

Use of the Internet and Digital Technologies Policy

6 Glenburn Park, Bangor, Co Down, BT20 5RG



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, mobile phones and gaming handhelds which have downloadable capabilities (Playstations, Xbox consoles, Nintendo DS Lite/Switch, iPads or other tablets). 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users must be aware that the use of the internet in schools is a privilege and not a right and this privilege will be withdrawn if it is misused.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 must not share their print release code with pupils.
- 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 (e.g. 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.
- The ICT Co-ordinators, principal and class teachers 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. Smart watches and hand-held gaming consoles with downloadable capabilities or cameras are not permitted in school. If a pupil requires to bring a phone to school, they must be switched off during school hours and kept in their school bags.

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 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 complementary 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, unless in specific and unique circumstances where prior permission is obtained.
- Parents should be aware that no photographs of pupils will be available online without parents giving their permission (and names cannot be determined).
- Parents should be aware that mobile phones and smart watches are prohibited from being used during the school day. If a mobile phone or smart watch is required to be brought to school, the device must be switched off and stored in their school until they leave the school premises at 3pm (Monday-Thursday), 2:10pm (Friday).
- Parents should also be aware that social networking sites such as Facebook adhere to a strict over 13's age policy.
- Parents should be encouraged to download the Safer Schools NI app to access up to date e-safety guidance.

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:

Mrs P Rothwell (Principal)
Mr J Adams (ICT Co-ordinator)
Mrs A Doggart (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)

J Adams and A Doggart
ICT Co-ordinators

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19/9/25
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