



Lagan College

Belfast





The Acceptable Use Policy for Lagan College

Rationale

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the Internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wiki
- Pod-casting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality

Lagan College encourages use by pupils of the rich information sources available on these resources together with the development of appropriate skills to analyse and evaluate such resources. On-line resources offer a broader range of up-to-date resources to pupils; provide an independent research facility; facilitate a variety of learning styles and abilities and encourage students to take responsibility for their own learning. Internet and VLE and e-mail literacy are fundamental requirements for all pupils as preparation for the Information Age – an era where ICT is a dominant factor in work and home life.

In recognition of these benefits, Lagan College has invested in providing networked Internet and VLE access to pupils free of charge at 260 stations on the school network, and is determined to provide high quality training for staff and pupils to make best use of these facilities. Pupils will be provided with appropriate training and guidance on how to use the Internet and VLE and e-mail during KS3 ICT classes. Appropriate cross-curricular use of the Internet and VLE is encouraged.

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

How will pupils gain access the Internet and VLE at Lagan College?

Access to the Internet and the VLE will be made available:

- In ICT lessons
- Through subject use across the curriculum
- In the after-school ICT club
- In the Sixth Form, during normal school hours and lunch-times for specified research purposes with the permission of a teacher

Are there any dangers in using the Internet and VLE?

Since the Internet and VLE is composed of information from a vast array of sources world-wide, it includes some material that is not of educational value in the context of the school. This material includes information that may be inaccurate, abusive, profane, sexually oriented, racist or illegal. In order to guard young people from any inherent dangers, it is the joint responsibility of school staff and the parent or guardian of each pupil to educate the pupil about his or her responsibility when using the Internet and VLE. The following policy sets out the policy for acceptable use of the Internet and VLE at Lagan College.

Promoting Safe Working Practices

During KS3 ICT lessons and through the use of information leaflets pupils and parents will be advised of the Health and Safety issues surrounding the use of computer technology.

The guidance will focus on

- Posture and Seating
- Lighting
- Electrical Safety
- Keyboard Health and Safety
- Creating a Safe Working Environment

At specified times in the school year a whole school focus on Health and Safety in ICT will take place in the form of contributions at assembly, wall or corridor displays, staff and pupil awareness raising and focused competitions.

In addition, all staff will be made aware of Health and Safety requirements and receive specific Health and Safety training.

Promoting Awareness with Parent, Governor and Community

Lagan College is committed to ensuring all stakeholders are made aware of the Acceptable Use Policy. The policy will be:

- Disseminated to new parents
- Disseminated to new governors
- Available on the school web site

In addition, regular references will be made to the policy in communications with stakeholders. Occasionally, Lagan College will hold information events/special events to promote greater awareness of interest in the policy.

Removable devices

Staff and pupils have full responsibility for all removable devices whether their own possession, the possession of any member of their family or friends, or School equipment e.g. Memory stick, disks (CDs), mobile phones, camera or camera card, portable hard drive, or any other unknown devices.

All removable devices must be checked for viruses prior to bringing on to site. Should staff and pupils not have current anti-virus software on their computing equipment, the removable device must not be brought into School.

In the event of pupils or staff being identified as introducing viruses to the School system, the School reserve the right to remove access.

Pupils and Staff using personal removable media are responsible for measures to protect against viruses, for example making sure that additional systems used have up-to-date virus protection software. It is not the school's responsibility nor the IT manager's to install or maintain virus protection on personal systems.

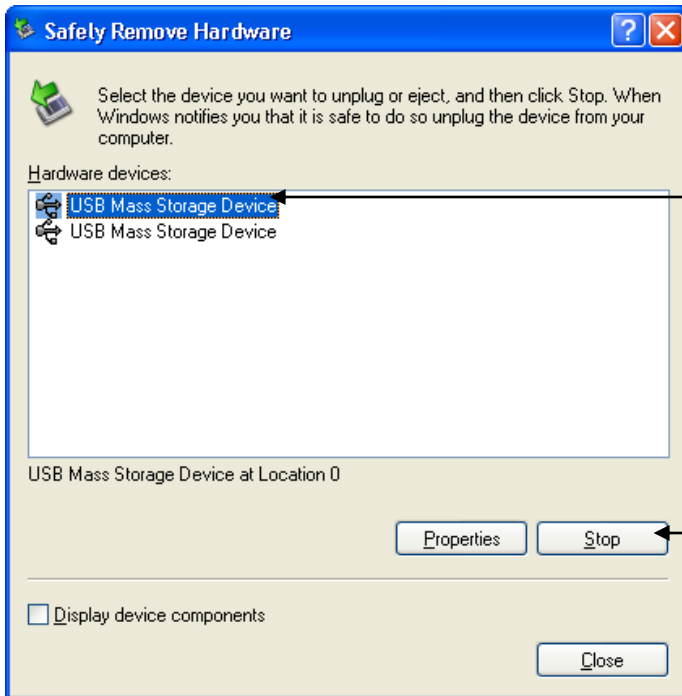
Step by step instructions on how to safely remove removable devices.



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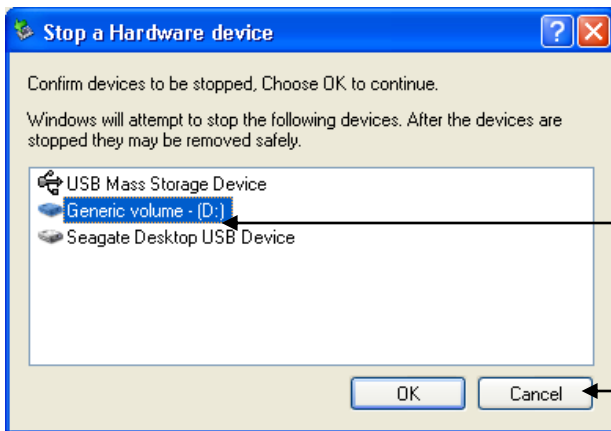


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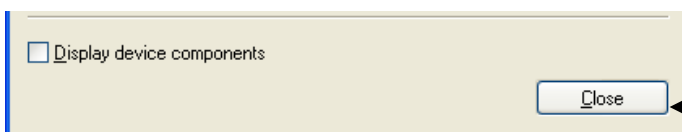
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LAGAN COLLEGE POLICY FOR THE ACCEPTABLE USE OF THE INTERNET AND VLE

1. For Staff and Pupils

a) Pupils are responsible for good behaviour on the Internet and VLE just as they are in the classroom or a school corridor. General school rules apply. In addition, a number of rules relating to use of the Internet and VLE also apply. An acceptable use policy is made available to all staff, students and computer users at Lagan College.

b) Lagan College has implemented a filtered Internet and VLE service through C2K NI and a filtered e-mail service (as recommended by UK government) through C2K NI. Pupils are **not permitted** to use any other e-mail service during use of the Internet and VLE in school.

Internet and VLE and e-mail services are monitored and are not therefore private – Internet and VLE activity and e-mail messages can be viewed at any time.

c) Staff and students at Lagan College should **know and understand** that no Internet and VLE user is permitted to:

- retrieve, send, copy or display offensive messages or pictures;
- use obscene or racist language;
- harass, insult, bully 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 commercial purposes.
- use ICT resources in any way that contravenes Health and Safety guidelines

d) Access to the Internet and VLE requires parental permission and a signed declaration by pupils agreeing to the school rules for use of the Internet and VLE.

e) Lagan College will ensure that all pupils understand how they are to use the Internet and VLE appropriately and why the rules exist. Pupils will be directed to the pupil version of this policy on first using the Internet and VLE, and during subsequent sessions as changes are made/issues arise.

f) The Internet and VLE is provided for pupils to conduct research and communicate with others. While the use of information and communication technologies is a required aspect of the statutory Northern Ireland Curriculum, access to the Internet and VLE and C2K NI remains **a privilege and not a right**. It is given to pupils who act in a considerate and responsible manner, and will be withdrawn if they fail to maintain acceptable standards of use.

g) During school hours teachers will guide pupils towards appropriate materials. Outside school hours families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

h) When using the Internet and VLE at Lagan College, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.

2. Examples of Acceptable and Unacceptable Use

a. On-line activities which are encouraged include, for example:

- the use of email and computer conferencing for communication between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), between schools and industry;
- use of the Internet and VLE to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;
- use of the Internet and VLE to investigate careers and Further and Higher education;
- the development of pupils' competence in ICT skills and their general research skills.

b. On-line activities which are not permitted include, for example:

- searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers;
- copying, saving and/or redistributing 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; sending mass email messages);
- publishing, sharing or distributing any personal information about a user (such as: home address; email address; phone number, etc.);
- sending or receiving unsavoury, insensitive, offensive or obscene e-mails
- any activity that violates a school rule.

c. Other activities which are not permitted include:

- using any equipment to photograph, record or video any school activity for which explicit permission has not been given
- using or distributing any material relating to school activities, pupils or staff for which explicit permission has not been given
- engaging in any activity that is harmful of or hurtful to others

3. Sanctions

- a) Violation of the above rules will result in a temporary or permanent ban on Internet and VLE use.
- b) Additional disciplinary action may be added in line with existing school rules on inappropriate language or behaviour.
- c) Where applicable, police or local authorities may be involved.

4. Location and Supervision

- a) Internet and VLE access for pupils at Lagan College is located in the highly used ICT classrooms, the library and in some subject departments around the school. All such machines are in full view of people circulating in the area.
- b) While using the Internet and VLE at school, pupils **should, where possible**, be supervised directly by a member of staff or indirectly by a technician or librarian. Independent electronic research requires specific teacher permission and research must be conducted in designated curricular areas only. In all cases, pupils should be reminded of their responsibility to use these resources in line with the school policy on acceptable use.
- c) Users will be made aware that the school has the ability to review files and communications to ensure that users are using the system responsibly. All uses of the Internet and VLE are logged and all sites visited by individual users are recorded. All e-mails can be read. While normal privacy is respected and protected by password controls, as with the Internet and VLE itself, **users must not expect Internet and VLE activity, e-mail or files stored on school servers to be absolutely private.**

5. Staff Use of Internet and VLE

- a. The Internet and VLE and e-mail training for staff will also focus on how electronic information-handling skills are now considered fundamental to the preparation of citizens and future employees in the Information Age. Staff will 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. Staff will be encouraged to identify appropriate and effective use of such skills, and provide guidance and instruction to pupils in the acceptable use of the Internet and VLE.
- b. All school 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.
- c. All staff are expected to have undertaken appropriate Health and Safety Training in the correct use of ICT equipment.
- d. Staff are actively discouraged from communicating with pupils using social network sites or other technologies outside of school.

6. Acceptable Use of Digital Images of Pupils

All staff should follow the guidance below when dealing with taking, display storage and use of photographs and digital images of pupils.

Taking of Photographs/Video of Pupils

Staff should continue normal practice. Parents will be informed in writing and asked to give their consent to a range of such activities. Staff will be advised of those parents who withhold permission in due course.

Display/use of Photographs/Video of Pupils

Staff should continue normal practice for using photographs for display purposes in school. For displays/use outside school or where staff require additional guidance on the display/use of photographs the Principal or a member of the SMT **should be consulted**.

Storage of Photographs/Video of Pupils

It should **not be** normal practice to store digital images of pupils (however obtained) on school or personal laptops as a matter of course for **prolonged** periods of time. As a result staff should ensure that:

1. Any image/s of a pupil/s (from camera, scanner or other source) that is/will be stored digitally should be stored on CD-ROM. Technical support will be available from the ICT department to assist in the transfer of existing/new images to CD-ROM.
2. After initial use by staff the CD-ROMS containing images of pupils should be passed to the school librarian for cataloguing and **centralised long-term storage**. Catalogued CD-ROMs will be available to **staff only** via normal library loan procedures.
3. After initial use by staff digital images of pupils should be **deleted from laptops as soon as possible**.
4. Staff should not pass images of students via e-mail, CD-ROMs etc to third parties without consulting the Principal
5. Traditional photographs of pupils should continue to be stored within departments using scrapbooks or a suitable alternative.

If you require further advice consult the Principal or a member of the SMT. This guidance will be reviewed on an annual basis.

7. Information for Parents

Parents are informed **in writing** of the school policy on acceptable use of the Internet and VLE, and asked to permission for their child/ren to use the Internet and VLE. Students are also required to sign an undertaking agreeing to their proper use of the Internet and VLE. Details of the letter sent to parents and additional guidance information is included in the appendix to this policy. In addition to the above parents are given the following guidance by Lagan College:

1. A home computer with Internet and VLE access should be situated in a location where parents can monitor access to Internet and VLE and e-mail. Computers should be fitted with suitable anti-virus, anti-spyware and filtering software.
2. Parents should agree with their children suitable days/times for accessing the Internet and VLE. Internet and VLE/e-mail usage can add significantly to your phone bill. Off-peak calls (after 6pm daily and weekends) are cheaper, but the cost of Internet and VLE access still needs to be carefully considered.
3. Parents should discuss with their children the school rules for using the Internet and VLE and implement these at home. Parents and children should decide together when, how long, and what comprises appropriate use;
4. Parents should get to know the sites their children visit, and talk to them about what they are learning;
5. Parents should consider using appropriate Internet and VLE filtering software for blocking access to unsavoury materials. Further information is available from Parents' Information Network (address below);
6. It is not recommended that any child under 16 should be given unmonitored access to newsgroups or chat facilities;
7. Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet and VLE, 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.
8. 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 and VLE service connection provided by the school or by C2K, they should immediately inform the school.



Internet Usage Access Policy

June 2010

Responsible Internet Uses

Dear Parent/Carer

As part of the school's ICT programme, we offer pupils supervised access to the Internet. Before the school can allow pupils to use the Internet, they must obtain parental permission. Both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the rules on this matter.

Internet access will enable pupils to explore thousands of libraries, databases, and bulletin boards. Students will also be able to exchange messages with other learners and teachers throughout the world. Although Internet use is supervised in our school, families should be aware that some pupils might find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, as with any other area, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school therefore supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide pupils towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, films and radio. I enclose a copy of the Rules for Responsible Internet Use that we operate at Lagan College.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

If you decide to support your child's application for access to the Internet, please complete the enclosed form and return it to the Office with the other forms in the admissions pack.

Yours faithfully

A McNamee (Mrs)
Principal

Internet Permission Form – The return of this form is very important

Please complete and return this form to the Principal, via the College Office

Pupil's name _____ Form/class _____

Parent's/carer's name _____

Pupil's Agreement

As a school user of the Internet, I agree to comply with the rules on its use. I will use the school network in a responsible way and observe all the restrictions explained to me by the school.

I also understand and agree that there is a complete ban on mobile/camera phones in school from 9.00 am – 3.30 pm. I agree that the misuse of mobiles in school, travelling to and from school and on school visits will lead to disciplinary sanctions. *(Full details of this rule can be found in the homework diary as part of the Code of Conduct).*

Pupil's signature _____ Date: ____/____/____

Parent's Consent for Internet Access

As the parent or legal guardian of the pupil signing above, I grant permission for my son/daughter to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring information and media.

Parent/Carer's signature _____ Date: ____/____/____

Parent's Consent for Web Publication of Work and general use of Photographs

I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules. Photographs may be taken of teams, choirs, individual achievements or awards or performances. Photographs may be published in local or national newspapers, television programmes, South Eastern Educational Library Board publications or internal notice board displays as well as the College Website. Students who do not have parental permission should ensure that they inform the relevant teacher as and when necessary.

Parent/Carer's signature _____ Date: ____/____/____

Home Telephone No. _____

Lagan College

Belfast



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