

Appendix 1



St Mary's High School Downpatrick

Principal: Ms R McLaughlin



Celebrating 60 Years of
Education

Acceptable Use of ICT Guidelines for Students 2020-2021

***'The promotion of excellence through
a caring, supportive, Catholic environment'***

Appendix 1

St Mary's High School Acceptable Use Policy

Student Guidelines

Within St Mary's we can now provide wider access to computers. The resources available on our computers are designed to enhance the curriculum at all Key Stages. Each student also has access to C2K's Virtual Learning Environments, these are monitored to ensure the safety of staff and students both inside and outside of school. This access must be monitored and your daughter(s) must act according to our code of conduct.

The school offers a filtered service, that is, users are limited to what sites they can access to prevent access to unsuitable material. Although a useful tool, filtering systems are not fool proof.

The computer facilities provided by St Marys are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Pupils are responsible for good behaviour on the computer systems just as they are in a classroom or a school corridor. **Access is a privilege**, not a right and inappropriate use will result in that privilege being withdrawn.

Please read this document carefully. Only once it has been signed and returned, will access to the Internet be permitted. If any student violates these provisions, it will be recorded, access to the Internet may be denied and the student will be subject to disciplinary action.

Equipment Use

- Do not install, attempt to install or store programs of any type on School computers without permission. Please refer to the related device Policies with regards to installing apps.
- Do not damage, disable, or otherwise harm the operation of computers/school devices, or intentionally waste resources
- Do not open files brought in on removable media (such as external hard drives or storage devices etc.) until they have been checked with anti-virus software, and found to be clean of viruses
- Do not eat or drink near computer equipment or in computer rooms

Use of Devices

- Laptops, Chrome Books and other BOYD's (Bring your Own Devices) can be used at break time and lunchtime if under supervision. Mobile phone use is prohibited throughout the School
- Mobile phones **are not** permitted to be used in any classroom, at any time. An exception is made for members of staff who have sought permission from the Principal as part of their role within the school to enable them to carry out their professional duties.
- Digital photos, videos and sound recordings **are prohibited** within the school grounds, unless directed by the teacher to enhance teaching and learning and under the direct supervision of the class teacher
- Listening to music, in class, from any device will only be permitted at the discretion of the class teacher and under teacher supervision.
- **During External/Internal examinations the following rules apply: No Mobile Phones/smart watches, ipods, MP3/4 Players. NO PRODUCTS WITH AN ELECTRONIC COMMUNICATION/STORAGE DEVICE OR DIGITAL FACILITY.** Possession of unauthorised items is an infringement of the regulations and could result in **DISQUALIFICATION** from the current examination and the overall qualification. Candidates are advised that mobile phones in particular **must not** be in their possession whether switched on or not.
- Pupils/staff who wish to book a media device out should comply with the AUP
- Pupils/staff using a school computer/laptop/media device do so in line with the Acceptable Use Policy/BOYD
- If pupils/staff bring any **personal** media device to school, they do so at their own risk. The school will not be held responsible for theft/damage of this equipment. A BOYD policy should be completed for any personal devices brought into School.

Security and Privacy

- Do not disclose your password to others, or use passwords intended for the use of others
- Never tell anyone you meet on the Internet your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
- Do not use school computing devices in a way that harasses, harms, offends or insults others
- Respect the security in place on the computers; do not attempt to alter the settings
- Staff may review files and communications to ensure that users are using computer storage areas and storage media responsibly
- Students, as part of their education at **St Mary's High School, Downpatrick**, will have access to a range of electronic resources designed to enhance their learning experience and allow them to collaborate with their peers. In order to facilitate this, the School may need to share some personal information with the relevant Education Authority and the Department of Education. This will allow user accounts to be set-up and managed, enabling services to be integrated.
- At times, the School may also share personal information with the Education Authority to support the direct delivery of educational services. Examples include the Authority's Special Education and Educational Psychology Services. All sharing will be conducted under the provisions of the EU's General Data Protection Regulation (GDPR). If you would like to know more, please contact the Principal.
- All files, communications and internet activity may be monitored and checked at all times to protect my own and others' safety, and action may be taken if deemed necessary to safeguard me or others

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Internet

- Do not access the Internet in school, unless for study or for school authorised/supervised activities
- Do not use the Internet in school to obtain, download, send, print, display or otherwise transmit or gain access to materials that are unlawful, obscene or abusive
- Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws
- Do not engage in 'chat room' activities over the Internet. You may be asked to take part in 'Discussion forums' within a VLE where all messages are recorded and monitored
- Never arrange to meet anyone unless your parent/guardian or teacher goes with you. People you contact online are not always who they seem
- Any access to the Internet which circumvents the C2K filter is forbidden within school, this includes using a personal hot spot, 3G, 4G or 5G when available for internet access on any device.

Email

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed in any email or internet post. Please refer to our online Netiquette document
- Never open attachments to emails unless they come from someone you already know and trust and you are expecting them. They could contain viruses or other programs that would destroy all the information and software on your computer
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to your Form Teacher/Head of Year

COVID 19 ICT Policy Amendments

This policy has been brought in to support teachers and students affected by COVID19. This policy should be read in conjunction with the full ICT policy.

Background

ICT has become a core system in delivering the changing education requirements during COVID19. It is important that as a tool we use it in the most effective way to aid teaching and learning as well as to ensure the safety of our students and staff. The current health crisis is a developing situation and this document will be updated as required.

St Marys will continue to utilise all appropriate software available through the C2K system. Staff will refrain from using non C2K apps to communicate with students. If a subject department needs to use a non C2K app to communicate permission will be sought from the Principal. This helps to maintain the safety of our pupils and staff. There are some important differences when students access the C2K system from home rather than from school devices.

The school filtering system is not available from home and parents must ensure they are happy with the filtering system their daughter or son will use to access the online learning applications being utilised while the school is adapting to COVID19 teaching.

It is paramount students have access to a device which also helps to keep them safe. An unfiltered system is not suitable. In this respect we encourage parents to use the school website to find out more E-safety advice.

Remote Learning Guidance

Student Guidance for GSuite and Office 365

Students should use a device which has a filtering policy set. The device needs to have antivirus enabled and automatically updated. Any C2K apps should be accessed via the student assigned C2K email address

Example

jbrown123@c2ken.net

Google Classroom Advice

Please do not use the stream to communicate with friends.

Keep comments work related and professional. You are communicating with your teacher like you would if you put your hand up in class. If you need to communicate with the class teacher in Google classroom please make the comment under the assignment in question or send a separate email.

Updated June 2020

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Video streaming (e.g. Google Meet)

Students should

- Sit against a neutral background and ensure the visible area on the stream is acceptable for an educational setting.
- Do not attend a live stream in a bedroom area of their house.
- Dress like you would for school or suitable smart casual clothes
- Please ensure parents and guardians are aware the live video is taking place and if possible place a notice on the room entry and exit doors to explain its live with the start and end time of the video lesson. Parents should be aware that other children might see or hear what goes on inside the room.
- If a class has an allocated CA they may join the class and monitor the students as well as their allocated student.
- Before beginning the video lesson double check that any other tabs you have open in your browser would be appropriate for a school setting.
- Use appropriate language during the live stream.
- Ensure all devices being used are connected to a Wi-Fi and not using 4/3G as they could incur an extra cost if being used
- Be aware of how to disable your microphone or camera if needed
- Students must not take pictures or screen capture the live stream or video.
- The devices being used by students must remain in a fixed location and not be moved around their house whilst part of the live stream.
- If a student is using a mobile or tablet device, all notifications must be disabled before they join the Meet session. Unless students have their microphone disabled, all other members would hear every notification this user receives both school and personal.

St Mary's High School Whole School ICT Policy, including advice for parents on e-safety can be viewed in its entirety on the school's website, and/or a paper copy may be requested from the School office.

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Parents & Students should retain this for their own information

Additional Advice for Parents with Internet access at Home

1. Parents should discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when, how long, and what comprises appropriate use
2. Parents should get to know the sites their children visit, and talk to them about what they are learning
3. Parents should consider using appropriate Internet filtering software for blocking access to unsavoury materials. Further information is available below
4. The computer with Internet access should be situated in a location where parents can monitor access to the Internet. Computers should be fitted with suitable anti-virus, anti-spyware and filtering software
5. Parents should agree with their children suitable days/times for accessing the Internet. If using dial-up accounts, Internet usage can add significantly to your phone bill. Off-peak calls (after 6pm daily and weekends) are cheaper, but the cost of Internet access still needs to be carefully considered. Fixed-price broadband services represent the best value for money
6. It is not recommended that any child under 16 should be given unmonitored access to newsgroups or chat facilities
7. 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. This will help parents protect their children and themselves from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud
8. 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 by C2k, they should inform the school immediately

In addition to the enclosed guidance documents free advice for parents is available from the following sources:

<http://www.thinkuknow.co.uk/> - a website designed to inform children of the potential hazards involved with online chatrooms.

<http://www.kidsmart.org.uk/> - a website designed to inform children about using the internet safely.

<http://www.getnetwise.org/> - information about filtering programs for home use

We would be grateful if you could read the enclosed guidance documents and then complete the permission form which follows.

Yours sincerely

Ms R McLaughlin
Principal

Enc



St Mary's High School Acceptable Use Policy



Please complete and return this form to the school

Student Guidelines

Student's Name: _____ Class _____

I have read and understand St Mary's High School's Acceptable Use Policy located on the school website and agree to use the school's ICT facilities within these guidelines.

Student's Signature: _____ Date: _____

I have read and understand St Mary's High School's Acceptable Use Policy and as the parent or legal guardian of the pupil signing above, I grant permission for my daughter/son to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter/son to follow when selecting, sharing and exploring computer information and media.

I understand that to safeguard all members of the school community, the school does not permit my daughter/son to access any ICT services on any device other than one specifically approved by the school.

Parent/Guardian Signature: _____ Date: _____