# St Mary's High School Downpatrick

Principal: Ms R McLaughlin

'Every Child Matters'

GROW TOGETHER

LEARN TOGETHER

CARE TOGETHER

'Every Child Matters'

Celebrating 60 Years of Education

# Whole School
# Information, Communications and Technology Policy
# 2017- 2018

## Contents

1.    **Introduction**

Our Whole School ICT Policy has been written by the school, in light of the Department of Education Northern Ireland (DENI) guidance. Consultation will take place between pupils, staff, and parents and with the Board of Governors. It will be reviewed in line with the School Development Plan.

The safety of our students, staff and the ICT equipment are of utmost importance to us. It is therefore crucial that all users must follow the guidance within this policy. It is important to us that our pupils acquire the necessary skills and competences to use ICT effectively and confidently, as well as responsibly and safely. Therefore all teachers, support staff and our SLT must have an understanding of the skills and competence to use new technologies effectively.

2.    **Rationale for using ICT in Education**

ICT is used in a variety of ways to support and enhance the general work of the school. It should be embedded within each department's scheme of work.
ICT should:
- Assist the development of new and existing resources
- Support the delivery of the Entitlement Framework
- Assist the collaboration arrangements at Post 16
- Ensure that elearning has a positive impact on our pupils' education.

ICT is used in a variety of ways to support and enhance the general work of the school, such as:
- Assessment for learning. E.g. report writing
- Marketing. E.g. prospectus, website and possibly a newsletter
- Lesson preparation. E.g. photocopying, creating online teaching materials
- Attendance. E.g. Electronic registration
- Staffing. E.g. timetabling
- Sharing information. E.g. policies on the website, VLE, emails
- Data Analysis. E.g. Use of CATs etc. to analyse and predict pupil performance.
- Communication. E.g. Emails, Discussions Forums, Chat rooms
- Delivery of lessons. E.g. Use of digital projectors, interactive whiteboards, ipads

3.    **Managed Services**

**C2k Education Networks**

The C2k service provides our school with a modern, connected infrastructure.

C2k provides our school with a managed ICT service which includes:
- Networked computers
- Administrative and management systems for staff
- Full service support via the C2k help desk
- Email - Outlook

4. **Promoting Safe Working Practices for ICT**
   In St. Mary's we will:
   - Publish examples of acceptable and unacceptable use of ICT and the consequences for the misuse of ICT[2] in all classrooms. Encourage Form Teachers and Class Teachers to take all pupils through these, reinforcing these at least once per term.
   - Teach pupils the appropriate use of language on the internet through E-Safety in the Personal Development Programme and E-Safety week. Further details will be available on our school website.
   - Ensure all staff, students and parents have accepted the terms and conditions set out in the Acceptable Use Policy and signed this document. This will be controlled within a data base set up and monitored by the ICT Technician and evidenced by the Head of ICT. This will be reviewed annually.

5. **Privacy**
   - Members of the school community should be aware that files stored on school servers and computers (including personal laptops & iPads) will not be regarded as private. The school reserves the right to monitor, review and examine the internet history, usage, communications and files of all users, and, where it deems it to be necessary, will intercept and delete material on school laptops, iPads, Kindles, servers, network devices and e-mail systems, which it considers inappropriate and prohibit the use of such material.
   - Use of the school computer system and iPads, including your email account and storage areas provided for your use, is subject to monitoring by the school to ensure compliance with this Acceptable Use Policy[1] and applicable laws. This will include remote monitoring of an interactive logon session.
   - Students and staff should avoid storing personal information on the school computer system, and iPads, that is unrelated to school activities especially sensitive material such as personal home details, passwords, photographs or financial information, etc.
   - The school may also use measures to audit use of computer systems and devices including iPads.
   - 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 limited 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. Any data sharing is kept to a minimum and when your child leaves the School the information will be permanently deleted from such systems. 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 Data Protection Act 1998. If you would like to know more please feel free to contact the Head of ICT – Mrs Pamela Keane.[7]

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[2] Appendix 2: Examples of Acceptable and Unacceptable Use and consequences of misuse
[5] Appendix 5: DENI circular 1999/25 and 2007/01
[6] Appendix 6: DENI circular 2015/21
[7] Appendix 7: Data Protection Act Staff Information

**The procedures to be followed for any breach of the Acceptable Use Policy are in line with the St. Mary's High School Behavioral for Learning Policy.**

## 6. Security of Equipment

- It is important that all members of the school community exercise due care to ensure that school ICT equipment is protected from damage or theft.
- **The only user of school equipment should be the person permitted to do so**. This includes school devices taken home for school work.
- Theft or loss of school equipment must be reported immediately to the ICT Technician.
- Extreme caution should be exercised when importing files on to the school's network from another system.
- Laptops must be connected to the network in school**. The ICT Technician should be requested to ensure updates are downloaded.**
- Specific security of iPads and laptops are outlined in the iPad/Laptop Acceptable Use Agreement Policy[3], signed when pupils/staff members take these devices home.
- Personal devices can be brought into school upon completion of the BYOT agreement policy but the **school cannot be held responsible for any loss or damage to personal equipment.**

## 7. Data Security

- All students and staff share the school's responsibility under data protection legislation.
- Information about the school, and its pupils, must be closely safeguarded. Care should be taken to ensure that information held on school systems, including the schools mobile devices, is not lost, disclosed, modified without authorisation or accessed by third parties.
- Users of the school network are responsible for the security of their computers/laptops/I pads and should **NEVER** leave the device unattended when logged on to the network.
- Security of data requires that the user locks, logs off or shuts down the station **every time** the computer is unattended. Mobile devices should never be left unattended. The SIMS Launcher, in particular, must be closed down every time a station is left unattended. **At the end of the working day, each station must be shut down to enable the backup of files to proceed, and switched of at the wall.**

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[3] Appendix 5 Laptop/iPads Acceptable Use Policy

8.  **Digital Images Security**

It should **not be** normal practice to store digital images of pupils (however obtained) on school or personal laptops, or any mobile device, as a matter of course for **prolonged** periods of time. As a result staff should ensure that:

- Digital images of pupils should be used for school use ONLY and only if there is parental consent (list available at from the office)
- Any image/s of a pupil/s (from camera, scanner or other source) that is/will be stored digitally should be stored on the staff area under pupil publicity photos folder or alternatively on the external hard drive held in the school office.
- After initial use by staff the digital images should be passed onto the school office for archiving using their **centralised long-term storage**.
- After initial use by staff digital images of pupils should be **deleted from My/Shared/Staff Documents as soon as possible,** unless they are being used for a specific Teaching and Learning activity.
- Staff should not pass images of students via e-mail, or storage devices etc. to third parties without consulting the Principal.
- Any image posted on the internet of a St. Mary's pupil wearing our uniform is representative of our school. Any photo which is deemed to bring the school into disrepute has to be removed immediately.

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9.  **External Access to user areas such as St. Mary's High School 'Myschool'**

- The school will grant pupils and staff access to their C2k area from home via 'My School' using their own unique username and password.
- The school is not liable for any loss or damage to pupil or staff files caused unintentionally or by inappropriate or misguided use of 'My School'.

10. **Use of ICT Devices/Mobile phones/ Storage devices and other media devices.**

- KS3 pupils are not allowed to use their mobile phones in school
- Mobile phones must be switched  during the school day but may be used at break and lunch by KS3/4 students in designated areas only
- KS4/5 pupils may use mobile phones can be used at break time and lunchtime in designated areas ONLY. The designated areas are the recreational area and the canteen.
- For KS4/5 students ICT devices/mobile phones **are not** permitted to be used in any classroom, at any time unless to support teaching and learning, and under the direct supervision of the classroom teacher.
- For KS4/5 students ICT devices/mobile phones **are not** permitted to be used, at any time, in any other area within the school building or grounds which is not designated, for examples; toilets, corridors, sixth form study etc.
- Digital photos, videos and sound recordings **are not permitted to be taken** within the school building and 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.

- **In line with the Joint Council for Qualifications – General Regulations for Approved Centres the following rules and regulations apply:**
  For External examinations NO MOBILE PHONES, 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. **These rules and regulations will also apply to internal examinations.**
- Pupils/staff who wish to book a media device out should comply with the appropriate AUP (Laptop/iPad)[3].
- Pupils/staff using a school computer/laptop/mobile device do so in line with the Acceptable Use Policy[1].
- If pupils 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.

Please also refer to St. Mary's Behaviour for Learning Policy.

For examples of Acceptable and Unacceptable Use of ICT and Consequences for the Misuse of ICT please refer to Appendix 2.

## 11. Management of the School E-mail

Staff and pupils have access to OUTLOOK/Office 365 email, a managed email account within the C2k system.

*Pupils:*
- Will be taught how to use their school email account responsibly and safely throughout the curriculum.
- Must treat an email as a recorded mail, and to never reveal any personal details about themselves.
- Must immediately inform their Form Teacher if they receive an offensive e-mail.
- Should familiarise themselves with St. Mary's Netiquette document.[4]
- Are not permitted to purchase goods using school systems.

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[3] Appendix 5 Laptop/iPads Acceptable Use Policy

[4] Appendix 4 Netiquette Document

*Staff:*

- Must use the school email for **school** purposes only.
- E-mail has the same permanence and legal status as written hardcopy (paper) documents and may be subject to disclosure obligations in exactly the same way. Copies of e-mails may therefore have to be made available to third parties. Students and staff **must** be cautious when sending both internal and external mails. The professional standards that apply to internal memos and external letters must be observed for e-mail.
- E-mail to an outside organisation has the same power to create binding contract as hardcopy documents. Check e-mail as carefully as written contracts, always use a spell checker and, where appropriate, obtain legal advice before sending.
- E-mail is not a secure method of communication, and can be easily copied,forwarded and archived. Unless explicitly authorised to do so, students and staff **must not** send, transmit, or otherwise distribute proprietary information, copyrighted material, trade secrets, or other confidential information belonging to the school.
- Having an external e-mail address may lead to receipt of unsolicited Email containing offensive and/or sexually explicit content. The school, in conjunction with C2K, will take measures to minimise the receipt and impact of such content, but cannot be held responsible for material viewed or received by users from the Internet.
- Students and staff must not send chain letters or unsolicited commercial e-mail (also known as SPAM).
- Staff **must not** purchase goods or services on behalf of the school via e-mail without proper authorisation.

**In any cases of serious misconduct ANY school email account may be viewed by the Principal.**

## 10. Printing Credits

- The school operates a 'Printing Credit' system in which all pupils/staff are allotted an adequate number of printing credits for the school year, renewed on a monthly basis.

  Key Stage 3 - £1 per month
  Key stage 4 & 5 - £5 per month

- This system is to encourage the sensible use of printing educational material. Teachers are encouraged to inform Pupils of when they are expected to print work out, to avoid unnecessary disruption in class. Pupils must see Sixth Form Supervisor to buy additional print credits.

## 11. Copyright

- Students and Staff are responsible for complying with copyright law and licenses that may apply to software, files, graphics, documents, messages, and other material you wish to use, download or copy. Even if materials on the school computer system or the internet are not marked with the copyright symbol ©, they should assume that they are protected under copyright laws unless there is an explicit permission on the materials to use them.

## 12. Health and Safety

St. Mary's will take steps to ensure the Health and Safety of all staff and pupils using ICT equipment, in line with DENI's advice on their website;
http://www.deni.gov.uk/index/85schools/15_ict_in_schools/15_schools_internet_policy_pg/health_and_safety.htm

## 13. Information for parents

Parents/Guardians are informed **in writing** of the school policy on the Acceptable Use of the Internet and VLE, and asked to give permission for their child/ren to use the Internet and VLE. Students are also required to sign an undertaking agreeing to their proper use of the Internet and VLE. Additional guidance for parents/guardians information is included in the appendix to this policy.

**This policy acknowledges and complies with DENI circulars 1999/25, 2007/01 and 2015/21 on the subject of Acceptable Use of the Internet and VLE for Schools and the Acceptable Use Policy developed by National Association of Co-ordinators and Teachers of IT.[5]**

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[5] Appendix 5: DENI circular 1999/25,  2007/01and  2015/21