

SAINTFIELD HIGH SCHOOL



ICT ACCEPTABLE USE POLICY

Reviewed August 2022

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ICT Acceptable Use Policy

Introduction

Saintfield High School is committed to using innovative educational technology to improve communication, teaching and learning within our school community. ICT technology provides us with opportunities to inspire and motivate our young people to achieve individual excellence and engage them fully in their learning. We believe that the appropriate use of ICT Resources will enhance everyday learning and teaching and in particular will:

- raise educational attainment;
- create a pupil centred curriculum which will provide engaging pupil centred lessons;
- enable pupils access to the most up to date educational resources;
- best prepare pupil for an increasingly digital world;
- raise levels of engagement, motivation and interaction;
- improve facilitation of different learning styles;
- promote remote learning; and
- improve self-management.

In recognition of these benefits, Saintfield High School has invested in providing access to high quality ICT experiences to pupils free of charge on the school network, and is determined to provide training for staff and pupils to make best use of these facilities. Appropriate cross-curricular use of ICT resources is encouraged.

Rationale

Saintfield High School encourages use by pupils of the rich information sources available on the Internet and VLEs. 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 pupils to take responsibility for their own learning.

In addition to desktop and laptop computers, the school also provides iPads to staff and several class sets of iPads to pupils, which can be used to enhance teaching and learning both inside and outside the classroom. The Department of Education (Circular 2016 – Effective Educational Uses of Mobile Devices) has outlined four categories of ways in which mobile learning may be integrated significantly to enhance and transform aspects of learning to real advantage:

- **capturing and collecting** information and experiences across a variety of settings, through photos, audio and video recordings, numerical and text entry;
- **communicating and collaborating** with others via phone, text, email and social networks;
- **consuming and critiquing** media including music, photos, videos, games and text documents;
- **constructing and creating** personal forms of representation and expression through edited photos and videos, sketches, podcasts, blogs and so forth.

How will pupils gain access to the ICT Resources at Saintfield High School?

Pupils will use desktop PCs, laptop computers and iPads to enhance learning experiences:

- in ICT lessons (2 periods per week at KS3);
- in a cross curricular context;
- during break and lunch times in the Library; and
- in lunch or after school clubs.

Outside school, pupils will have access to MySchool, Microsoft Office 365 and Google Apps via their c2k-provided login details. This will enable them to work remotely without the need to send emails or use USB drives.

Are there any dangers in using the Internet?

Since the Internet is composed of information from a vast array of sources worldwide, 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, sexually oriented, racist or illegal. In order to guard young people from any danger, 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 ICT Resources. In school, this is achieved through a combination of filtering, education and monitoring of use.

The following pages set out the Saintfield High School's policy on the acceptable use of school ICT Resources.

Promoting Awareness of the Acceptable Use Policy

Saintfield High School will ensure that all stakeholders are made aware of the Acceptable Use Policy. The policy will be made available to parents/carers, pupils, governors and staff. A copy will also be available on the school website. In addition, a Code for Responsible ICT Use (Appendix 4) will be displayed in each classroom and pupils will have further information on acceptable use of ICT Resources in their homework diaries.

For Staff and Pupils

- a) Pupils are responsible for good behaviour when using ICT resources just as they are in the classroom, school corridor or school buses. General school rules apply. In addition, a number of rules relating to use of ICT resources also apply. An Acceptable Use Policy is made available to all staff, pupils and computer users at Saintfield High School.
- b) Saintfield High School has implemented a filtered Internet service through C2KNI and Classnet (for iPads). Pupils are **not permitted** to use any other internet service (such as 3G/4G or Personal Hotspots) when in school. **The use of internet and school ICT resources is monitored and thus users have no expectation of privacy. Saintfield High School does not permit access to social networking sites within school.**
- c) Access to ICT Resources requires parental permission and a signed copy of the Pupil eContract.
- d) Saintfield High School will ensure that all pupils understand how they are to use ICT Resources appropriately and why the rules exist.
- e) ICT Resources are 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 ICT Resources 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.
- f) Pupils are not permitted to use any personal device without specific permission from their teacher.

g) Pupils and staff at Saintfield High School should **know and understand** that no user is permitted to:

- access any ICT services on any device other than one specifically approved by the school,
- retrieve, send, copy or display offensive messages or pictures,
- send or play offensive sound recordings,
- use obscene or racist language,
- harass, insult, bully or attack others,
- damage computers, computer systems or computer networks,
- tamper with cables and connections to the computer systems,
- violate copyright laws,
- copy software from the school computer systems,
- copy computer software, including computer games on to the school systems,
- use another user's password to access his/her network area,
- trespass in another user's folders, work or files,
- intentionally waste resources (such as consumables e.g. paper and toner),
- use the network for unapproved commercial purposes,
- use ICT resources in any way that contravenes Health and Safety guidelines,
- use computer facilities or the Internet without the permission of staff.

h) During school hours, teachers will guide pupils towards appropriate materials. Outside school hours, parents/carers bear responsibility for such guidance as they must also exercise with information sources such

as television, telephones, movies, radio, and other potentially offensive media (see Information For Parents/Carers).

- i) ICT Resources are provided for pupils and staff to carry out school-related work and to conduct research. When using the Internet at Saintfield High School, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.
- j) Any damage or faults occurring to school ICT Resources must be reported immediately to the class teacher (by the pupil) and to Mr Cully (by the teacher). Mr Cully will keep a record of any damage. As with other school property, pupils may be asked to pay to replace or fix damaged ICT equipment.
- k) When using class sets of iPads, students are expected to save any work to cloud based storage services such as Office 365, Google Drive, Dropbox etc. Pupils must log in to these services and log out again after using the iPad. As with other school computers, pupils must never trespass in, or use, another pupil's user area on any of these services.
- l) Pupils should only use their c2k provided login when accessing cloud based services, not personal accounts. This will be in the format jbloggs111@c2ken.net.

Examples of Acceptable and Unacceptable Use (not limited to)

Acceptable Use

- investigating and researching school subjects, cross-curricular themes and topics
- 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
- the use of iPad multimedia features (camera, microphone etc) in the manner directed by the class teacher
- the development of pupils' competence in ICT skills and their general research skills.
- The use of cloud based storage and VLEs to extend the classroom, allowing pupils to easily undertake school ICT activities outside school

Unacceptable Use:

- searching, viewing and/or retrieving materials that are not related to the aims of the curriculum;
- 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; sending mass email messages);

- publishing, sharing or distributing any personal information about a user (such as: home address; email address; phone number, etc.);
- sending or receiving insensitive, offensive or obscene e-mails;
- any activity that violates a school rule;
- accessing any ICT services on any device other than one specifically approved by the school;
- use of social media;
- using any equipment (particularly iPads) to photograph, record or video any school activity for which **explicit permission** has not been given;
- making any changes to ICT hardware or software;
- downloading any material unless specifically directed to do so by a member of staff;
- using or distributing by whatever means any material relating to school activities, pupils or staff for which explicit permission has not been given;
- engaging in any activity that is harmful or hurtful to others.

Reporting Unacceptable Use

Pupils, parents/carers and staff are all responsible for implementing the ICT Acceptable Use Policy and any violations of this policy should be reported directly to Miss Hynds.

Issues of Child Protection should be reported directly to the school's Designated Teacher for Child Protection, Mrs Bradley, and in her absence Mrs Convill (Deputy Designated Teacher for Child Protection).

Sanctions

In the event of misuse of ICT Resources, pupils will be sanctioned in line with the school's current Behaviour Policy. Sanctions may include the withdrawal of access to ICT Resources.

Location and Supervision

Physical ICT resources in Saintfield High School include three computer suites, the Library, laptop computers, class sets of iPads, digital cameras and an action camera. Desktop PCs are connected to the network via Ethernet cable. The c2k Wi-Fi network for iPads and laptops is school wide and can be accessed on school devices **only** in any location within the school.

ICT Resources can be booked by staff members in advance using the online booking system managed by Mr Cully. It is the responsibility of the member of staff to ensure that the ICT Resources are used safely, responsibly and effectively.

While using ICT Resources pupils should be supervised directly by a member of staff or indirectly by a technician or classroom assistant. Independent use of ICT facilities requires specific teacher permission and supervision. Pupils should be reminded of their responsibility to use these resources in line with the school policy on acceptable use.

Privacy

Users will be made aware that the school has the ability to review files, activity and communications to ensure that users are using the system responsibly. All uses of ICT Resources are logged and all sites visited by individual users are recorded. While normal privacy is respected and protected, **users must not expect any activity, email or files stored on school servers to be absolutely private.**

The school is obliged to monitor and control the network activity and data storage of pupils and staff as it relates to the Computer Misuse Act,

Copyright, Designs and Patents Act, Data Protection Act, as well as all relevant Child Protection Legislation.

Staff Use of ICT Resources

Teacher use of the ICT Resources must be in support of the aims and objectives of the Northern Ireland Curriculum. Staff are encouraged to use ICT resources in their teaching and learning activities, to conduct research, and for contact with others in the education world. Staff will be provided with regular training and updates in relation to the use of ICT Resources.

Staff are expected to be role models, display good practice and provide leadership in the use of ICT Resources.

In addition to in school ICT Resources, each staff member is also provided with an iPad to further enhance teaching and learning activities. This iPad remains the property of Saintfield High School at all times and must be used in accordance with the Staff iPad User Agreement and Acceptable Use Policy, which must also be signed by the teacher.

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 and with relevant school procedures and policies.

Staff are actively discouraged from communicating with pupils using social network sites or other technologies outside of school in line with the Child Protection Policy, Social Media Policy and annual Child Protection training.

Acceptable Use of Digital Images of Pupils

All staff should follow the guidance below when dealing with the taking, display, storage and use of photographs and digital images of pupils.

The Taking of Photographs/Videoing of Pupils

Parents/carers are informed in writing and asked to give their consent to photographs or videos of pupils being taken of their children. Staff are advised of those parents/carers who withhold permission.

The Display/use of Photographs/Videoing of Pupils

Year 8 parents/carers are issued with a letter requesting permission for photographs to be taken and displayed and an image of each child is taken for the computer system. The details of the parental response are held in the school office, staff should check these details prior to image use.

Images may be taken at school activities and during the academic year and may be used, with parental consent, for display purposes in the school, for publication in the press or for promotional purposes.

For displays/use outside school or where staff require additional guidance on the display/use of photographs the **Leadership Team should be consulted.**

Storage of Photographs/Video of Pupils

1. Images of pupils should never be stored on home computers, laptops or personal devices. It is recommended that staff do not use personal mobile devices to take images of pupils.

2. After initial use by staff digital images of pupils should be deleted from laptops and iPads as soon as possible.

3. Any digital images of pupils on school computers should not be stored for a prolonged period of time. Images stored on Shared Drive should be deleted immediately after use.
4. Staff should not pass images of students to third parties without consulting the Leadership Team and the pupil's parents/carers.
5. Hard copy images of pupils should be displayed where possible in locked display cabinets and either destroyed or stored in a lockable cupboard if no longer on display.

If you require further advice, please consult the school's Leadership Team.

Information for Parents/Carers

Parents/carers are informed in writing (Appendix 3) of the school ICT Acceptable Use Policy, and asked to give permission for their child/ren to use the school ICT Resources. Pupils and parents/carers are also required to sign an eContract (Appendix 2) agreeing to their proper use of ICT Resources.

While in school, pupils will be guided toward appropriate materials on the Internet. Outside school, parents/carers bear the same responsibility for such guidance as they would normally exercise with information sources such as television, DVDs, telephones, radio and other media.

Appropriate home use of ICT by children can be educationally beneficial and can make a useful contribution to home and school work. It should however be supervised and parents/carers should be aware that they are responsible for their children's use of Internet.

Information and Advice for Parents/Carers with Internet access at Home

1. A home computer with Internet access should be situated in a location where parents/carers can monitor access and use. Computers should be fitted with suitable anti-virus, anti-spyware and filtering software.
2. Parents/carers should agree with their children suitable days/times for accessing the Internet.
3. Parents/carers should discuss with their children the school rules for using ICT Resources and implement these at home. Parents/carers

and children should decide together when, how long, and what comprises appropriate use.

4. Parents/carers should become familiar with the sites their children visit, and talk to them about what they are learning.
5. Parents/carers should consider using appropriate filtering software for blocking access to unsavoury and unsuitable materials. Further information is available below.
6. It is not recommended that any child under 16 should be given unmonitored access to the internet.
7. Parents/carers should consider carefully whether children should have access to social networking sites such as Facebook, Instagram, Snapchat, TikTok, Whatsapp etc. and what restrictions are needed to ensure safe use of such sites whether on home computers or mobile devices.
8. Parents/carers should ensure that they give their agreement before their children give out personal 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 approaches from strangers, from unplanned expenditure and from fraud.
9. Parents/carers 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 by C2k, they should immediately inform the school.

Further free advice for parents/carers is available from the following sources:

www.thinkuknow.co.uk - advice for pupils and parents/carers on safe internet use

www.childnet.com - a website designed to promote safe use of the internet.

Key Terms

'ICT Resources'

This term encompasses all computing hardware, software and networks and virtual user areas found in Saintfield High School or accessed via c2k login. It includes, but is not limited to:

- desktop computers, laptops and iPads,
- their peripherals (such as headphones, mice, keyboards, power cables, Apple TV),
- interactive whiteboards,
- the school intranet,
- Wi-Fi networks provided by c2k,
- c2k pupil user areas.

Additionally, it also refers to cloud based services such as Office 365 and G Suite, where users can save, store, share and collaborate on pieces of work, if they are used within the school environment or to complete school based activities.

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. Example Google Classroom.

A Social Networking site is an internet site where individuals can establish personal profiles; add contacts, post and share messages, personal details, photos, videos and other digital materials. Social networks are **most likely** to be encountered by pupils and staff outside of school.

Cloud computing is the storage of files on, or the running of programs from, remote servers. Examples used in Saintfield High School include Office 365 (Microsoft) and G Suite (Google). In practice, it resembles another user area where staff and pupils can save their files. This enables users to access, edit and share their files anytime, anywhere, using any device. Users can also collaborate to edit the same document, remotely, in real time.



SAINTFIELD HIGH SCHOOL

Principal: S-L Hynds, MA (Hons), MA, PGCE, MEd, PQH (NI), AOE Associate

ICT PERMISSION FORM AND e-CONTRACT

PUPIL - as a pupil of this school:

1. I have read the rules listed in the Pupil e-Contract (copy enclosed).
2. I agree to follow these rules and use the school computers in a responsible way.
3. I understand that if I do not follow the guidelines set down by the school I may have the privilege of using computers or of using the internet withdrawn.
4. I understand that the school does not allow me to use any ICT services or devices, for example, the use of mobile phones, to make calls, send messages, use social networking sites or access email or the internet whilst on school premises.

Sign name: _____ Class: _____ Date of Birth: _____

Print name: _____ Date: _____

PARENT/CARER

1. I understand that the school provides a filtered internet service and makes every effort to prevent pupils from encountering objectionable material.
2. I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring computer information and media.
3. I understand that the school does not allow pupils to use any ICT services or devices, for example, the use of mobile phones, to make calls, send messages, use social networking sites or access email or the internet whilst on school premises.
4. I understand that pupils will be held accountable for their own actions.

As the parents/carers* of the pupil signing above, I give permission for my child to use the school's computer network and the internet as described in the school's Pupil e-Contract (copy enclosed).

Signature: _____ Date: _____

Print Name: _____

*delete as appropriate



SAINTFIELD HIGH SCHOOL

Principal: S-L Hynds, MA (Hons), MA, PGCE, MED, PQH (NI), AOE Associate

Pupil e-Contract for the Responsible Use of ICT Resources

I must:

- Only use ICT Resources as directed by my teacher in lesson time and for schoolwork and homework
- Use all ICT Resources in an appropriate manner so as not to damage school equipment
- Keep any passwords safe and private
- Use the iPad camera responsibly and with clear consent of any person being filmed
- Report any damage to the class teacher immediately
- Tell a member of staff if I have any concerns about anything I see online
- Report any communication from an unknown source to a teacher
- Log out of computers and laptops when I have finished using them
- Log out of any sites/apps and delete any images after each use of an iPad

I must not:

- Share my passwords with any other pupils
- Share any personal details online (name, address, phone number etc.) unless given permission by a teacher
- Deface or tamper with any school ICT equipment or systems, including changing settings
- Eat or drink near any piece of ICT equipment
- Attempt to circumvent school network filters
- Attempt to use social networking and messaging sites/apps during the school day
- Use online chat and discussions unless specifically directed to do so by a teacher
- Access any websites or information which I know is inappropriate
- Remove iPads from their cases
- Share or distribute any material that may cause someone distress or harm
- Upload any photo or video taken in school to any website, social networking site or app
- Download or transmit copyrighted materials

I accept:

- That anything I do on school ICT equipment can and will be monitored
- That the teacher's decision on the use of ICT Resources during lessons is final
- That I may be held responsible for the costs to repair any damage which I cause to school ICT equipment, whether deliberately, through inappropriate use or carelessness
- That the use of ICT Resources is a privilege, not a right
- I will face sanctions under the school's Behaviour Policy if I violate any aspect of this e-Contract or the school ICT Acceptable Use Policy

Pupil Name: _____ Date: _____

Signed: _____

Parent/Carer Name: _____ Date: _____

Signed: _____

Code for Responsible ICT Use

Sanctions

- Pupils will be removed from their computer
- Withdrawal of access to ICT Resources
- Removal from lesson and sent to their Form Tutor
- Lunchtime Detention
- After School Detention
- Parents will be informed if further action is required
- Any other action deemed appropriate by the Principal

Do not share your passwords with anyone, even your friends

Do not trespass in another person's user area

Don't download or upload any files without a teacher's permission

Do not share your, or anyone else's, personal details

Do not eat or drink near any ICT equipment or in any ICT room

Use computers for school related work only

Report any problems or damage immediately to a teacher or the IT Technician, Mr Cully

Do not tamper with **any** ICT equipment

Do not set anything on top of an iPad. They are fragile!

Keep your folders organised and save your work regularly

Remember that everything you do is traceable!

Protect yourself by informing a teacher if you receive or see any offensive material

Make sure you log off properly

