



**NENDRUM COLLEGE COMBER**

**ACCEPTABLE USE OF THE INTERNET  
POLICY**



## NENDRUM COLLEGE COMBER POLICY FOR THE ACCEPTABLE USE OF THE INTERNET

### 1. For Staff and Pupils

- a) Pupils are responsible for good behaviour on the Internet just as they are in the classroom or a school corridor. General school rules apply. In addition, a number of rules relating to use of the Internet also apply.
- b) Nendrum College Comber has a filtered Internet service through C2K. Pupils are **not permitted** to use any other e-mail service during use of the Internet in school.
- c) Staff and students at Nendrum College Comber should **know and understand** that no Internet user 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 login or password
  - login to another user's folders, work or files;
  - intentionally waste resources (such as online time and consumables);
  - use the network for unapproved commercial purposes.
- d) Access to the Internet requires parental permission. Under the new GDPR guidelines parents need to opt in to give permission for pupils to use the internet.
- e) Nendrum College Comber will ensure that all pupils understand how they are to use the Internet appropriately and why the rules exist. Pupils will be directed to the pupil version of this policy on first using the Internet, and during subsequent sessions as changes are made/issues arise.
- f) The Internet is provided for pupils to conduct research and communicate with pupils and/or staff. While the use of information and communication technologies 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 It is given to pupils who act in a considerate and responsible manner, and should be withdrawn if they fail to maintain acceptable standards of use.
- g) During school hours teachers will guide pupils towards appropriate materials. Outside school hours families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.
- h) When using the Internet at Nendrum College Comber, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.



## 2. Examples of Acceptable and Unacceptable Use

### a) On-line activities which are encouraged include, for example:

- the use of email and computer conferencing for communication between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), 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 pupils' competence in ICT skills and their general research skills.

### b) On-line activities which are not permitted include, 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 email messages);
- publishing, sharing or distributing any personal information about a user (such as: home address; email address; phone number, etc.);
- any activity that violates a school rule.

## 3. Sanctions

- a) Violation of the above rules will result in a temporary or permanent ban on Internet use.
- b) Additional disciplinary action may be added in line with existing school rules on inappropriate language or behaviour.
- c) Where applicable, police or local authorities may be involved.



#### **4. Location and Supervision**

- a) Internet access for pupils at Nendrum College Comber is located in the highly used ICT classrooms, the library and in some subject departments around the school. All such machines are in full view of people circulating in the area.
- b) While using the Internet at school, pupils should, where possible, be supervised directly by a member of staff. Independent electronic research requires specific teacher permission and research must be conducted in designated curricular areas only. In all cases, pupils should be reminded of their responsibility to use these resources in line with the school policy on acceptable use.
- c) Users will be made aware that the ICT department has the ability to review files and communications to ensure that users are using the system responsibly. All uses of the Internet are logged and all sites visited by individual users are recorded. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on school servers to be absolutely private.

#### **5. Staff Use of Internet**

- a) Teacher use of the C2K services by the Northern Ireland education community must be in support of the aims and objectives of the Northern Ireland Curriculum. C2K supports the implementation and sharing of effective practices and collaborative networking across the province, as well as nationally and internationally. Staff are encouraged to use C2K resources in their teaching and learning activities, to conduct research, and for contact with others in the education world.
- b) The Internet and e-mail training for staff will also focus on how electronic information-handling skills are now considered fundamental to the preparation of citizens and future employees in the Information Age. Staff will be encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum. Staff will be encouraged to identify appropriate and effective use of such skills, and provide guidance and instruction to pupils in the acceptable use of the Internet.
- c) 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.
- d) With the installation of C2K email in June 2004 the email service may be summarised as follows:
  - exchange of email both internally and externally is enabled;
  - the service is available for all staff who have user names for C2K network;



- the provision of email for pupils; at present pupils will **do** have access and are taught this through discrete ICT lessons.
  - there is automatic filtering of all mail – for unsuitable content and for size. Mail which is blocked may be viewed by a nominated member of staff, who can then make a decision whether to allow the mail through the system and/or whether to take appropriate actions within the terms of the school's Acceptable Use policy;
  - mail which is currently sent to the school's info@ address will be redirected to a member of staff chosen by the school;
  - email may be accessed in any location where a user has access to the Internet – school's legacy network, from home;
- e) All teaching staff will be given appropriate advice regarding data security when using non C2k devices to access student data via the SIMS Teacher application. If staff choose to use a personal device to access this data, they will need to confirm that no one else has access to it.

## 6. Information for Parents

Parents are informed **in writing** of the existence of a school policy on acceptable use of the Internet, and asked to notify the school if they do not agree to their child/ren using the Internet. Students are also required to sign an undertaking agreeing to their proper use of the Internet policy. In addition to the above parents are given the following guidance by Nendrum College Comber School:

1. A home computer with Internet access should be situated in a location where parents can monitor access to Internet.
2. Parents should agree with their children suitable days/times for accessing the Internet. Internet usage can add significantly to your phone bill. Off-peak calls (after 6pm daily and weekends) are cheaper, but the cost of Internet access still needs to be carefully considered.
3. Parents should discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when, how long, and what comprises appropriate use;
4. Parents should get to know the sites their children visit, and talk to them about what they are learning;
5. Parents should consider using appropriate Internet filtering software for blocking access to unsavoury materials. Further information is available from Parents' Information Network (address below);
6. It is not recommended that any child under 16 should be given unmonitored access to newsgroups or chat facilities;



7. 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 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.
  
8. 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 C2K, they should immediately inform the school.



## Internet Pupil Agreement Form

Name of Pupil: \_\_\_\_\_

Form class: \_\_\_\_\_

### **Pupil**

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### **Additional Advice for Parents with Internet access at Home**

1. The computer with Internet access should be situated in a location where parents can monitor access to Internet.
2. Parents should agree with their children suitable days/times for accessing the Internet. Internet usage can add significantly to your phone bill. Off-peak calls (after 6pm daily and weekends) are cheaper, but the cost of Internet access still needs to be carefully considered.
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