



LONGSTONE SCHOOL

Acceptable Use of the Internet POLICY

ARTICLE 28

“Every child has the right to an education.”

ARTICLE 34

“Governments must protect children from sexual
abuse and exploitation.”

REVIEWED: June 2020



Acceptable Use of the Internet

1. Staff and Pupils

- a. When using the Internet, all users must comply with the copyright, libel, fraud, discrimination and obscenity laws, and all users are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.
- b. Material of a sensitive nature, such as pupil records or personal information, should always be stored in secured areas i.e.: an individual user's My Documents folder on the C2K machines.
- c. Pupils are responsible for their good behaviour on the school networks, just as they are on and off school premises. While the use of ICT is a required aspect of the statutory Northern Ireland Curriculum, access to the Internet 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 It is given to pupils who act in a considerate and responsible manner, and should be withdrawn if they fail to maintain acceptable standards of use.
- d. All users should know and understand that no-one accessing the Internet is permitted to:
 - Retrieve, send, copy or display offensive messages 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.
- e. Use of C2K systems must be in support of the aims and objectives of the Northern Ireland Curriculum.

- f. Staff should be fully aware of the content of websites they use with pupils.

(Article 34 – The right to protection from abuse and exploitation)

(Article 28 – The right to an education)

2. Location and Supervision

- a. It is an absolute requirement that access to the Internet provided to all users is filtered. All users should be aware that the school and C2K can and do track and record sites visited, searches made on the Internet and e-mail sent and received by individual users. **N.B. If staff or pupils accidentally access inappropriate material on the Internet it must be reported immediately to the school's C2K Manager, Administrator or the Principal.**
- b. Internet access for pupils should only be available on computers that are in highly-used areas of the school such as classrooms, libraries, study rooms, computer suites and media centres. Machines that are connected to the Internet should be in full view of people circulating in the areas.
- c. **While using the Internet at school pupils must be supervised.** Pupils should be reminded of their responsibility to use these resources in line with the school policy on acceptable use.
- d. **The school should ensure that all pupils understand how they are to use the Internet appropriately and why the rules exist.**
- e. Network administrators may review files and communications to maintain system integrity and ensure that all users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on C2K systems to be absolutely private.

(Article 34 – The right to protection from abuse and exploitation)

3. C2K

- a. C2K supports the implementation and sharing of effective practises and collaborative networking across the province, as well as nationally and internationally. Staff should be encouraged to use C2K resources in their teaching and learning activities, to conduct research, and for contact with others in the education world.
- b. Electronic information-handling skills are now fundamental to the preparation of citizens and future employees in the Information Age. Staff should be encouraged to investigate the possibilities provided by access to this information and communication resource, and blend its use, as appropriate, within the curriculum. They should model appropriate and effective use, and provide guidance and instruction to pupils in the acceptable use of the Internet.

(Article 28 – The right to an education)

4. Examples of Acceptable and Unacceptable Use

- a. ICT activities which are encouraged include, for example:
 - The use of e-mail and computer conferencing for communication between colleagues, between pupils and teachers, between pupils and pupils, between schools and industry;
 - Use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;
 - Use of the Internet to investigate careers and Further and Higher Education;
 - The development of pupil's competence in ICT skills and their general research skills.

- b. ICT activities which are not permitted, for example:
- Searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers;
 - Copying/saving and/or redistributing copyright protected material without approval;
 - Subscribing to any services or ordering any goods or services, unless specifically approved by the school;
 - Playing computer games or using other interactive 'chat' sites, unless specifically assigned by the teacher;
 - Using the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass e-mail messages)
 - Any activity that violates a school rule.

Further advice for schools on internet use is available at –

www.thinkuknow.co.uk

www.ceop.gov.uk

www.nextgenerationlearning.org.uk/safeguarding

(Article 34 – The right to protection from abuse and exploitation)

5. **Copyright**

All users are not permitted to install their own purchased software. Software that is bought privately must be approved by the Principal and then installed by the school technician.

6. Advice for Parents

- a. While in school teachers will guide pupils towards appropriate materials 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, movies, radio and other media.
- b. Appropriate home use of the 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 Internet resources at home.
- c. Offering advice to parents is good practice and schools should therefore advise parents that they provide filtered and monitored access to the Internet for pupils, and consider drawing to their attention appropriate guidance and advice on its use which they might find helpful at home.
- d. Such guidance and advice should include the following:
 - 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 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 or bank card details. In this way they can protect their children (and themselves) from unwanted and unacceptable overtures from strangers, from unplanned expenditure and from fraud;
 - Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive message, and to tell them if they receive any such messages or images. If the message comes from an Internet service connection provided by C2K, they should immediately inform the school.
 - Parents should be aware of the recent well-publicised cases where known paedophiles used teenage chat rooms to

arrange encounters with children, and consequently parents should carefully monitor their child's use of such forums.

- Advice for parents is available at –

www.thinkuknow.co.uk

www.ceop.gov.uk

A free DVD entitled 'Do You Know' (guidance on Internet use produced in school) is also available for parents from Longstone School, tel.: 02890 480071.

(Article 34 – The right to protection from abuse and exploitation)

*N.B. It should be noted that this policy only relates to use of C2K computers and C2K filtered internet access. For the use of unfiltered internet access in school through personal unsupervised mobile phone or tablet use by pupils, or by staff providing their own unfiltered classroom internet access please refer to the mobile phone policy.

(This policy was last updated June 2020)

