Acceptable Use of the Internet

A Policy for
St. Therese of Lisieux
Primary School

1. Staff and pupils

a. When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws and all members of school 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 computers, 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 C2K 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 It is given to pupils who act in a considerate and responsible manner, and should be withdrawn if they fail to maintain acceptable standards of use.

c. 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's password

Trespass in another's folders, work or files

Intentionally waste resources (such as on-line time and consumables).

Use the network for unapproved commercial purposes.

d.   Use of the C2K and LearningNI services by the Northern Ireland education community must be in support of the aims and objectives of the Northern Ireland Curriculum.

2   Location and Supervision

a.   The school has ensured that access to the Internet is through a filtered service. All users must be aware that the school can and does track and record the sites visited, the searches made on the Internet and email sent and received by individual users.

b.   Internet access for pupils is available on all computers.

c.   While using the Internet in school, the pupils should be supervised. In all cases, pupils should be reminded of their responsibility to use these resources in line with the school policy on acceptable use. Pupils should NOT use the Internet at break/ lunch times.

d.   We shall ensure that all pupils understand how they are to use the Internet appropriately and why the rules exist.

b.   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 C2K servers to be absolutely private.

2 C2K

a. C2k supports the implementation and sharing of effective practices and collaborative networking across the province, as well as nationally and internationally. Staff should be encouraged to use C2K resources in their teaching and learning activities, to conduct research, and for contact with others in the education world.

b. Electronic information-handling skills are now fundamental to the preparation of citizens and future employees in the Information Age. Staff should 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. They should model appropriate and effective use, and provide guidance and instruction to pupils in the acceptable use of the Internet.

2 Examples of Acceptable and Unacceptable Use

a. On-line activities which are <u>encouraged</u> include,

- The use of email and computer conferencing between colleagues.
- The use of discussion forums / wiki webs and video conferencing between pupils and teachers, between pupils and pupils, between pupils and pupils in other schools.

- Use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;

- The development of pupils' competence in ICT skills and their general research skills.

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

- searching, viewing and/or retrieving materials that are not related to the aims of the curriculum;

- copying, saving and/or redistributing copyright material, without approval;

- subscribing to any services or ordering any goods or services, unless specifically approved by the school;

- using the network in such a way that use of the network by others 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.

2   Advice for Parents

a.   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.

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.

c.   Parents should investigate the possibility of having home Internet filtered as it is in school.

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

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

f.   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.

g.   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.

St .Therese of Lisieux Primary School

Date: _____

Dear Parents/Guardians,

In the interest of reducing our carbon footprint, I would ask that you please give consideration to completing this <u>one</u> form with regard to permission for your child(ren) to participate in educational visits through the school year 2015/2016 and have their photograph taken for use in school publications and/or newspapers. I would also ask you and your child(ren) to discuss and sign the rules and responsibilities for safe use of the Internet in school.

Please return to your child's class teacher as soon as possible.

Yours sincerely

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Mrs P Reid
Principal
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Rules for Responsible Internet Use

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

- **I will access the system with my own login and password provided by the school;**
- **I will only use the computer for school work and homework;**
- **I will not bring in CDs or memory pens from outside school unless I have been given permission;**
- **I will ask permission from a member of staff before using the internet;**
- **I understand that the school will check my computer files and will monitor the Internet sites I visit.**

My parents/guardian and I have read the rules and I will abide by these rules to keep me safe.
Child's Name   _____
Child's Signature   _____

I have discussed the above rules of use with my child.
Parent's Name   _____
Parent's Signature   _____

I/We consent for my/our child's photograph to be taken and used for display/theme purposes, for the School Newsletter and for the school website. When a photo is used on our school website, it will be displayed in line with our School Internet Policy. A photo will not be displayed with the child's name attached. I understand that on some occasions my child's photograph may also be included in the background of another child's photograph.
In addition, I understand that on occasion my child may be taking part in events which may be publicised in the local press.
Signed _____   Date_____

OR

I do <u>not</u> wish my/our child's photograph to be taken and used for display/theme purposes, for the School Newsletter and for the school website.
Signed _____   Date_____
     Parent/Guardian

Permission for Out of School visits

I/We understand that on occasions, my child may be taken out of school on educational visits, visits to local churches, events etc.
I/We permit my/our child to be taken out on such trips.
Signed _____   Date_____
     Parent/Guardian

Thank you for completing the form. Please return to your child's class
teacher as soon as possible.

Letter to Parents from the Minister for Education (3rd Term 2015)

Dear Parent/Guardian,

I have raised the question of safe use of the internet in a number of communications sent home over the last few months. Inappropriate use of the internet and mobile technologies, such as trolling, sexting, cyberbullying or sexual exploitation can, as we are all aware, have a devastating impact on the lives of our children and young people. As we approach the summer holidays, all schools have been asked to pass on the following advice which has been supplied by the **PSNI** and endorsed by **the Safeguarding Board for Northern Ireland (SBNI).** It includes some general advice to us all as well as some useful contacts.

General advice to everyone:

We all deserve to be able to use the internet to learn, explore and connect with each other. But all of us need to be aware of the risks involved in doing so, especially on social media. Our advice is:

- Don't share personal information or images with people you don't know.

- Don't accept friend requests with someone you don't know – not everyone online may be who they say they are.

- Set privacy settings on all devices so that only people you know can view your account.

- Don't post anything online that you are not happy to be shared, particularly nude or nearly nude images or videos. It may seem like a bit of fun with friends at the time but there is always a chance those images could be shared or get into the wrong hands and could lead to harmful situations such as stalking, abuse or blackmail.

- If someone has made you feel uncomfortable or you have had disturbing interaction online, tell police or a trusted adult. You can ring the police on 101 or for help and advice ring Childline on 0800 1111 or Lifeline on 0808 808 8000.

- The internet can be a great place but it is important to remember there are people out there who may wish to abuse, exploit, intimidate or bully you online – if this happens to you, tell someone immediately.

- Remember that if things do go wrong online, there are people who can help.

- If you receive any inappropriate images or links, it is important that you do not forward it to anyone else. Contact police or tell a trusted adult immediately. By doing this you could help prevent further such incidents. You will not get into trouble.

General advice to parents:

- The most important thing is to have conversations with your children - talk to them about the benefits and dangers of the internet so that you can empower them to use the internet safely.

- Cultivate an interest in their online activities - their favourite websites, online games and interests and keep an eye on what they are doing online.

- Don't be afraid to ask your children who they are talking to online and what they are talking about and remind them how important it is to tell a trusted adult if something happens online that makes them feel uncomfortable or worried because there are people who can help.

- Become a 'net-savvy' parent - the best safeguard against online dangers is being informed. Jump in and learn the basics of the Internet - read articles, take a class, and talk to other parents. You don't have to be an expert to have a handle on your child's online world.

- Go to www.getsafeonline.org for lots of useful advice and information on how to stay safe online. Safeguardingni.org will also provide information for parents and carers on e-safety.

- Links to other sites that can provide information and advice to young people and parents are available from the DE website at: http://www.deni.gov.uk/index/pupils-and-parents/pupils.htm

- CEOP (Child exploitation and Online Protection) have produced 4 short DVD clips to help parents understand the issues and speak appropriately with their children and parents can access them at www.youtube.com/ceop

Parents can also find further resources for use with children and parents at www.thinkuknow.co.uk/teachers. I hope you find this information of use.

Yours sincerely,

Vice Principal