

St Killian's College Garron Tower



Internet Policy

Mission Statement

“St Killian’s is a Catholic College which strives to achieve excellence for all, within a happy, supportive and stimulating learning community.”

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Internet Policy



1. STAFF AND STUDENTS:

- (a) When using the Internet specifically at school, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all college 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 and with the College Code of Conduct for staff.
- (b) Students are responsible for their good behaviour on the college networks, just as they are on and off college premises. 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 It is given to students who act in a considerate and responsible manner, and will be withdrawn if they fail to maintain acceptable standards of use. Students are expected to adhere to the Code of Conduct for students.
- (c) The Head of ICT will co-ordinate the delivery of an e-safety programme ensuring that all students and staff know and understand that the College policy does not permit any member of staff or any student 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 password;
 - trespass in another user's folders, work or files;
 - intentionally waste resources (such as on-line time and consumables);
 - use the network for unapproved purposes.
- (d) Use of the Internet by college staff and students must be in support of the aims and objectives of the college curriculum.
- (e) It is the responsibility of all users – staff and students – to ensure that they have logged off successfully at the end of their IT session.

2. LOCATION AND SUPERVISION:

- (a) The C2k system is a filtered service and so all users should be aware that the college can and does track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users.
- (b) Students should be allowed to use the Internet only when supervised by a member of staff, i.e. a teacher or IT technician. Students should **never** be left alone in a classroom to use the Internet unsupervised (apart from exceptional circumstances). In all cases, students should be reminded of their responsibility to use these resources in line with the College policy on Acceptable Use of the Internet.



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- (c) Teachers with access to SIMS must ensure that students can never gain access to the modules contained therein.
- (d) The College will ensure that all students understand the rules governing acceptable use of the Internet and why these rules exist. A copy of the rules will be displayed in each IT room.
- (e) The IT Technician will review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on the C2k network to be absolutely private.
- (f) Electronic information-handling skills are now fundamental to the preparation of citizens and future employees in the 'Information Age'. Staff should 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. They should model appropriate and effective use, and provide guidance and instruction to students in the acceptable use of the Internet.
- (g) All staff are encouraged to make use of C2k e-mail for internal as well as external communication. This service can be accessed from home, as well as college, through MySchool.

3. EXAMPLES OF ACCEPTABLE AND UNACCEPTABLE USE

(see Responsible Internet Use rules)

- (a) On-line activities which are encouraged include:
 - the use of the Internet to investigate and research college subjects, cross-curricular themes and topics related to social and personal development;
 - the use of the Internet to investigate careers and Further and Higher Education;
 - the use of e-mail and computer conferencing for communication between colleagues, between student(s) and teacher(s), between student(s) and student(s), between colleges and industry when set up by teacher;
 - the development of students' competence in ICT skills and their general research skills.
 - the use of the internet to work collaboratively with other users through use of GAFÉ and other collaborative workflow applications.
- (b) On-line activities which are **not permitted** include:
 - searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers;
 - sending or reading e-mail that is not related to the aims of the curriculum or future careers;



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- copying, saving and/or redistributing copyright protected materials, without approval, subscribing to any services or ordering any goods or services, unless specifically approved by the college;
- 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);
- publishing, sharing or distributing any personal information about a user (such as: home address, e-mail address, phone number, etc);
- any activity that violates a college rule.
- **It is a serious offence to place inappropriate or hurtful comments about another individual on any social networking sites. All complaints regarding inappropriate comments will be dealt with by the PSNI.**

4. ADVICE FOR PARENTS:

- (a) While in college, teachers will guide students towards appropriate materials on the Internet. Outside college, parents or guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies, radio and other media.
- (b) Appropriate home use of the Internet by children can be educationally beneficial, and can make a useful contribution to home and college work. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of Internet resources at home. **Parents should be aware of all social networking websites and/or apps where their children may post details of personal comments, photos and videos of themselves. Any digital image-capturing of staff or students during lessons, etc. is strictly prohibited.**
- (c) Parents should discuss with their children the rules for using the Internet and decide together when, how long and what comprises appropriate use.
- (d) Parents should get to know the sites their children visit, and talk to them about what they are learning.
- (e) Parents should advise their children against giving out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the college 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.
- (f) 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 the college they should immediately inform the college.



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RESPONSIBLE INTERNET USE

RULES FOR STAFF AND STUDENTS

This Responsible Internet Use statement helps to protect students, staff and the College by clearly stating what use of the computer resources is acceptable and what is not.

- Irresponsible use may result in the loss of Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- College computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Users are responsible for e-mail they send and for contacts made.
- Anonymous messages and chain letters are not permitted.
- The use of chat rooms/Google classrooms etc is not allowed.
- The College ICT systems may not be used for private purposes, unless the Principal has given permission for that use.
- Use for personal financial gain, gambling, political purposes or advertising is not permitted.
- ICT system security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- It is a serious offence to place inappropriate or hurtful comments about another individual on any social networking site. All complaints regarding inappropriate comments will be dealt with by PSNI.
- All communication between staff, students and parents must be conducted solely using authorised education accounts. Staff should not contact parents or students using services such as WhatsApp, Text Message, Facebook Messenger etc.

The College and trusted partners will monitor the use of the College's computer systems, including access to websites and the interception of e-mail. Where it believes unauthorised use of the College's computer system is or may be taking place, or the system is or may be used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound, the deletion of material may take place and in extreme cases could lead to criminal prosecution.

Staff Member: _____

Date: _____



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SAMPLE LETTER TO PARENTS

Date

Dear Parent/Guardian

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, St Killian's College is providing supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use the Internet at college.

Although there are concerns about students having access to undesirable materials, we have taken positive steps to reduce this risk in St Killian's. The College Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issues further.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, St Killian's cannot be held responsible for the nature or content of materials accessed through the Internet via the College Internet provider. St Killian's will not be liable for any damages arising from your child's use of the Internet facilities. I should like to stress that many students may and do access the Internet from their mobile phones/smart watches and I would encourage you to discuss this with your son/daughter. The use of mobile phones/smart watches in the College is prohibited.

Should you wish to discuss any aspect of Internet access in school for education use please contact me to arrange an appointment.

Yours sincerely

Principal

Encs: Advice for Parents (section 4 of Internet Policy)
Consent Form – Responsible Internet Use



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RESPONSIBLE INTERNET USE CONSENT FORM

Please complete, sign and return to the Form Teacher.

Student: _____	Class: _____
<p>Student's Agreement</p> <p>I have read and I understand the College Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.</p>	
Signed: _____	Date: _____
<p>Parent's Consent for Internet Access</p> <p>I have read and understood the College Rules for Responsible Internet Use and give permission for my son/daughter to access the Internet. I understand that the college will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the college cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the College is not liable for any damages arising from use of the Internet facilities.</p>	
Signed: _____	Date: _____
Please print name: _____	
<p>Parent's Consent for College and Web Publication of Work and Photographs</p> <p>I agree that, if selected, my son/daughter's work may be published on the College/C2k website and any photographs that include my son/daughter may be published subject to the college rules that photographs will not clearly identify individuals and that full names will not be used. I also agree that photographs that include my son/daughter may be displayed in the College notice boards at the discretion of the Principal.</p>	
Signed: _____	Date: _____

*This consent form is based, with permission, on the Internet Policy of the
Irish National Centre for Technology in Education*