Polasaí ar Úsáid Shábháilte an Idirlín

Policy for the Safe Use of the Internet

Gaelscoil Uí Néill

'Fonn a dhéanann foghlaim'

POLICY FOR THE ACCEPTABLE USE OF THE INTERNET
GAELSCOIL UÍ NÉILL

1. Staff and Pupils

a. When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all school staff (both teachers and support staff) are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.

b. Pupils are responsible for good behaviour on the C2K system. While the use of information and communication technologies is a required aspect of the statutory NI Curriculum, access to the Internet and educational networks remains a privilege and not a right. It is given to pupils who act in a considerate and responsible manner, and should be withdrawn if they fail to maintain acceptable standards of use.

c. Staff should ensure that pupils know and understand that no Internet user is permitted to:
- retrieve, send, copy or display offensive images 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 password;
- trespass in another user's folders, work or files;
- intentionally waste resources (such as on-line time and consumables);
- use the network for unapproved commercial purposes.

d. Use of the C2K system, or any such service provided by DENI, must be in support of the aims and objectives of the NI Curriculum.

2. Location and Supervision

a. It is an absolute requirement that the school ensures that access to the Internet provided to staff and pupils through any Internet Service Provider is a filtered service. All users should be aware that the school and C2K can and does track and record the sites visited, the searches made on the Internet and e-mails sent and received by individual users.

b. Internet access for pupils is only available on computers that are in highly used areas of the school, i.e. classrooms. Machines

that are connected to the Internet are in full view of people circulating in the areas.

c. While using the Internet at school, pupils are supervised at all times.

d. The school ensures that all pupils understand how to use the Internet appropriately and why the rule exists.

e. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly.

3. C2K

a. C2K provides an effective filtering system, as a result of which the following categories of websites are not, by default, available to schools:-
- **adult**: content containing sexually explicit images, video or text, the depiction of actual or realistic sexual activity;
- **violence**: content containing graphically violent images, video or text;
- **hate material**: content which promotes violence or attack on individuals or institutions on the basis of religious, racial or gender grounds;
- **illegal drug taking an the promotion of illegal drug use**: content relating to the use or promotion of illegal drugs or misuse of prescription drugs;
- **criminal skill/activity**: content relating to the promotion of criminal and other activities;
- **gambling**: content relating to the use of online gambling websites or information relating to the promotion of gambling advice.

b. C2K defines three types of access:
- **GREEN** – accessible to all users in schools;
- **AMBER** – accessible to schools' selected groups of users (can be changed by the C2K School Manager within Post-primary and Special school only);
- **RED** – not accessible to any user.

c. If at any time school staff or pupils find themselves able to access from within the C2K system internet sites which they think should be blocked, they should advise the school Principal (or, in his absence, his immediate deputy). The Principal should then report the matter to the **C2K Helpdesk** which will implement agreed procedures for handling such issues.

4. Examples of Acceptable and Unacceptable Use

a. On-line activities that are encouraged include, for example:
- the use of e-mail and computer conferencing for communication between colleagues, between pupils and teachers and between pupils and pupils;
- use of the Internet to investigate and research school subjects and cross-curricular themes and topics;
- the development of pupils' competence in ICT skills and their general research skills.

b. On-line activities that are not permitted include, for example:
- searching, viewing and / or retrieving materials that are not related to the aims of the curriculum and future careers;
- copying, saving and / or redistributing copyright protected material, without approval;
- social networking – it is recommended that children under the age of 13 do not use social networking sites
- subscribing to any services or ordering any goods or services, unless specifically approved by the school;
- playing non-educational computer games or using other interactive 'chat' sites;
- using the network in such a way that use of the network by others is disrupted;
- publishing, sharing or distributing personal information about a user.

5. Advice for Parents

a. The school ensures that all resources and materials downloaded by teachers and pupils are suitable for use in the classroom. The school will make its own judgement on when to inform parents that access to a website has been blocked, or that the school itself does not feel that an accessible resource is suitable for its pupils.

b. While in school, teachers will guide pupils toward appropriate material 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, films, radio and other media.

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

d. The school would like to advise parents that they also use a filtered service at home and would also like to advise parents of the following guidance and advice for their children:

- 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 ensure that they give their agreement before they 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 credit card or bank details. 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 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, they should immediately inform the school.

6. School Network

The school <u>will not</u> set up its own school network.

7. Materials from blocked websites

The school <u>will not</u> use materials downloaded from websites which have been blocked (either currently of subsequently) by C2K.

8. Links to other Policies

Child Protection Policy
Anti-bullying Policy
Images Policy
Positive Behaviour Policy

9. Review

This policy will be reviewed annually. Parents will be kept informed on an annual basis of any changes. The policy will also be distributed to new parents.