Acceptable IT & Internet Usage Policy

January 2013

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The Governors, management and staff of Knockloughrim Primary School strongly believe in the educational value of Information Technology (IT), i.e. computers, software, and mobile technology and such electronic devices and services that exist. We recognise their potential to support the teaching and learning of the skills and knowledge required in the modern learning, workplace and home environments.

IT is continually evolving and this policy seeks to encourage a proactive and preventative approach to E-safety and promote quality acceptable IT usage. Every effort will be made to provide quality IT experiences for our children and staff. Nevertheless, the safety of our children, staff and reputation of our school is paramount at all times and inappropriate and/or illegal interaction or use of any technology or information service is strictly prohibited. The management of Knockloughrim Primary School will robustly exercise their powers following a breach of this IT policy in conjunction with our legal statutory requirements and responsibilities, current employment law, current C2K acceptable use policy and our school's Positive Behaviour Policy for our pupils.

Personal Responsibility

As members and representative of our valued school community, we all must accept personal responsibility for our own personal conduct when using IT and for reporting any misuse of the IT network to our ICT Coordinator and Principal. Misuse may come in many forms, but it is commonly viewed as any activities or message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and attempts to disrupt or hack into the school's network or breach security designed and installed to protect users or data.

Acceptable Use

The use of IT must be in support of education and research in accordance with the educational goals and objectives of Knockloughrim Primary School. Our children and staff are personally responsible for this provision at all times when using any IT resource or facility made available to them in good faith by the management of Knockloughrim Primary School.

Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws.

Use for commercial activities by for-profit organisations or personal enterprise is generally not acceptable.

Pupil Use of the School's Internet and E-mail Services

The following is a series of statements indicating how pupils should use internet and e-mail services at school. Staff should ensure that you are aware of the relevant internet and e-mail based skills that you are teaching the pupils and the inherent e-safety risks associated with the equipment.

- Use focused search tasks rather than very open research tasks for younger pupils to ensure that accidental access to inappropriate web sites is reduced.
- Use sites saved to favourites whenever possible to reduce accidental access to other sites.
- Use sites known to be child safe whenever possible.
- Check any open searches you intend to ask pupils to do in advance to ensure you are aware of the risks. Minimise the opportunities for any mis-spellings by the children as mis-spellings may cause inappropriate material to be found.
- Ensure you know the procedure to follow if a pupil finds an unsafe site during lesson time. The

suggested procedure would be to remove the screen from the child's view, either by turning off the monitor or, in the case of laptops, closing the lid. In either case, leave the computer on so that you can make a note of the web address. Report this to the ICT Co-ordinator straight away.

- Teach pupils what to do if they accidentally find an unsafe site while using the internet.
- Teach pupils not to use any personal information such as name or address at any time when e-mailing or using the internet (e.g. at home or school) and the reasons why this could be unsafe.
- Teach children to involve teachers, parents and carers whenever they are communicating with people they do not know.
- Teach pupils to use the internet responsibly and to speak to their teacher, parents or carers if they feel unsure or unsafe.
- Teach pupils that web sources could be unreliable and inaccurate and to check their information against other sources and not to rely on just one information source.
- Supervise pupil use of the internet, e-mail and the C2K system.
- Ensure parents are made aware of the risks of internet and e-mail use in order that they can take precautions at home.
- Be aware that searches for images may result in unsafe images as pictures are not easy to filter out. Test the search first and check not just the first page/s of returns to be sure.
- Don't let staff use the internet or e-mail with pupils who are not familiar with this Acceptable Use Policy.

All Staff & Substitute Teachers

School Websites and Use of Images
On no account should both first names and surnames be attached to photos of an individual child or small pair group on any school website. Care must be exercised that the filename of a photograph (e.g. janesmith.jpg) does not inadvertently identify a child and good practice with a larger group photograph could be to jumble the names of the children up if you want to name them at all.

Parental permission is sought at the start of the academic year to allow pictures or examples of pupils' work to be published on a website, in the press or in other instances in the public domain. Teacher will be informed by the school office of any children in their class who does not have parental permission to have their photograph taken

Staff Use of the School's Internet Service
The school wishes to encourage the use of e-mail and internet by staff in support of their work. Whilst staff are encouraged to use e-mail and the internet in support of their work all use of these facilities should be appropriate to the work, standards and ethos of the school.

The use of the school's internet and e-mail systems is not provided as a right to any of their users. They may be withdrawn from any user adult or pupil who does not conform to this Acceptable Use Policy and that of C2K.

The school is responsible for authorising any user of its internet or e-mail facilities, and should monitor and police their use.

Any member of staff who commits a serious offence in the use of the schools internet service may be subject to the school's staff disciplinary procedures.

Illegal activity using the school's internet service will be reported to the police as necessary.

Never pass on, make obvious or leave in an insecure place any passwords associated with using the

internet, e-mail and C2K computer system.

Do not procure goods or services directly over the internet except by specific agreement with the Principal.

Never provide personal details or contact details of your own, or any other person, to internet sites including weblogs, forums or chat rooms. Exceptions should be checked with our ICT Coordinator or Principal. At all times comply with the Data Protection Act.

If you see any unacceptable site or material as a result of an innocent internet query, unsolicited pop-up window or in any other way, report it immediately to the ICT Co-ordinator.

Staff or approved adult school users should at all times abide by the copyright laws in respect of documents and materials downloaded from the internet.

Staff using a school PC or other device off the school site, at home or elsewhere, will still have to abide by the school and C2K internet Acceptable Use Policy.

Never upload an image of pupils or staff without their permission and always insure that it meets with the ethos of our school and the principles behind the acceptable use policies.

Staff will at all times work to maximise the safety of pupils within their care in their use of the internet. If they feel they are working with an aspect of IT beyond their knowledge then they should seek support from a colleague or the ICT coordinator before using with pupils.

Colleagues will be aware of the ethos and standards of the school and will not access any internet material, or work with the internet, in any way that infringes or offends these.

Behaviour and Discipline in Internet and E-mail Usage.
The school should provide regular updates to teachers and children on the importance of e-safety, and this forms part of ICT and PDMU lessons.

Similarly the school should regularly advise parents and guardians about the importance of e-safety, making information available through accessible channels such as newsletters and the school website.

Pupils should be made aware of the existence of online bullying.

Pupils should be made aware that if they feel they are the victim of online bullying they should approach a carer or a member of staff to let them know.

Staff Use of the School's E-mail Service.
Email is used as a form of non urgent communication and a means for transferring text and photographic documents. Staff are reminded to check your e-mail regularly throughout the day.

Treat the content of any e-mail or an attachment that you prepare in the same way as any other paper based letter or document from a legal point of view. The Laws of the land apply equally to electronic messages and documents as they do to paper documents, including the laws relating to defamation, copyright, obscenity, fraudulent misrepresentation, freedom of information, and wrongful discrimination. The content of an e-mail, tweet or forum posting or an attachment must never infringe the law and if sent from school should be in accordance with the values and ethos of our school. Remember it is easy for your e-mail to be passed on electronically to others should any

recipient decide to do so even if that's not what you had intended.

Remember that sending an e-mail from your school e-mail account is similar to sending a letter on school letter headed paper. Do not in any way bring discredit or embarrassment to the school.

Any e-mail received by a member of staff, which is regarded as illegal or offensive, should be reported to the Principal immediately. Similarly, any e-mail received by a student, which is regarded as illegal or offensive, should be reported to the Principal immediately.

To safeguard against computer viruses do not open external e-mails or an e-mail attachment that look in any way suspicious. Report it to our school's ICT co-ordinator for checking.

Do not make changes to someone else's e-mail and then pass it on without making it clear where you have made the changes. Not to do this is a form of misrepresentation.

Do not copy images or any other material for use in your e-mail or an attachment that infringe the copyright law.

Before attaching large documents to e-mails, check with the ICT co-ordinator what an acceptable maximum size for an attachment is. This size will gradually increase as bandwidth capabilities are increased over time.

Take great care with multiple attachments that they do not present an unacceptable accumulated e-mail size to the e-mail system.

Do not, under any circumstances, give your C2K password to anyone else including a substitute teacher. If necessary they can access the whiteboard via a pupils account if they do not have their own account.

Do not print out all your e-mail messages as a matter of course. Only print those for which it is an absolute necessity to do so.

Do not open or send on any chain letter e-mails.

Unless you are authorised to do so, do not send an e-mail to any supplier that could be interpreted as creating a contract in any way. In general, do not use e-mails for contractual purposes. NOTE: Within the law, a user could send an e-mail contain wording which may form a legally binding contract with a supplier.

Never open an attached program file with a file extension of "exe", "com" or "bat" sent to you with an e-mail unless you are absolutely certain that it has come from a trusted source. All such files will be virus checked by C2K before they are opened or will be withheld by C2K if they can't approve it.

Do not attempt to read another person's e-mail.

Staff use of school laptops or other items of IT equipment at home (or in school but out of school hours) to access the internet and e-mails must always conform to the expectations above.

Social Contact and Social Networking.

Social networking sites and blogging are extremely popular. Staff must not post material which damages the reputation of the school, pupils, parents, colleagues or themselves or which causes others to be concerned about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct.

Staff in school should not establish or seek to establish a social contact with pupils, parents or their immediate family members this includes Twitter and Facebook. Even if a person seeks to establish social contact for initially a school or community related reason. The member of staff should in making a response acknowledge the kind intentions of the parent etc. but apologise due to this policy strongly discouraging it as we are aware that contact can be made by text or on the internet that could be misconstrued and may place a member of our staff or our school in a very vulnerable position outside of our control.

Staff and volunteers must never give their (or colleagues') personal details such as home/mobile phone number, home or personal e-mail addresses etc. to parents. The school e-mail system or a school phone should be used instead or alternatively a message forwarded to your colleague to contact the parent with a contact number they are happy to be contacted on.

This policy is due to be revised in 2015