



# ST. JOHN THE BAPTIST'S COLLEGE

ACCEPTABLE USE OF ICT

DRAFT 2016/2017

## **ACCEPTABLE USE POLICY**

Dear Students, Parents/Guardians

We are pleased to announce that as part of the ongoing development programme for Information Technology, we offer all students' access to the Internet, providing a wealth of information to assist with their studies.

With internet access comes the responsibility of the user to only access materials that are considered educational in value in the context of the school setting. St John the Baptist's College staff will make every effort to guide students in the correct use of the internet. Internet access is provided by C2k NI. As part of this provision our access is filtered to exclude inappropriate material; however, on a global network, it is impossible to control all materials. It is imperative therefore, that users be held accountable for their use of the technology.

The smooth operation of our network relies upon the proper conduct of all of its users. In order to allow internet access, please read and sign the attached agreement, which contains the guidelines for proper conduct. Be assured that no student's work will suffer adversely as a result of access being denied either by you or by the school.

Please read and discuss this document with your child, ensuring that he/she understands the various sections. Finally, you and your child must sign and return the document as soon as possible.

We look forward to continuing and extending our use of this educational resource.

Yours sincerely

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Mrs N Murray  
Principal

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## **Acceptable Use Policy.**

### **Introduction**

The Staff at St John the Baptist's College strongly believe in the educational value of the internet and other digital technologies and recognises their potential to support the curriculum. Every effort will be made to provide quality experiences to students and teachers using this information service, however, inappropriate and/or illegal interaction with any information service is strictly prohibited.

This document sets out the policy and practices for the safe and effective use of technology in St John the Baptist's College.

#### **Aims**

In using digital technology in a structured and supervised way, St John the Baptist's College

- Encourages pupils to develop the skills necessary for an ever changing information age.
- Protects pupils from undesirable experiences and/or influences while using the internet
- Encourages pupils to become independent learners
- Encourages the use of ICT to enhance communication between pupils and pupils, and pupils & teachers.

St John the Baptist's College recognises its duty to teach pupils about safe & responsible use of technology and encourage parents/guardians to read this document and return the acceptable use & media release forms at the back.

Please read this document carefully, only once it has been signed and returned will access to the Internet be permitted. Listed below are the provisions of this agreement. If any student violates these provisions, access to the Internet will be denied and the student will be subject to disciplinary action.

## **Acceptable Use of ICT**

These rules will keep everyone safe and help us to be fair to others.

- I will access the computer system with my login and password; I will keep my logins and passwords secret.
- I will not access other people's files without permission. I will only edit or delete my own files and not view, or change, other people's files without their permission.
- I will only use the school's computers for schoolwork, homework and as directed.
- I will not bring files into school (on removable media or online) without permission or upload inappropriate material to my workspace.
- I will use the WWW responsibly and only visit web sites that are appropriate for my studies.
- My C2K email account will only be used with teacher approval.
- I will not open e-mails sent by someone I don't know.
- The messages I send, or information I upload, will always be polite and appropriate.
- I understand that messages that have a racist element or where violence is threatened or encouraged may lead to police involvement.
- I will not use technology for cyber bullying or accessing inappropriate content
- I will not open attachments, or download a file, unless I have permission or I know and trust the person that has sent them.
- I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will save it and talk to a teacher / trusted adult.
- I understand that the school may check my computer files and may monitor the web sites I visit.
- I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.

## **Keeping Safe Online**

We believe it is important that everyone knows how to stay safe whilst online. Some golden rules to ensure you enjoy and have fun online:

1. Never share personal details online. For example don't give out your name, address, postcode, email address or school name.
2. Never give out passwords, no matter who asks, whether it is a stranger in an email or your best friend.
3. Don't believe everything you read or see online.
4. Don't open an email that is suspicious.
5. Tell someone about anything you find that is suggestive, obscene, threatening or makes you feel uncomfortable. Report to the CEOP.
6. Take care that the images you place online are suitable for anyone to view.
7. Respect people's privacy; don't post pictures or videos onto the internet without permission.
8. Respect copyright, don't just copy and paste work from the WWW. Research, read, understand and then write in your own words.

## **Cyber Bullying**

Cyber bullying means to try to hurt someone's feelings by using technology such as the internet, email, chat-rooms, social networking sites, instant messaging and texting. Cyber bullying can happen to anyone. If you feel you are being bullied by e-mail, social networking websites, text or online, do talk to someone you trust.

- Don't reply to bullying or threatening text messages or e-mails- this could make matters worse.
- Don't give out your personal details online - if you're in a chat-room, watch what you say about where you live, the school you go to, your e-mail address etc. All these things can help someone who wants to harm you build up a picture about you.
- Never arrange to meet anyone you have met through e-communication.
- Don't send or forward abusive texts or e-mails or images to anyone. Keep abusive messages as evidence.

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- Don't ever give out passwords to your mobile or e-mail account.
- Remember that sending abusive or threatening messages is against the law.

### **LEGAL ISSUES around Cyber bullying**

- Cyber-bullying is generally criminal in character. The law applies to cyberspace. It is unlawful to disseminate defamatory information in any media including internet sites.
- Section 127 of the Communications Act 2003 makes it an offence to send, by public means of a public electronic communications network, a message or other matter that is grossly offensive or one of an indecent, obscene or menacing character.
- The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment

### **In St John the Baptist's College, we take the following measures to prevent cyber bullying**

- Address cyber bullying school wide by having special assemblies and input from external agencies.
- Ensure pupils cannot access chat-rooms and social media websites during school hours
- Ban the use of camera phones in school.

Technological advances mean that it is now possible to photograph or pass on photographs of a pupil, or staff member. It is also possible to post images on the internet of a pupil or staff member. Although we do not wish to ban pupils from having a mobile phone, we do wish to protect all our pupils and staff from the misuse of technology.

### **Please note the following advice concerning mobile phones.**

- *Mobile phones must remain switched off and kept in a pupil's blazer / bag during school hours.*
- *If a pupil uses a mobile phone to send or receive calls or text messages during school hours, the phone will be confiscated and placed in the general office and returned to the pupil, with parent,*

*the next day or when a parent is available.*

- *Pupils are forbidden to use mobile phones to sound record or to produce still or moving digital images during any school activity, whether in school or off site on a school trip.*
- *If a pupil needs to contact home in an emergency, he / she may obtain permission from a member of staff to use the telephone in the school office.*
- Any attempt to make or pass on any image of a pupil, or staff member, will be considered a serious infringement of school rules and can also be deemed a child protection or legal matter and will be reported to the relevant authorities.
- School rules will be strictly adhered to. It is important that everyone appreciates that these rules exist to protect all our pupils and staff.
- We wish to protect the dignity and right to privacy of every pupil and member of staff.
- **The Principal and staff would like parents to particularly support the rule on confiscation - this will ensure a safer environment for all.**

**MEDIA RELEASE**

St John the Baptist’s College may develop, participate in or be the subject of media and/or electronic based (Internet) presentations such as the school web site and events that highlight various educational activities that take place during the school year. These presentations/events are of two types:

1. Those developed by St John the Baptist’s College and /or students which may include but are not limited to: computer generated presentations which may include scanned photographs and multi media clips, computer based productions transmitted via telecommunications, photographs, slide presentations, web pages designed at school. These media based presentations may be used in: staff presentations, the school web site, parent programs, staff development activities, media festivals, public relations (newspaper articles, TV presentations etc.)
2. Those produced by commercial media for use in news or feature story presentations or articles. (Note: professional media presentations may require an additional release.)

This Release is made and entered into from September 2015 between Parent/Guardian and St John the Baptist’s College.

I, the parent/guardian of \_\_\_\_\_ grants St John the Baptist’s College permission to use:

- the student's name (unidentified)
- voice
- likeness
- any or all of the audio or video footage

in any of St John the Baptist’s College's media based productions for the above stated purpose.

Parent/Guardian signature.....

Date .....



REQUIRED SIGNATURES

**STUDENT:**

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action and the revocation of my privileges. I also agree to report any misuse of the system to a staff member. Misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism inappropriate language, any act likely to cause offence or other issues described above.

Student Name (Block Caps) .....

Form .....

Signature .....

**PARENT OR GUARDIAN**

St John the Baptist's College students must also have the signature of a parent or guardian who has read this agreement.

As the parent or Guardian of \_\_\_\_\_, I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, whilst the Internet service provider operates a filtered service, it is impossible for St John the Baptist's College to restrict access to all controversial materials and will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the system to the school.

I hereby give my permission to St John the Baptist's College to permit my child access to electronic information services and I certify that the information given on this form is correct.

Parent or Guardian Name \_\_\_\_\_

Contact Tel No \_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Please Return This Form to General Office, St John the Baptist's College