

POLICY FOR ACCEPTABLE USE OF INTERNET, EMAIL AND VLE

Introduction

The Internet links thousands of computer networks around the world, giving Assumption pupils access to a wide variety of computer and information resources. Assumption Grammar School is very conscious of the importance of the Internet in both educational and vocational contexts and believes its use can promote and enrich the learning and teaching experiences of all our pupils. We believe that without competence in the use of digital technologies, including the Internet, VLE and email, a pupil cannot be fully literate as a learner or as a citizen in today's and tomorrow's society.

A Virtual Learning Environment (VLE) is a range of educational resources, comprising information, forums, quizzes and other online material provided to students as part of an online learning package. On-line resources offer a broader range of up-to-date resources to pupils; provide an independent research facility; facilitate a variety of learning styles and abilities and encourage students to take responsibility for their own learning.

In recognition of these benefits, Assumption Grammar has invested in providing networked Internet, Email and VLE Access to all pupils free of charge and is determined to provide high quality training for staff and pupils to make best use of these facilities. Pupils will be provided with appropriate training and guidance on how to use the Internet, VLE and e-mail during KS3 ICT classes. Appropriate cross-curricular use of the Internet and VLE is encouraged. Staff at Assumption Grammar are currently undergoing training in the use of the Internet and VLE within the curriculum.

However, Assumption Grammar School does not have control of the information on the Internet and we cannot be responsible for the accuracy or quality of information obtained through our Internet accounts. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a school. We do not condone the use of such materials and do not permit usage of such materials in our school environment. For obvious reasons, access to certain materials is barred from our school network. Currently this is controlled by C2K on all Internet access points throughout our school.

This policy is designed to enhance the positive aspects of the use of the Internet and to help develop its use as an essential life-skill for our pupils. In addition, it is also designed to highlight and address the negative aspects of this resource and to facilitate pupils in learning to recognise risks and avoiding them. Pupils need to know how to cope if they come across inappropriate material either inside or outside of school. Every pupil must take responsibility for her use of Internet, Email, VLE and other communication technologies, including her management of time. In order to guard young people from any inherent dangers, it is the joint responsibility of school staff and the parent or guardian of each pupil to educate the pupil about her responsibility when using the Internet, Email and VLE.

Resources

Currently we are running one network of 208 workstations for staff and pupils in Assumption Grammar School - the C2K network.

This network can be accessed from any classroom throughout the school. Every pupil is also given an email account. Access to this account is gained by entering one's C2K login details. Storage capacity for this account is currently 10 Mb, with a sending and receiving limit of 4Mb. Pupils can access the Internet and email from home or school, which is monitored and filtered by C2K.

At the start of the school year, every pupil is allocated a reasonable and adequate number of printer credits for curricular needs (currently 300 printer credits). A black and white printout uses 3 credits per page printed and a colour printout uses 5 credits per page printed. Pupils must use this resource wisely. Pupils will be expected to pay for any additional printer credits they decide to use (currently £1 for 50 printer credits).

Pupil Access

How will pupils gain access to the Internet and VLE at Assumption Grammar?

- In ICT lessons
- Through subject use across the curriculum
- In the School Library, where access is available from 8.00-9.00am, at break and lunch time and between 3.30 and 4.00pm.
- In after-school sessions arranged by teachers
- In Year 13/14, during non-teaching classes for specified research purposes with the permission of a designated teacher

Pupils in Assumption Grammar School should use the school network facilities, including Internet and VLE access and email, for educational purposes, to enhance and improve the presentation of work, for research purposes and for communication with others within and outside school. Pupils also have the facility of accessing their C2K network and/or email accounts from Internet connections outside school e.g. home, library etc. Pupils, accessing their accounts from either within or outside the school networks, are expected to follow the guidelines below and behave responsibly at all times.

- It is every pupil's responsibility to keep her login details secure and **not to pass them to anyone else**. If she believes someone else may know her login details, she must inform the ICT technician
- **A pupil must not log in to anyone else's network area at any time or access another user's files or folders. This applies to access in school or accessing from home**
- A pupil in Year 8-12 must not log in to any computer in the school without the permission of a teacher or supervisor. No Year 8-12 pupil may log in to

the network without a teacher or supervisor being present in the room. Year 13 and 14 pupils may have unsupervised access to workstations with a permission slip signed by a designated member of staff. Members of staff who can issue permission slips include senior teachers, Head of ICT, Head of Science, Head of Art, Head of HE, Head of Music and Head of Technology.

- Year 13 and 14 pupils must work only in the designated suites when a permission slip has been signed. These areas are:

HE Clusters
ICT Cluster
Science Cluster
Technology Cluster
Music Cluster

- All pupils have been allocated sufficient printer credits for the year. They must only print when it is necessary. When printer credits run out pupils must see the ICT technician to purchase additional credits
- Any pupil with login problems can see one of the designated members of staff in order to update their password or check their user name. They will need these details before going to an ICT suite with any class teacher. Currently the designated staff members are:

- Mr D Barry – Room 128
- Mr G Gilchrist – Library
- Mrs A McGinn – Room 124
- Ms D McCusker – Room 021
- Mr D Goddard – Technology Block

- When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws. Users should not retrieve, send, copy or display offensive messages or pictures, use obscene, sectarian or racist language, harass, insult or attack others
- Pupils must not give out any personal details over the Internet or in email communication
- Pupils must not make purchases or enter into any contracts via the Internet
- If pupils discover unsuitable sites, the URL (web address) and content must be reported to the ICT Technician, who will then pass this on to C2K
- Pupils are **not permitted** to use any other e-mail service during use of the Internet and VLE in school other than the account provided by the filtered email service through C2K
- When communicating electronically with teachers, all pupils **MUST** use their C2K email account
- If pupils receive any offensive or inappropriate emails, they should report this to the ICT Technician
- Pupils must not intentionally waste resources, including online time and printer consumables, when accessing the Internet or VLE

- Pupils must not contravene Health and Safety guidelines when using ICT resources
- Pupils must adhere to the school's mobile phone policy
- No users on the network in Assumption Grammar School should expect their activity, files and folders to be absolutely private. Internet access, emails sent and received and files stored on the school network, VLE or hard disks will be reviewed and monitored by the ICT Technician or Co-ordinator. This is to ensure that the network in Assumption Grammar School is being used responsibly by all account holders

Breaches of the Pupil Internet, VLE and email policy:

A minor transgression of the rules may be dealt with by the classroom teacher, as part of normal class discipline.

Any other issues should be reported to the ICT Technician or Co-ordinator. Prompt action will be taken if it is deemed a complaint is sufficiently serious. The ICT Co-ordinator will inform the relevant Head of School and the Principal, if necessary, in order to establish the full facts of the case. The action may involve temporarily disabling network accounts if, for example, it is believed that other users have access to this unsecured account. All Internet and email issues will be handled sensitively to inform parents without causing undue alarm.

References

- DENI Circular 1999/25 - **Policy for the Acceptable Use of the Internet in Schools**
- DENI Circular 2007/1 - **ACCEPTABLE USE OF THE INTERNET AND DIGITAL TECHNOLOGIES IN SCHOOLS**

Useful links

- <http://c2kni.net> – access to your school network and email account when outside school
- <http://www.iwf.org.uk> – this invites users to report illegal web sites
- <http://www.dcsf.gov.uk/ukccis/> - the UK Council for Child Internet Safety
- <http://www.thinkuknow.co.uk> – A Home Office site for pupils and parents explaining Internet dangers and how to stay in control
- <http://childnet-int.org> – an Internet safety guide for parents, carers and teachers
- <http://GetSafeOnline.org> – a national Internet security awareness campaign for parents, pupils and teachers
- http://www.deni.gov.uk/index/85-schools/15_ict_in_schools/15_schools_internet_policy_pg.htm - DENI links related to ICT safety in schools

**APPLICATION TO USE COMPUTER RESOURCES IN ASSUMPTION
GRAMMAR SCHOOL**

- I agree to behave responsibly when using the school network, Internet, VLE and email facilities
- I understand that I must use my C2K email account for all electronic communication with teachers and for all school-related email activities
- I understand that if I am accessing my network, the VLE or email account from home, I must adhere to the same guidelines that are set for their use in school
- I understand that sufficient printing resources have been allocated to me. I agree to use these resources sensibly and will purchase any additional resources I decide to use
- I understand that when necessary, any folders or files stored in my network area may be monitored in order to maintain security on the network
- I understand that my Internet and VLE access and email correspondence will be monitored by C2K and these details can be accessed by the Principal, when necessary
- I understand that my network account may be temporarily disabled in the event of an investigation into inappropriate use

Pupil Section

Name: _____

Form Class: _____

Signature: _____

Date: _____

This is to confirm that I have read the school's "Acceptable use of the Internet/VLE/Email Policy" and I agree to be bound by it.

I understand that I must return this permission slip in order to gain access to these resources.

Parent/Guardian Section

This is to confirm that I have read the Policy for the "Acceptable Use of the Internet/VLE/Email Policy" and I agree to be bound by it and I agree that my daughter will accept her responsibility to comply with school regulations regarding the use of the school network facilities.

Signature: _____

Date: _____