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on servers to be absolutely private. **User areas may be inspected from time to time.**
- It remains the responsibility of the classroom teacher to set appropriate educational goals and to supervise the use of the Internet by pupils under their supervision.

Guidance on Appropriate and inappropriate use of the Internet

Why is Internet access important?

The purpose of Internet access in our school is to improve the quality of teaching and learning. Internet access will also help teachers' professional development and the overall administration of the school.

Access to the Internet is a necessary tool for staff and a privilege for responsible pupils who behave appropriately. It should be noted that the use of a computer system without permission or for a purpose not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

Minimizing the risk to pupils

The potential hazards of pupils accessing the Internet are outlined in this document. Kilkeel High has implemented a number of safeguards to ensure that the protection given to pupils is of the highest level possible.

- Our Internet Service Provider, (ISP) is a 'filtered' service. This means checks are made regarding the suitability of sites for a school audience. No filtering service is foolproof and staff or pupils who encounter an inappropriate site should report this as detailed later in this document.
- The C2K/RM Connect software used by the school removes many features of stand-alone computers to reduce the potential for misuse.
- All Internet accessible machines (for pupils) are located in busy areas of the school and are as far as possible always supervised by a member of staff. (Teacher, ICT Technician, Librarian).
- Pupils, parents and staff have been informed of the rules and responsibilities of Internet access and the certainty that failure to follow these guidelines will result in the immediate withdrawal of their access.

Pupil Access to the Internet

- Parents will be informed that supervised access to the Internet will be provided where it is appropriate to educational goals.
- Parents will be provided with a copy of the rules and responsibilities for Internet use.
- Parents will be asked to sign and return a permission form before their child is allowed access to the Internet.
- Pupils will also sign an acceptance of the school rules governing access.
- Pupils will be expected to follow and observe all guidelines.

Procedures for the use of the Internet

During School - Whole class use

- The computer rooms may be booked in advance using the timetable in the staff room.
- The ICT technicians **may** be available to assist staff during their use of the room. The availability of such help should be checked through the Head of IT.
- It is the responsibility of the class teacher to supervise access to the Internet whilst in the room, ensuring that pupils are aware of the subject related tasks they are expected to complete. Staff should ensure that sites being accessed are suitable and may remind pupils that attempts to access undesirable material may result in their access being withdrawn.
- Sixth formers wishing to access the Internet during private study **MUST** have completed a permission slip during registration that morning. Pupils must also obtain permission of the teacher using the room at the time. **Such usage should be for educational purposes, not purely social, i.e. sending informal email. This is in line with the work ethos expected in private study/library.**

After School

- Pupils may on designated days use the facilities after school. This must be supervised and permission obtained from a member of staff in the room.
At present morning, break and lunchtime access is not possible.

Acceptable Use

The following guidelines are intended to indicate the type of activities, which are to be encouraged, and those, which are unacceptable in a school environment.

General

Staff should 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 or consumables);
- Use the network for unapproved commercial purposes.

On-line activities, which are encouraged, 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.

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, future careers or broadly educational areas.
- 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.
- Publishing, sharing or distributing any personal information about a user (such as home address; email address; phone number, etc.)
- Any activity that violates a school rule.

Procedures for dealing with misuse of the Internet or email

Where a member of staff feels that a pupil has breached the guidelines contained in this document to an extent such that a reminder or verbal warning is insufficient then the following procedures should be used.

- Report the incident in the normal way, via a behaviour report form. (So that Form Tutor, Year Head, Vice Principal etc are aware of the incident.

When using the BRF the teacher may feel that extra work or detention are appropriate for dealing with the incident and these sanctions may be used in the normal way.

However in the case of misuse of the Internet/email other sanctions are available and may be appropriate or necessary.

- Bring the incident to the attention of the **C2K Manager** (I. Matthews). It is possible to remove the pupil's ability to access the Internet either temporarily or permanently. It may also be necessary to contact the pupil's parents or in serious cases the relevant external authorities.

Accessing unsuitable material

If you encounter a pupil accessing an inappropriate site please record the web address so that this site can be blocked to prevent further access. This should be achieved by referral to the C2K Manager. Report the matter as described above.

If you suspect that a pupil is accessing unsuitable material please report your suspicions to the C2K Manager as it is possible for the school to view the sites visited by individual pupils.

Email

Kilkeel High School recognises the educational potential of email. This potential must be balanced with the risk of misuse of the technology. It is therefore vital that all users make responsible and constructive use of email. With the introduction of the C2K email service, it is possible for the first time for us to block and filter pupils' email. This involves ensuring that pupils' do not receive unsolicited or inappropriate email and indeed that they do not send offensive or inappropriate messages.

All school email (including staff email) will be filtered (incoming and outgoing) inappropriate emails will be blocked and dealt with by the C2K Manager.

Pupils found to be sending undesirable messages will be dealt with using the sanctions mentioned earlier in relation to inappropriate use of the Internet. Staff should ensure that their own use of email is professional and appropriate to the school environment.

Use of Pupils' Photographs

In recent years the use of pupils' images has become an issue for schools. This includes photographs (printed and digital) and the storage of images in digital form both in and out of school.

The main area of concern is that inappropriate contact could be made as a result of pupils being identifiable in images. There are obviously considerable benefits to be gained from the use of images in displays, school magazines and websites, it can be motivating for the pupils involved and provide a good opportunity to promote the work of the school.

However the following precautions should be observed:

- Avoid using the first name and last name of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside school. An easy rule to remember is:

If the pupil is named, avoid using their photograph.

If a photograph is used, avoid naming the pupil.

- Consider using group photos rather than photos of individual children.
- Ensure that the image file is appropriately named – do not use pupil names in image filenames or Alt tags.
- Only use images of pupils in suitable dress to reduce the risk of inappropriate use.
- Any concerns over the use of inappropriate images should be reported to the Child Protection Officer.
- **Staff should only use images of pupils whose parents have indicated their consent by returning the consent form. (A copy of the form is included in the Appendix)**

Advice for Parents

Appropriate home use of the Internet by children can be educationally beneficial, and can make a useful contribution to home and school work.

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.

The school advises parents to provide filtered and monitored access to the Internet for their children, and consider drawing to their attention appropriate guidance and advice on its proper use.

Such guidance and advice would suggest that parents should:

- discuss with their children the rules for using the Internet and decide together when it should be used, for how long, and for what purposes;
- get to know the sites their children visit, and talk to them about what they are learning;
- 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;
- encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or - if the message comes from an Internet service connection provided by the school or by Learning NI, they should immediately inform the school.

Parents may also obtain free advice from the following sources:

NCH Action for Children
NCH Northern Ireland,
45 Malone Road,
Belfast, BT9 6RX
Tel: 028 9068 7785 Fax: 028 9068 1020
<http://www.nchafc.org.uk>

<http://www.getnetwise.org>

