



INTERNET & ACCEPTABLE USE POLICY

Date of Review:	September 2024
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This policy has been written following a consultation process, ratified by the Board of Governors and communicated to the school community as required. It will be monitored and reviewed as part of the school's policy review schedule.

GUIDELINES FOR USING THE INTERNET AND DIGITAL TECHNOLOGIES IN BALLYMAGEE PRIMARY SCHOOL

INTRODUCTION

The Board of Governors will ensure that Ballymagee Primary school has a policy on the safe, healthy, acceptable and effective use of the Internet, email systems and other digital tools e.g. digital cameras, acceptable use of mobile phones, tablets and gaming hand-held equipment which has downloadable capabilities e.g. Nintendo DS Lite or PSP's. They also promote safe and acceptable practices for all staff and children.

GENERAL

- Use of ICT in the Northern Ireland education community must be in support of the aims and objectives of the Northern Ireland Curriculum.
- All users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity.
- All users must limit their use of the Internet for school related purposes – examples of this include the use of email, the use of the Internet to investigate and research school subjects and staff using the Internet to further develop their professional development.
- All users are expected to behave in an appropriate manner when communicating with others.
- All users must be aware that the use of the Internet in school is a privilege and not a right and this privilege will be withdrawn if it is misused.
- All users must respect the hardware and software that has been made available to them.
- All users must respect the work of others.
- All users must be aware that network administrators may review files and communications to maintain system integrity and to ensure the users are using the system responsibly and legally.

CHILDREN

- Children must not enter the folders or files of anyone else.
- Children must be aware that teachers have the right to enter any child's folder in their own class.
- The ICT Co-ordinator and Principal reserve the right to enter any child's folder.
- Children must not use the Internet for unapproved purposes.
- Children should be discouraged from bringing mobile phones, tablets, smart watches and hand-held devices with downloadable capabilities to schools on the grounds that they:
 - are valuable and may be lost or stolen.
 - are capable of storing images that are inappropriate.

PARENTS

- Parents should be aware that the access to the Internet provided to staff and children in school has limiting security features.
- Parents should be aware that the use of the Internet in school is closely monitored by staff.

- Parents should be aware that there will be no use of the Internet without the supervision of staff and that this will be in full view of others, e.g. the classroom or the ICT Suite.
- Parents should, in co-operation with staff, make children aware of the rules and expectations within this document.
- Parents should be aware that the use of ICT is complimentary to the teaching already done – i.e. the use of computers in the classroom is a tool.
- Parents should be aware that children's full names will not be available online at any stage but some indication of work they do could be added to any online work that becomes available on the school website.
- Parent should be aware that no photographs of children will be available online without parents giving their permission.
- Parents should discourage children from bringing mobile phones to school on the grounds that Internet access becomes very difficult to police.
- **Parents should also be aware that social networking sites, e.g. Facebook adhere to age restrictions. Other social networking sites also have age restrictions.**

NETIQUETTE

The term "netiquette" comes from the words "network" and "etiquette".

It refers to maintaining good manners when interacting with others while online.

Guidelines for Netiquette for E-Mail, Chat Rooms, Discussion Boards and Newsgroups

- Always give your message a subject. This will give readers an idea of what is in the message.
- Use meaningful subject headers.
- Keep messages short and simple.
- Do not just repeat or agree with what has already been said. Share what you know. It's what makes online discussions exciting!
- Remember that newcomers may make mistakes. Be patient.
- Use "smileys" to show the reader you are joking. But be careful not to use them too much. Sometimes people find them annoying.
- Try using acronyms or shorter ways of saying something e.g, BTW for 'by the way', BFN for 'Bye for now'. If you think someone might not know what they mean write the explanation beside the acronym.
- Be careful when typing words in capital letters as it is considered the same as shouting.
- Use * asterisks * or _underscores_ around the word or phrase you wish to make sound important.
- Flaming is sending a lot of angry messages to someone. It is considered to be bad manners to flame someone.
- Do not send an e-mail that someone else wrote without their permission.
- Remind yourself of the safety guidelines for using email, chat and discussion boards. The following are list of some of those guidelines.
- ***Always keep your personal details such as your name, address, phone number a secret.***
- ***Always stay in the public area of a chat room.***
- ***If someone invites you to meet face to face tell your teacher immediately.***
- ***Never send a photograph of yourself or your friends to anyone.***

- *Always tell your teacher if you receive something that upsets you.*

E-LEARNING

e-Learning is learning that is made possible and supported through the use of Information and Communications Technology (ICT) in school and at home. Whatever the technology being used by the individual learning, it is at the core of the educational journey. e-Learning involves engaging in a wide range of learning activities, both inside and outside school, including the use of ICT to support life-long-learning for families. In Ballymagee we use a mixture of familiar learning techniques and traditional methodologies combined with e-learning that is delivered entirely online.

The school has a managed computer service supported by C2K which provides us with a networked PC computer and laptop in every classroom and networked PC's and wireless laptops in the computer suite. We have Interactive Whiteboards in every classroom. The wireless network allows children to access their individual documents, the internet and a local printer to support their e-Learning skills development. The school also has non-C2K internet connection and Internet Service Provider to access the internet on iPads.

MY-SCHOOL is the web-based, personalised learning and working environment which is the user interface for the C2K Education Network. Pupils have a unique username and password that gives access to the system services in school and at home.

VLE's

We are continuing to develop the use of a Virtual Learning Environment (VLE) in Ballymagee Primary School. A VLE is a platform that provides web-based access to tools and resources to support and enhance educational delivery and management. It facilitates online learning, communication and collaboration between teachers and students. Collaborate, Just2Easy, c2k Newsdesk and Google Classroom are VLE provided within MY-School, in addition Class Dojo is also utilised within Ballymagee. The advantage of online learning means that it can be accessed from any computer with internet access in the world.

VLE's offer a range of facilities including –

- communication tools (email and bulletin boards);
- collaboration tools (online forums and discussions);
- tools to create online content and rooms;
- online assessment, quizzes, voting and marking;
- controlled access to curriculum resources; e.g. online educational videos and an area to store files.

E-Learning at Home:

If you have an internet connection at home, your child will be able to access the MY-SCHOOL VLE's and thus interact in a safe and controlled way. Information on how to access MY-SCHOOL at home will be sent home by the class teacher.

E-Learning Links with Other Schools

It is hoped that through Collaborate online discussions with other Northern Ireland schools will begin to develop and then links to schools further afield.

Filtering of Internet Access

FILTERING WITHIN THE C2K SYSTEM

C2K provides the school with an effective filtering system.

Filtering within the School's Non-C2k System

A filtering service, no matter how thorough, can never be comprehensive therefore all users access the Internet in accordance with the School's Computer and Internet Rules and Internet Policy.

All iPads have the capability to use the Safari browser when connected to the c2k network. Restrictions have also been set on iPads to restrict adult content.

Children's internet access in Ballymagee is supervised. Pupils should immediately report any unpleasant material to the teacher/adult in charge.

If school staff find themselves or pupils able to access internet sites which they think should be blocked the school Principal (or if not available a member of the SLT) and ICT Co-ordinator should be advised and they should then report the matter to either the **C2K Servicedesk 08000 931 541 (C2K System)**

Details of incidents where unsuitable websites/ materials are accessed will be recorded in the "Internet Safety Incident Book" which is kept in the school office and reported to the Board of Governors and Parents as necessary.

If an incident is likely to involve media interest, the Department should be informed.
All actions should be taken immediately.

ADDENDUM

- Network administrators reserve the right to review files and communications to maintain system integrity and ensure that the users are using the system responsibly – they will respect the right to privacy whenever possible.
- Any parent or member of staff who wishes to discuss this document can put any questions to: Mr Totton (Principal) or Miss Bell (ICT Co-ordinator)

This document is based on "Acceptable Use of the Internet and Digital Technologies in Schools" (DENI Circular 2007/1 – 18 June 2007).