ST. FANCHEA'S COLLEGE

SCHOOL POLICY FOR THE ACCEPTABLE USE OF THE INTERNET / ICT DEVICES

2022-2023

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 organisation/body. This means that there are no limits or checks on the kind of information that is accessible to Internet users. The educational value of appropriate information on the Internet is substantial. However, as the Internet consists 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. The material includes information, which may be inaccurate, abusive, profane, sexually oriented, and disrespectful of religion, racist or illegal. In order to guard young people from any dangers, it is the responsibility of school staff and the parent/guardian of each pupil to educate the pupil about her responsibility when using the Internet.

Use of the Internet by schools is growing rapidly. The problems and issues that have been highlighted by the media concern most schools. Whilst some of the media interest is hype, there is real cause for concern. A major area for concern is access to pornography. Other areas of unacceptable materials, such as racist, extremist, political or violent material is beyond the scope of most censoring programs.

ELECTRONIC MAIL (E-mail)

This is a way of sending messages from one person to another via the Internet. Each Internet user has a unique e-mail address (i.e. anybody333@c2ken.net) and by sending a message to their address, the person receiving the message can read the next time she connects to the internet. **Pupils are not permitted to use hotmail.com.** Pupils will log on to the email address supported by C2k and will only use this email service when requested to do so by a class teacher.

PUPIL ACCESS TO THE INTERNET

The school will encourage pupils to make use of the rich information resources available on the internet, together with the development of appropriate skills to *analyse* and *evaluate* such resources. These skills will be essential in the society our pupils live in now and in the future.

Access to on-line resources will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to pupils from access to information resources and increased opportunities working on live with others nationally or internationally outweigh the disadvantages. But ultimately, parents and carers of minors are responsible for setting and

making clearly understood the standards that their children should follow when using media and information sources.

Internet access for pupils in schools will be available only on computers that are in highly used areas of the school such as classrooms and computer rooms.

No pupil will be given access to an Internet connected computer in a store, preparation room or other non-public area where a member of staff is not constantly present.

Pupils are responsible for good behaviour on the school computer network, just as they are on and off school premises. While the use of ICT is a required aspect of the Northern Ireland Curriculum, access to the Internet remains a privilege and not a right. It is given to all pupils who act in a considerate and responsible manner, and will be withdrawn if they do not follow standards of use laid down in the school's rules.

<div align="center">**GENERAL RULES ON INTERNET USAGE**</div>

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

Access should only be made by the official, permitted logon name and password. **This official logon name/password must not be made available to any other person.**

The Internet is provided for pupils to carryout research and to teach them how to electronically communicate with others. **Access to the school network and the Internet remains a privilege, not a right and that access requires responsibility.**

Individual users of the Internet are responsible for **their** behaviour and their communications over the network. It is presumed that users will obey school rules and standards of the internet use and will respect the agreements they have signed.

When using the Internet, all pupils must obey all copyright, libel, fraud, discrimination and obscenity laws.

Computer storage areas and floppy disks will be treated like school lockers. **Staff may review files and communications to ensure that users are using the system responsibly.** Users should not expect that files stored on servers or disks **will always be private.**

UNACCEPTABLE USE:

- ❑ Retrieving, sending or displaying offensive messages or pictures
- ❑ Using offensive, foul language
- ❑ Harassing, insulting or attacking others
- ❑ Damaging computers, computer systems or computer networks

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- ❏ Breaking copyright laws
- ❏ Using another user's password
- ❏ Accessing others' folders, work or files
- ❏ Intentionally wasting limited resources (ie on-line time and printing materials)
- ❏ Downloading of programs, games, screensavers, wallpaper from the internet or uploading the same from disc or CD ROM is forbidden.
- ❏ Use of the camera / video / sound recording functions of any Mobile phone / Apple Watch in a manner liable to cause upset to any member of our school community.

On-line activities that are not permitted include:

- ❏ Searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers
- ❏ Copying, saving or redistributing copyright protected material without approval
- ❏ Subscribing to any services or ordering any goods or services, unless specifically approved by Saint Fanchea's College
- ❏ Playing computer games or using interactive 'chat' sites or newsgroups is forbidden.
- ❏ Using the network in such a way that use of the network by other users is disrupted (e.g. downloading large files during peak usage times)
- ❏ Publishing, sharing or distributing any personal information about a user (such as: home address, telephone no. etc)
- ❏ Sharing data gathered from the camera / video / sound recording functions of any Mobile phone / Apple Watch in a manner liable to cause upset to any member of our school community
- ❏ Any activity that breaks a school rule.

ACCEPTABLE USE

On-line activities, which are encouraged, include for example:

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

- Use of the Internet to investigate and research school subjects and cross-curricular themes.

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- Use of the Internet to investigate careers and Further Education Courses

- Use of email for communication between pupils and teachers, between schools and industry (for educational purposes only).

DEFINITION OF CYBER-BULLYING

Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.

By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others
- Hijacking/cloning e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include Facebook, YouTube, Instagram, TikTok, etc …

SANCTIONS

1. Breaking of the above rules will result in a temporary or permanent ban on Internet use. Pupils will be immediately barred from using the computer network and her actions will be dealt with under the normal disciplinary procedures. Exclusion from using the school's computer network will prevent a student from accessing/using resources/files stored in her name.

2. Further disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

   Additional disciplinary action may be used and, when applicable, the police or other appropriate agencies ie The Examination Council for Curriculum, The Department of Education, Social Services, will be informed of a pupil breaking the rules regarding irresponsible use of the internet.

3. When applicable, the PSNI or local authorities may be involved.

4. The Senior Leadership Team will implement further sanctions as deemed necessary regarding:

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- the inappropriate use of the camera / video / sound recording functions of any Mobile phone / Apple Watch and the distribution of captured information with other parties.

- making threatening, abusive, defamatory or humiliating remarks in chat rooms / social media platforms (Facebook, YouTube, Instagram, TikTok etc …) about pupils / staff

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ST. FANCHEA'S COLLEGE

Dear Parent / Carer,

INTERNET PERMISSION FORM

As part of the school's ICT programme we will be offering all pupils supervised access to the Internet. All pupils must obtain parental permission and both they **and** you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules regarding Internet Access (See copies of policies emailed to you).

We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration outweigh any disadvantages. During school, teachers will guide pupils towards appropriate materials.

We would be grateful if you could read the guidance documents that have been emailed to you today and then complete the permission form and return it to school with your daughter as soon as possible.

Yours sincerely,

Maurice Collins (Principal)

ST. FANCHEA'S COLLEGE

INTERNET PARENT PERMISSION FORM

Please read the enclosed documentation and discuss it with your daughter.

PUPIL

As a school user of the Internet, 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 daughter to use electronic mail and the Internet. I understand that she will be held accountable for her own actions.

Parent Signature _____   Date ___/___/___

Name of Pupil _____   Form class _____

Home Telephone _____

RETURN TO YOUR FORM TEACHER AS SOON AS POSSIBLE

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This policy will be reviewed every year

Date of next review – September 2023

Principal ……………………………… **Date** ……………….

Chair of the Board of Governors …………………………..

Date …………………..

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