Abbey Christian Brothers' Grammar School Newry

Student E-Safety Policy
And
Acceptable Use Agreement

2012 - 13

ABBEY CHRISTIAN BROTHERS' GRAMMAR SCHOOL

ICT ACCEPTABLE USER POLICY 2012 - 2013

Internet/VLE/Email Permission Form

As part of the school's ICT programme we will be offering pupils supervised access to the Internet, the global network of computers you will have read about and seen on television. Before being allowed to use the Internet, all pupils must obtain parental permission and both pupil and parent/guardian must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

Access to the Internet will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. 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. But ultimately, parents and guardians of pupils are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access. During school, teachers will guide pupils towards appropriate materials.

In addition to the enclosed guidance documents free advice for parents is available from the following website.

http://ceop.police.uk/

http://www.thinkuknow.co.uk/

http://www.getsafeonline.org/

http://www.netsafe.smallmajority.co.uk/

http://www.childnet-int.org/kia/

http://www.kidsmart.org.uk

We would be grateful if you could read the enclosed guidance documents and then complete the permission form which follows.

Mr D. McCann

Head of ICT
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APPLICATION TO USE COMPUTER RESOURCES IN THE ABBEY CHRISTIAN BROTHERS' GRAMMAR SCHOOL

I understand that if I am accessing my network, the VLE or email account from home, I must adhere to the same guidelines that are set for their use in school.

I agree to behave responsibly when using the school network, Internet, VLE and email facilities.

I understand that my Internet and VLE access and email correspondence will be monitored by C2K and these details can be accessed by the Principal, when necessary.

I understand that sufficient printing resources have been allocated to me. I agree to use these resources sensibly and will purchase any additional resources I decide to use.

I understand that my network account may be temporarily disabled in the event of an investigation into inappropriate use.

I have read the Acceptable Use Agreement for Students.

June 2012

Please complete and return this form.

Internet/VLE/Email Parent Permission Form

Name of Pupil: _____

Pupil

As a school user of the **Internet/VLE/Email**, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature: _____ Date: _____

Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my son to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my son to follow when selecting, sharing and exploring computer information and media.

Parent Signature: _____ Date: _____

INTERNET/VLE/EMAIL POLICY

Abbey Christian Brothers' Grammar School Policy for the Acceptable Use of the Internet/VLE/Email

What is the Internet?
The Internet is an electronic information highway connecting many thousands of computers all over the world and millions of individual subscribers. This global "network of networks" is not governed by any entity. This means that there are no limits or checks on the kind of information that is maintained by, and accessible to, Internet users. The educational value of appropriate use of information and resources located on the Internet is substantial.

A Virtual Learning Environment (VLE) is a range of educational resources, comprising information, forums, quizzes and other online material provided to students as part of an online learning package.

Rationale for pupil use of the Internet and VLE.
Abbey Grammar School encourages use by pupils of the rich information sources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. On-line resources offer a broader range of up-to-date resources 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. 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.

Networked Access to Internet
In recognition of these benefits, Abbey Grammar School has invested in providing networked Internet Access at various locations points around the school and is determined to teach pupils to make best use of these facilities. Pupils will be provided with appropriate training and guidance on how to use the Internet and e-mail during KS3 ICT classes. Appropriate cross-curricular use of the Internet is encouraged and staff at the Abbey Grammar School have undergone training in the use of the Internet within the curriculum.

How will pupils gain access to the Internet at the Abbey Grammar School?
- In ICT lessons
- Through subject use across the curriculum
- From 8.35 each morning in LG15 and Science ICT.
- In the Sixth Form, during normal school hours and lunch-times for specified research purposes with the permission of a teacher.
- Through supervised afternoon study.

Are there any 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. The following policy sets out the policy for acceptable use of the Internet at the Abbey Grammar school.

ABBEY GRAMMAR SCHOOL Policy for the Acceptable Use of the Internet

1.   For Staff and Pupils

Pupils are responsible for good behaviour on the Internet/VLE/Email just as they are in the classroom or a school corridor. General school rules apply. In addition, a number of rules relating to use of the Internet also apply.

Abbey Grammar School implements a filtered Internet service and a filtered e-mail service during use of the Internet on the school Network.

Staff and Students at Abbey Grammar School **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.
- bring any indecent/obscene/offensive messages or images into school via USB drives, mobile phones, email attachments etc.

Access to the Internet requires parental permission and a signed declaration by pupils agreeing to the school rules for use of the Internet.

The Abbey Grammar School ensures that all pupils understand how they are to use the Internet appropriately and why the rules exist.

The Internet is provided for pupils to conduct research and communicate with others. 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 should be withdrawn if they fail to maintain acceptable standards of use.

During school hours teachers will guide pupils towards appropriate materials. Outside school hours parent/guardian's bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

When using the Internet at Abbey Grammar School, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.

2.   Examples of Acceptable and Unacceptable Use

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.

b.   On-line activities which are <u>not permitted</u> include, for example:

uploading, downloading images of members of the school community

searching, uploading, 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 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.);

any activity that violates a school rule.

3.   Sanctions

Violation of the above rules will result in a temporary or permanent ban on Internet use.
Additional disciplinary action may be added in line with existing school rules on inappropriate language or behaviour.

Where applicable, police or local authorities may be involved.

4.   Location and Supervision

Internet access for pupils at Abbey Grammar School is located in all classrooms around the school. All such machines are in full view of people circulating in the area.

While using the Internet at school, pupils **should, where possible**, be supervised directly by a member of staff or indirectly by a technician. Independent electronic research requires specific teacher permission and research must be conducted in designated curricular areas only. In all cases, pupils should be reminded of their responsibility to use these resources in line with the school policy on acceptable use.

Users will be made aware that ICT staff have the ability to review files and communications to ensure that users are using the system responsibly. Where appropriate, staff will use RM Tutor to assist the monitoring process during classroom activity. All users will be informed of this.

While normal privacy is respected and protected by password controls, users, **both staff and pupils, must not expect files stored on school servers to be absolutely** private.

Printing Facilities

All pupils have access to black / white or colour printing facilities. In order to help pupils monitor and manage their paper use we have introduced a new print management system called Papercut.
Printing credits for pupils are automatically added each Monday. Key Stage 3 students obtain £2.00 a week and Key Stage 4 and 5 students obtain £4.00 per week. If pupils run out of print credits they can buy more from reception. The ICT technician will add purchased credits into pupil accounts.

Pupil's can purchase as many credits as they want.

Printing Costs

A4 HP printers 6p per page
A4 Photocopier 4p per page Black and White
A4 Photocopier 10p per page Colour
A3 Photocopier 8p per page Black and White
A3 Photocopier 20p per page Colour

Any purchased print credits are carried forward to the next week.

The photocopiers are located throughout the school and pupils should send their print jobs to either the FollowmeBW, for non colour print, or the FollowmeColour for colour print. All jobs printed will sit on a queue and wait for the pupil to go to any of the photocopiers and input their code in order to retrieve their jobs. If the job is not printed it is automatically deleted the next day and no charge is made. The photocopiers are located in:

Study Hall, Library, Lg15(ICT Room), Reprographics

It is the responsibility of pupils to ensure that they have enough printing credits available to print out their school work in advance of any coursework / homework/ printing materials from the school VLE.

Pupils should not allow others to use their print credits to print their work

Staff Use of Internet

a. Teacher use of the Internet by the Northern Ireland education community must be in support of the aims and objectives of the Northern Ireland Curriculum. 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 in their teaching and learning activities, to conduct research, and for contact with others in the education world.

b. The Internet and e-mail training for staff will also focus on how electronic information-handling skills are now considered fundamental to the preparation of citizens and future employees in the Information Age. 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 the Internet.

c. 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.

Staff Consultation

All staff must accept the terms of the Responsible Internet Use statement before using any Internet resource in school.

All staff (both teachers and support staff) who access the schools' network will be provided with a copy of the school Internet policy which must be signed and returned to the general office.

Informing Students about Acceptable use Policy

Pupil instruction in responsible and safe use should precede Internet access and all students must sign up to the Acceptable Use Agreement for students and abide by the school's E-Safety rules. These E-Safety rules will be available on the school intranet and ICT blog.

Students will be informed that all Internet use will be monitored.

All Year 8 students will be taught positive e- communication and Netiquette.

Information for Parents

Parents are informed **in writing** of the school policy on acceptable use of the Internet,

A copy of the school's Internet policy can be downloaded from the school web site.

The school website and ICT Blog contains useful information and links to sites like CEOP's Thinkuknow and Childline.

This policy acknowledges and complies with
- DENI circular 1999/25 on the subject of Acceptable Use of the Internet for Schools
- Acceptable Use Policy developed by National Association of Co-ordinators and Teachers of IT
- DENI circular 2011/22 on Internet Safety
- DENI Circular Number 2007/1 Acceptable use of the Internet and Digital Technologies in Schools

Writing and Reviewing the E-Safety Policy

This policy, and supported by the school's Acceptable Use Agreement for staff, governors, visitors and students, is to protect the interests and safety of the whole school community.

It has been agreed by the Senior Management Team, Staff and approved by the Governing body. The E-Safety policy and its implementation will be reviewed annually.

Abbey Christian Brothers' Grammar School

Acceptable Use Agreement
For Students

The school computer system provides internet access to students. This Responsible Internet use statement will help protect students, clearly stating what is acceptable and what is not.

• Access must only be made via the user's authorised account and password, which **must not** be given to another person.

• School computer and internet use must be appropriate to the pupil's education.

• Copyright and intellectual property rights must be respected.

• Only appropriate emails should be sent.

• Users are responsible for the e-mail they send and contacts made.

• E-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.

• Anonymous messages and chain letters must not be sent.

• The use of public chat rooms is not permitted.

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

• The security of the school ICT system must not be compromised by third party devices or applications.

• Irresponsible use will result in the loss of internet and network access. Where there has been a deliberate attempt by a pupil to circumvent the schools' Internet filter e.g. through the use of a Proxy Avoidance site, access to the internet will be withdrawn.

· Individual user's internet access may be monitored, including web and e-mail use. Files on the school system may be examined or deleted.