



# **‘Acceptable Use of the Internet & Digital Technologies’**

## **Policy**

## **General**

- Use of ICT must be in support of the aims and objectives of the Northern Ireland Curriculum
- All users must comply with all copyright laws.
- All users must limit their use of the Internet for school related purposes – examples of this include the use of email, the use of the Internet to investigate and research school subjects and staff using the Internet to further develop their professional development.
- All users are expected to behave in an appropriate manner when communicating with others.
- All users must be aware that the use of the Internet in schools is a privilege and not a right and this privilege will be withdrawn if misused.
- All users must respect the hardware and software that has been made available to them.
- All users must respect the work of others.

## **Pupils**

- Pupils must not enter the folders or files of anyone else.
- Pupils must be aware that teachers have the right to enter any pupil folder in their own class.
- The ICT Coordinator and Principal reserve the right to enter any pupil's folder.
- Pupils must not use the Internet for unapproved purposes.
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group.
- Pupils are not permitted to use mobile phones and hand-held gaming consoles with downloadable capabilities during school hours. This is on the grounds that they are:
  - valuable and may be lost, broken or stolen.
  - capable of storing images that are inappropriate.

- Where a phone is brought to school the class teacher will store the phone until the end of the school day.
- iPads, tablets and hand-held gaming consoles may be used at After School Club when they strictly adhere to the following rules:
  - They will only play on their own tablet or console.
  - They will not access the internet.
  - Only age appropriate games are permitted.
  - Under no circumstances should photographs be taken of any child or adult.

## **Parents**

- Parents should be aware that the access to the Internet provided to staff and pupils in school has limiting security features.
- Parents should be aware that the use of the Internet in school is closely monitored by staff and C2K.
- Parents should be aware that there will be no use of the Internet without the supervision of staff and that this will be in full view of others, e.g. the classroom, ICT suite or class iPad.
- Parents should, in co-operation with staff, make pupils aware of the rules and expectations within this document.
- Parents should be aware that the use of ICT is complementary to our teaching – i.e. the use of computers is a tool.
- Parents should be aware that children’s full names will not be displayed online attached to an image. However, full names may be attached to work available online as part of UICT tasks and moderation.
- Parents should be aware that no photographs of pupils will be uploaded online without parental permission. Parental permission is sought when a child enrolls at school or nursery. This permission extends for the duration of their time at Moneyrea. Digital and video images of pupils are, where possible, taken with school equipment. Images are stored on a centralised area on the school network, accessible only by staff.
- Parents should discourage pupils from bringing mobile phones to school on the grounds that internet access becomes very difficult to police.

- Parents should be aware it is against the majority of social networking regulations that any child under 13 should have access to social networking or chat facilities. E.g. Facebook or Instagram. These regulations are put in place in order to protect your child.

## **School Website**

- Group photos are uploaded using general labels/captions.
- Names and images are kept separate – if a pupil is named, their individual photograph is not used and vice versa.
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.
- Website links selected by teachers may be put on the website for pupils to access outside of school – sites will be previewed and checked regularly.
- Permission will be sought to publish pupils' photographs. Work and images will only be published subject to the strict safeguards above.

## **Facebook**

- The school Facebook page is used as a tool to promote school events and inform parents.
- Under no circumstances will any pupil's photograph be placed on Facebook or any other form of social media.

## **Staff**

- Network administrators reserve the right to review files and communications to maintain system integrity and ensure that the users are using the system responsibly – they will respect the right to privacy whenever possible.
- Staff must not enter the folders or files of any other member of staff.
- Staff must not use the Internet for personal purposes.
- Staff should endeavour not to use their mobile phone during school hours.
- Pupils accessing the Internet should be supervised by a member of staff at all times.

- Staff should ensure pupils become aware of the rules for the safe and effective use of the Internet. These are displayed in prominent locations within the resource area and discussed with pupils.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal/ICT Co-ordinator.
- In the interests of system security, staff passwords should *only* be shared with the network manager.
- Photographs of pupils should, where possible, be taken with a school iPad/camera and images should be stored on a centralised area on the school network, accessible only by staff.

Any parent or member of staff who wishes to discuss this document can put any questions to:

Mr P Moore (Chair of Governors)  
Mr R Greer (Principal)  
Mrs R Goudy (ICT Coordinator)

This document is based on:

**Acceptable Use of the Internet and Digital Technologies in Schools**  
*(DENI Circular 2007/1 – 18 June 2007)*

