

SACRED HEART GRAMMAR SCHOOL



INTERNET POLICY

Policy for the Acceptable Use of the Internet -

Access to the Internet from Sacred Heart Grammar School is intended for educational purposes only.

1. STAFF AND STUDENTS

- (a) When using the Internet, all users must comply with all laws governing copyright, libel, fraud, discrimination, and obscenity and are liable to prosecution if found to be in breach of these laws. All school staff are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.
- (b) Students are responsible for their good behaviour on the school networks, just as they are expected to in other areas of their life both on and off the school premises. While the use of information and communication technologies is a required aspect of the statutory Northern Ireland Curriculum, access to the Internet including C2k and email remains a privilege and not a right. This privilege is given to students who act in a considerate and responsible manner, and will be withdrawn if they fail to maintain acceptable standards of use.
- (c) Staff should inform students 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 password;
 - trespass in another user's folders, work or files;

- intentionally waste resources (such as on-line time or consumables);
- use the network for unapproved commercial purposes;
- use networked computers to access or send personal email.

2. LOCATION AND SUPERVISION

- (a) In keeping with the requirements of *DENI Circular 1999/25 (29th September 1999)* the school will provide access to the Internet for its staff and students through a filtered service. All users should be aware that the school can track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users.
- (b) Internet access for students will be mainly confined to computers located in high circulation areas, namely, the school library and the computer network rooms. Where the machines are in full view of people using these rooms in these settings students may pursue electronic research independent of staff supervision if they have been granted permission by a member of staff. Student access to the Internet outside of these venues is permitted **only** with permission.
- (c) While encouraging students to make full use of the electronic resources available to them on-line, staff will show students how to use the Internet responsibly and assist students in gaining an understanding as to why the rules for appropriate use have been drawn up.
- (d) As stated in 2 (a) above our network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly.

3. EXAMPLES OF ACCEPTABLE AND UNACCEPTABLE USE OF INTERNET

- (a) The school encourages a range of on-line activities e.g.:
- the use of e-mail and computer conferencing between colleagues, between schools and industry;
 - use of the Internet to investigate and research school subjects, cross curricular themes and topics related to personal and social development;
 - use of the Internet to investigate careers and Further and Higher Education;
 - the development of students' competence in ICT skills and their general research skills.
- (b) On-line activities which are not permitted include, e.g.:

- searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers;
- copying, saving and/or re-distributing 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.)
- 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.

4. ADVICE FOR PARENTS

The school recognises its role in assisting parents in their task of guiding their children in the appropriate use of the Internet.

Appendices:

- 1. Appropriate Home Use of the Internet: A Guide for Parents/Guardians.*
- 2. “ Use of School Library and Internet” guarantor’s voucher.*

Appendix 1

APPROPRIATE HOME USE OF THE INTERNET: A GUIDE FOR PARENTS/GUARDIANS

It is recognised that appropriate home use of the Internet by children can be educationally beneficial, and can make a useful contribution to home and school work. In this brief guide for parents we aim to raise awareness about the need to monitor and guide children in the use they make of Internet facilities.

Supervising:

Parents/Guardians are encouraged to supervise their children's use of the Internet. *Internet access in school is confined to high circulation areas, where screens are in view of others using the room. While in school, students will be guided by teachers towards appropriate material on the Internet. It is expected that parents/guardians will bear the same responsibility for guidance as they would normally exercise with other media information sources such as television, telephone, movies and radio.*

Filtering:

Parents/Guardians are encouraged to seek technical advice on the filtering of access to the Internet on their home computer. *Internet access in school is filtered and the risk of students accessing inappropriate sites is greatly reduced.*

Family Policy Making:

Parents/Guardians are encouraged to discuss family rules regarding use of the Internet. Issues regarding when, how long and what comprises appropriate use can be clarified. The Department of Education expects that parents will become familiar with sites which their children are regularly using and will talk to them about what they are learning there.

In particular Parents/Guardians should:

- ensure that they have given 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;
- 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.

Appendix 2

Use of School Library and Internet

Please use Block Capitals

Surname: _____ Initials _____ Form _____

Address: _____

I hereby apply to join and to borrow material from the Sacred Heart Grammar School Library, and undertake to pay for any item lost or damaged while borrowed on my library card. I also agree to obey the rules and regulations of the library and/or not to violate any of the school rules relating to the Security System in the library or the use of the Internet at any point in the school.

Student's Signature: _____ Date: _____

Guarantor's Voucher

I, the undersigned, declare that I believe the above named applicant to be a person to whom library materials may be safely entrusted, and I hereby undertake to pay the value of any item belonging to the Sacred Heart Grammar School Library, which may be lost or damaged by the said applicant.

Parent/Guardian's Signature: _____

Address: _____

Internet

Name: _____ Form: _____

I understand that access to the Internet is for educational purposes only. While questionable material exists on the Net, the user must actively seek it and therefore she is ultimately responsible for bringing such material into the school. I do not hold the staff or Principal or Sacred Heart Grammar School responsible for any such materials acquired from the Internet by my daughter and will ensure she does

not bring unsuitable material into the school.

Signed:

(Pupil)

Signed:

(Parent/Guardian)
