

Guidelines for the Use of the Internet and Digital Technologies in Ballyholme Primary School



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Introduction

The Board of Governors will ensure that Ballyholme Primary School has a policy on the safe, healthy, acceptable and effective use of the Internet and other digital tools e.g. digital cameras, acceptable use of mobile phones and gaming hand-helds which have downloadable capabilities e.g. Nintendo DS Lite, PSP's, Ipads or Ipods. They also promote safe and acceptable practices for all staff and pupils

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 copyright laws
- All users must limit their use of the Internet during directed time 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users must be aware that the use of the Internet in schools is a privilege and not a right and this privilege will be withdrawn if it is misused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 staff must ensure their passwords are not visible to others and must under no circumstances give their passwords out to anyone else.
- All staff are strongly advised to avoid social-networking with anyone under the age of 18.
- All staff should exercise care when using mobile phones to ensure that their actions are not misconstrued (eg- texting or phone use within a residential setting where photographs would be inappropriate)

Pupils

- Pupils must not enter the folders or files of anyone else
- Pupils must be aware that searches can only be performed through the approved internet search engines (via the SafeSearch button on the school website homepage).
- The ICT Coordinator and Principal reserve the right to enter any pupil's folder.
- Pupils must not use the Internet for unapproved purposes (including any social-networking sites).
- Pupils should be discouraged from bringing mobile phones (which must be switched off during school hours in any case [Code of Conduct]) and hand-held gaming consoles 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 pupils 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 computer suite.
- Parents should, in co-operation with staff, make pupils 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 pupils will be available online without parents giving their permission (and names cannot be determined)
- Parents should discourage pupils 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 Bebo and Facebook adhere to a strict 'over 13's' age policy

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 D Hewitt (Principal)
or
Mr.R Irvine (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)