Lumen Christi College

Acceptable Use Policy for School Network and Internet

Introduction

This document has been drawn up in conjunction with the DENI Circulars 'Acceptable Use of The Internet' and 'e-Safety Guidance'. The policy relates to all devices on the Lumen Christi College network and to any devices which use network services. This document should be read in conjunction with the College's e-Safety, Child Protection, Anti-Bullying and Discipline Policies.

The network services and the Internet:
- are used in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems;
- are a part of the statutory curriculum and a necessary tool for staff and pupils;
- are an entitlement for students who show a responsible and mature approach to their use.

Responsibility

Lumen Christi College is committed to empowering and educating its whole school community in the correct and appropriate use of technology. E-safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and associated communication technologies. The balance between education for responsible use, regulation and technical solutions will be carefully considered to maximise the benefits for all. Fair rules, clarified by discussion and prominently displayed will help pupils make responsible decisions. At home, parents should reinforce this by monitoring online and computer-based activities undertaken by their children. Advising and guiding children will empower them to become responsible digital citizens with the ability to make good choices when using social media and other communications technology.

Internet access and the school network

The school Internet access has been designed by C2K and includes a high level of filtering appropriate to the age of pupils. Pupils will be allocated filtered e-mail facilities through the C2K provision and must be aware that **all filtered items are held by C2K and can be viewed by the Principal or a designated member of staff**. Where required any other e-mail can also be viewed by the Principal or designated member of staff.

Internet activities will be planned to enrich and extend learning. Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use. Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

Pupils will be educated in the effective use of the Internet in research, electronic communication and e-learning. Pupils are responsible for their good behaviour on the school networks, just as they are on and off school premises. Network access may be revoked if a pupil fails to maintain acceptable standards of use.

Access levels will be reviewed to reflect the curriculum requirements and age of pupils. While using the Internet at school, pupils should, where possible, be supervised. However, when appropriate, pupils may pursue electronic research independent of staff supervision if they have been granted permission. In all cases, pupils should be reminded of their responsibility to use these resources in line with the school policy on acceptable use.

The school will endeavour to ensure that all pupils understand how they are to use the Internet appropriately and why the rules exist. This will be reinforced through the Pastoral Programme and in ICT lessons where appropriate.

The network administrators may review files and communications to maintain the system 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.

Staff will be allocated filtered e-mail for professional use and must be aware that **all filtered items are held by C2K and can be viewed by the Principal**. Where required other e-mail can also be viewed by the Principal or designated member of staff.

Staff users are also bound by the **Acceptable Use Policy for C2k Managed Portable Devices (EN094).**

The school will provide through C2K, a **filtered** service. All users should be aware that C2K can and does track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users.

Examples of Acceptable and Unacceptable Use

On-line activities which are encouraged 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.

On-line activities which are not permitted include, for example:

- Searching, 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 approved by the principal;
- 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 e-mail 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.

A network user may not:

- 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 network account;
- access another user's folders, work or files;
- use the network for unapproved commercial purposes.

Advice for Parents

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.

Appropriate home use of the technology by children can be educationally beneficial, and can make a useful contribution to home and schoolwork. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of Internet resources at home.

Offering advice to parents is good practice and the college will therefore advise parents that it provides filtered and monitored access to the Internet for pupils and will draw to their attention appropriate guidance and advice on its use, which they might find helpful at home.

The following guidelines are proposed in the first instance:

- Parents should discuss with their children the rules for using the Internet and decide together when, how long, and what comprises appropriate use;
- Parents should get to know the sites their children visit, and talk to them about what they are learning;
- Parents should discuss the issues associated with distributing personal identifying information on social media or otherwise. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud;
- Parents should discuss their own and their child's digital footprint and how other people and organisations can make use of information stored online about individuals;
- 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 College, they should immediately inform the pupil's Form Teacher.
- Parents should report any obscene, threatening, sectarian, hate-related, abusive or malicious e-mail, text or message to the PSNI who will investigate every offence reported to them.

The Department's webpage on online safety provides further advice and links to relevant DE Circulars sites providing advice for pupils, parents and teachers.
education-ni.gov.uk/keeping-children-safe-online

The Education Authority Safeguarding site provides useful information on all aspects of safeguarding and child protection:
http://www.eani.org.uk/schools/safeguarding-and-child-protection/

LUMEN CHRISTI COLLEGE
Acceptable Use Policy
(Guidelines for Staff and Students)

The school computer system provides Internet access and networked storage space for students and staff. This Acceptable Use Policy statement contains information from the college's Acceptable Use Policy which is available at www.lumenchristicollege.co.uk.   It has been devised to serve as a reminder of the rules for using the system. All users must subscribe to the policy by signing the "Acceptable Use Policy" form. This form is completed in Year 8 and again in Year 13 by all pupils. All users and their parents must also sign the statement below annually.

I understand that:

- Access to the network must be via **my personal username and password**, which must not be given to any other person.
- My password should be changed regularly and never written down or given to anyone else.
- School computer and Internet use must be appropriate to my education and used as directed by teachers and staff.
- Publishing, sharing, uploading or distributing of any personal information about, or images of an individual via the network is strictly forbidden.
- Email is filtered and can be read by the Principal at any time.
- I am responsible for e-mail sent from my user account and for any contacts made. Therefore, e-mail should be written carefully and politely. Messages may be forwarded so, e-mail is best regarded as public property.
- Anonymous messages, chain letters and junk mail must not be forwarded.
- My Internet access can be monitored. My files on the school system can be examined or removed by authorised users at any time if the need arises.
- School Internet access is filtered to protect me and my fellow pupils. Any deliberate attempt to by-pass the filtering system may place me in danger and I must not engage in such activities.
- Copyright and intellectual property rights must be respected.
- Using the Internet for personal financial gain, gambling, political purposes or advertising is forbidden.
- If I am concerned about any emails or materials on the network I should tell a member of staff immediately.

Appropriate sanctions, in line with the overall discipline policy of the College, will be invoked should an individual breach of the Acceptable Use Policy occur.

This policy document will be reviewed biennially by the college Leadership Team or amended in accordance with guidance issued by DENI, PSNI, Child Protection Services or other relevant bodies.