



## **Acceptable Use Policy /Agreement 2016-2017**

### **Introduction**

The use of ICT in schools for both teaching, management and administration purposes has increased tremendously in recent years. Networked resources, including Internet access and access to the schools Virtual Learning Environment (VLE), are available to students and staff in the school.

All users are required to follow the conditions laid down in this policy. Any breach of these conditions may lead to withdrawal of the user's access and will also be considered a disciplinary matter.

Networked resources are intended for educational purposes, and may only be used for legal activities consistent with the rules of the school. Any use of the network that would bring the name of the school into disrepute is not allowed.

All computer systems will be regularly monitored to ensure that they are being used responsibly. Access to the networked resources is a privilege, not a right. Users are responsible for their behaviour and communications. Staff and students will be expected to use the resources for the purposes for which they are made available. Users are to take due care with the physical security of hardware they are using. Users will accept personal responsibility for reporting any misuse to the C2K co-ordinator.

### **E-Safety Information for Parents/Carers**

- Parents/carers are asked to read through and sign the Acceptable Use Agreement on behalf of their child.
- Parents/carers are required to make a decision as to whether they consent to images of their child being taken/used on the school website.
- Parents should remember that it is important to promote E-Safety in the home and to monitor internet use.
- Only allow your child to use the internet in a particular room/area of your home where an adult can supervise
- Be aware that children have access to the internet via gaming stations and portable technologies such as smart phones, X box, Wii etc.
- Monitor on-line time and be aware of excessive hours spent on the internet.
- Take an interest in what your children are doing. Discuss with the children what they are seeing and using on the internet.
- Advise children to take care and to use the internet in a sensible and responsible manner.
- Discuss the fact that there are websites/social networking activities which are unsuitable.
- Discuss how children should respond to unsuitable materials or requests.
- Remind your children never to give out personal information online.
- Remind your children that people on line may not be who they say they are.
- Be vigilant. Ensure that your children do not arrange to meet someone they meet on line.
- Be aware that your children may be using the internet in places other than in their own home or at school and that this internet use may not be filtered or supervised.

We, at City of Armagh High School, take the issue of child safety very seriously. Since our duty to our pupils is paramount, we are conscious that any form of school publicity which involves the use of photographs must be carefully monitored. Therefore, we wish parents to be aware of the following points:

- We ask for a parental consent form to be signed so that photographs of their children may be used in school, in the local press and on the school website.
- Parents and guardians are permitted to take pictures of their family members during school activities i.e. sports day/ school productions. These photographs **MUST** be for personal use only and should not be displayed on social media sites i.e. Facebook without permission of those that are in the photographs

## **Acceptable Use**

### **Pupils**

Pupils are expected to utilise the network systems in a responsible manner and that they are responsible for making acceptable use of the internet. Parents are also asked to be aware of the code of Acceptable Use and confirm that their children will follow these rules.

- On the network, I will only use my own login username and password
- I will not access other people's files without their permission.
- I will not change or delete other people's work/files.
- I will use the Internet for research and school purposes only. I will not use the network in any way that would disrupt use of the network by others.
- The virtual learning environment (VLE) must be used to support learning and must not be misused.
- I will not bring in memory sticks or CD Roms from home to use in school unless I have been given permission by my class teacher.
- I will always quote the source of any information gained from the Internet i.e. the web address, in the documents I produce.
- I will make sure that the messages I send by e-mail are polite and responsible.
- I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using e-mail etc.
- I will not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
- When sending e-mail I will not give my name, address or phone number or arrange to meet anyone.
- I understand that I am not allowed to enter Internet Chat Rooms while using school computers.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately
- I will not view, send or keep any offensive or illegal material.
- I will not attempt to visit websites that might be considered inappropriate. All sites visited leave evidence on the network if not on the computer. (Downloading some material is illegal and the police or other authorities may be called to investigate such use.)
- I understand that the school may check my computer files/emails and may monitor the Internet sites that I visit.
- I understand that if I deliberately break these rules I could be stopped from using the Internet/email and my parents/carers will be informed.

## **Monitoring and Reviewing the Acceptable Use Policy/Agreement**

This policy supported by the school's E-Safety policy, Acceptable Use Agreement for staff, governors, visitors and pupils, is monitored by the E- Safety coordinator and is implemented by all school staff on a daily basis.

The policy is used to protect the interests and safety of the whole school community. It is linked to other school policies including those for ICT, Positive Behaviour, Health and Safety, Safe Guarding and Child Protection, and Anti-bullying.

It has been agreed by the Senior Leadership Team and staff and has been approved by the Board of Governors. The Acceptable Use Policy/Agreement and its implementation will be reviewed annually by the E-Safety coordinator and the Designated Teacher for Child Protection.

Revised June 2016