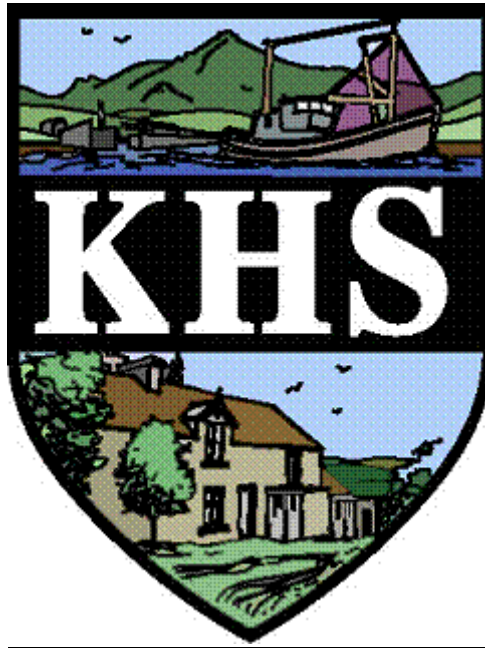


KILKEEL HIGH SCHOOL



POLICY 1 E-SAFETY POLICY ACCEPTABLE USE OF PORTABLE DIGITAL DEVICES

POLICY 2 RESPONSIBLE INTERNET USE POLICY

September 2023

KILKEEL HIGH SCHOOL

POLICY 1 E-SAFETY POLICY ACCEPTABLE USE OF PORTABLE DIGITAL DEVICES

Note: Portable digital devices include mobile phones, iPods, iPads, MP3 players, digital cameras, Kindles and similar devices.

Rationale:

It is evident that education authorities, professional associations, trade unions and members of school staff continue to be concerned about rising reports of intimidation of staff and pupils by misuse of mobile phones in schools. This increase resulted in government (2007) calling upon every school to develop and implement a protocol on mobile phone use.

Kilkeel High School recognises that portable digital technology is now an important aspect of everyone's life and has considerable value, particularly in relation to learning and even individual safety.

Nevertheless, the widespread ownership of portable digital devices among young people requires that teachers, students and parents take steps to ensure this technology, in particular mobile phones, is used responsibly in schools. This E-Safety Policy is designed to ensure that potential issues involving misuse of such devices can be clearly identified and addressed.

Kilkeel High School has established the following E-Safety Policy for portable digital devices that provides teachers, students and parents with guidelines and instructions for the appropriate use of mobile phones during school hours. Students, their parents, carers or guardians must read, agree to and sign the 'E-Safety Policy' before students are given permission to bring devices to school. The E-Safety Policy for all portable devices also applies to students participating in extra-curricular activities.

Objectives:

- To protect the privacy of all individuals associated with Kilkeel High School
- To ensure that images of students, staff and members of the school community are not obtained and/or distributed, displayed or published without their consent
- To provide guidelines for the appropriate possession and use of mobile phones/cameras etc. at Kilkeel High School
- To ensure that educational programs will not be interrupted due to mobile phone usage

Conditions of Acceptable Use of Portable devices

1. Whilst the Governors give permission for portable devices to be brought to school, responsibility for the safety of all portable devices rests with the student and the school will take no financial responsibility for loss. ***The school bears no responsibility for stolen items.***
2. Cyber-bullying (i.e. the use of technology to humiliate or emotionally offend or hurt another person) is **UNACCEPTABLE**. Students found to be responsible will have their portable devices confiscated and returned to their parent/ guardian / carer or passed to the Police (where necessary).
3. Under **NO** circumstances may a portable digital device be taken into an examination room. Breach of this rule will lead to invalidation of that examination and potentially other examinations. As this is a ruling of the Department of Education and the Joint Council for Qualifications (the regulator for all external examinations), staff at Kilkeel High School cannot intervene on the pupil's behalf. Therefore, if caught with a portable device, the student will receive zero for that examination paper and potentially other examinations.
4. Portable devices can be confiscated and used as evidence during a Pastoral and/or Disciplinary investigation. Anyone wishing to complain about the contents of a received text message, email, Facebook blog etc. must produce hard evidence of the relevant information.
5. If portable devices are used to hurt or humiliate a fellow student, a member of staff or support staff, appropriate sanctions will apply in keeping with the severity of the incident at hand.
6. With regard to Child Protection, any use of technology that might put a fellow pupil at risk, will be dealt with appropriately. This will range from simply informing parents to contact with Social Services (using the UNOCINI referral system) and/or PSNI. **The uploading/sharing of videos/photographs of fellow students in school uniform is not permitted.** Students who choose to do this will face suspension from school.

a. Mobile Phones:

- a.1. Students may bring a mobile phone to school but it should be 'off and away' at all times. This restriction is in place at all times while students are in the school building and grounds. Phones should be away before students enter the school grounds and not accessed until they have left the site.
- a.2. Any mobile phone which is seen or heard will be confiscated, including phones on display in uniform pockets. Confiscated phones will be held securely in the General Office until a parent/nominated contact can call to collect the phone on the child's behalf. If a parent cannot come for the phone, it will be held securely until Friday afternoon and returned to the student then.
- a.3. Kilkeel High School recognises the positive contribution that portable devices can offer to students' education. When appropriate, teachers may permit and encourage students to use their devices in this way. This must be under the direction and conditions outlined by the teacher concerned.

- a.4. Students must ensure that files stored / accessed on their phones do not contain violent, degrading or pornographic images or any information which encourages self-harm, harm to others or suicide. The transmission and downloading of certain information is a criminal offence. Students found to be responsible for this will have their phones confiscated; it will be returned to their parent(s), guardian(s) / carer or passed to the Police (where necessary).
- a.5. If there is an emergency which requires communication with home, students must speak to a member of staff who will deal with the matter by referring the pupil to the school office. In an emergency outside of school, parents, guardians / carers should contact the school office.
- a.6. Due to the lack of telephones within the classroom, and in light of the medical needs of some of our students, staff may use their mobile phones to contact the school office in an emergency, if necessary.

b. MP3 Players:

- b.1. Head-phones/earphones must not be worn during or between lessons. The wearing of these transgresses Health and Safety guidelines.
- b.2. Pupils must not use phones or MP3 players to broadcast music.
- b.3. Pupils who disturb their fellow pupils with excessive volume during study, will be reminded of their responsibility to abide by the guidelines of Private Study.

c. Laptops and Ipad:

- c.1. With regard to Safety, please refer to Point 1.
- c.2. With regard to usage, please refer to all of the above.

d. Camera Phones:

- d.1. Still photographs or video must only be taken with a school camera. The school has a ready supply of digital cameras for students to access for learning activities.
- d.2. Photographing or filming criminal activity of others and distributing these might constitute illegal or criminal activity on the part of the mobile phone owner.

e. Connective Devices: (ie. Any device which connects via wi-fi)

- e.1. Any pupil using a 'smart' device on the school premises, must adhere to the guidelines within this policy. Failure to do so will result in confiscation.
- e.2. Smartwatches and Kindles are not permitted in school.

In Conclusion ...

- a. It is imperative to note that the above guidelines contained within this policy are governed by the following legislation which seeks to **protect** young people against the abuse of technology:
 - The Protection from Harassment Act (1997)
 - The Malicious Communications Act (1998)
 - Section 43 of the Telecommunications Act (1984).
- b. Pupils who breach the rules contained within this policy, open themselves to legal action and must not be surprised if they are prosecuted to the full extent of the law, by parents or guardians of the target – for example, in the case of cyber-bullying etc.

KILKEEL HIGH SCHOOL

POLICY 2 RESPONSIBLE INTERNET USE POLICY

Dear Parent/Guardian,

As part of the Northern Ireland curriculum and in order to develop your child's Information and Communications Technology (ICT) skills, Kilkeel High school provides supervised access to the Internet.

We believe that the appropriate use of the Internet and email is worthwhile and is an essential skill for students as they grow up in the modern world. In addition to learning how to use the internet and email as part of their learning across a range of subjects, your child will receive specific instruction on how to protect themselves online in a dedicated ICT class throughout Year 8. We will be stressing the importance of safe and responsible internet use both in and outside of school.

Please would you read the attached 'Rules and Responsible Internet Use' document and sign and return the enclosed consent form so that your child may use the Internet at school.

Although there are genuine concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. However, they cannot guarantee that all inappropriate sites will be blocked. In addition, we monitor your child's use of school computers using Securus software, which alerts us to inappropriate computer use as well as flagging potential Safeguarding issues. Each user must act in a responsible manner and we would ask that you reinforce this message with your child, stressing the importance of not abusing the trust placed in them.

Further advice and guidance for parents/guardians on internet safety can be found at <https://www.thinkuknow.co.uk/parents/>

Should you wish to discuss any aspect of Internet use please contact the school.

Yours faithfully,



V. Coert

KILKEEL HIGH SCHOOL

YEARS 8 - 12

Rules and Responsible Internet Use

The school has installed computers with Internet access to help our learning. These rules will keep you safe and help us be fair to others.

- I will only access the system with my own login and password, which I will keep secret;
- I will not access others' files;
- I will use the computers for school work and homework or as alternatively directed by the teacher;
- I will only e-mail people I know, or others with my teacher's approval;
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself;
- I understand that the school will monitor my computer use and take action when my computer use is inappropriate/gives cause for concern;
- I will treat school computers/equipment and the computer rooms respectfully.

POLICY 1

E-SAFETY POLICY

Parent / Guardian Permission

I have read and understood the above information about acceptable use of mobile phones, portable digital devices etc. at school.

I am aware that:

- a. My child must have his/her mobile phone switched off during the school day and that it must not be used within the school building/grounds.
- b. My child's phone will be confiscated and held in the General Office if it is seen or heard within the school building/grounds. I understand that either me or a nominated contact will have to collect the mobile phone on my child's behalf.
- c. This form will be retained by the school as a record of my co-operation.

I give _____ permission to carry a mobile phone to school and understand that he/she will be responsible for ensuring that it is used appropriately as outlined in this document.

(Please tick the box below.)

☐

I do not wish _____ to bring a mobile phone to school.

(Please tick the box below.)

☐

Parent, guardian / carer's name: (BLOCK CAPITALS)	
Signature:	Date:
Student name: (BLOCK CAPITALS)	Class:
Student signature:	Date:

POLICY 2

RESPONSIBLE INTERNET USE POLICY

Student's Agreement

I have read and I understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Student name: (BLOCK CAPITALS)	Class:
Signature:	Date:

Parent / Guardian's Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials and that my child's computer use will be monitored. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

Parent, guardian / carer's name: (BLOCK CAPITALS)	
Signature:	Date:

Parent / Guardian's Consent for Web Publication of Work and Photograph

I agree that, if selected, my son/daughter's work/image may be published on the school website. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signature:	Date:
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Sept 2023