

ICT Policy

Date

Dear Parent

INTERNET PERMISSION FORM

As part of the College's ICT programme we will be offering pupils supervised access to the Internet. Before being allowed to use the Internet all pupils must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the college rules on this matter.

The Internet is an electronic information highway connecting many thousands of computers all over the world and millions of individual subscribers. This global "network of networks" is not governed by any entity. Therefore, there are no limits or checks on the kind of information that is maintained by, and accessed by Internet users. Nevertheless, there are immense benefits of many Internet sites for educational purposes.

Sacred Heart College have in place a "filtered" security system to prohibit access to unsuitable sites, however it is impossible to guarantee the restriction of unwanted Internet material. In order to protect our young people from any inherent dangers, it is the joint responsibility of college staff and the parent or guardian of each pupil to educate the pupil about his or her responsibility when using the Internet.

Whilst our aim for Internet use is for further educational goals and objectives, pupils may find ways to access other materials as well. During school, teacher will guide pupils towards appropriate materials. However, when appropriate, pupils may pursue electronic research independent of staff supervision if they are granted permission and the computer is being used in a public area. In all cases, pupils must use these resources in line with the college's policy on acceptable use.

Please read the enclosed guidance documents and then complete the permission form and return it to the college with your son/daughter as soon as possible.

Yours sincerely,

Principal

Chair of Board of Governors

Internet Parent Permission Form

Please read the enclosed documentation and discuss it with your son/daughter.

A. Pupil

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

Pupil Signature: _____

Date: ___/___/___

B. Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my son/daughter to use the Internet. I understand that pupils will be held accountable for their own actions.

Parent Signature: _____

Date: ___/___/___

Name of Pupil: _____

Form class: _____

Home Telephone no.: _____

To be returned to the office as soon as possible

COLLEGE POLICY FOR THE ACCEPTABLE USE OF THE INTERNET

- The college will actively encourage use of the Internet as an educational resource unless parents have indicated otherwise.
- Pupils are responsible for their good behaviour on the college network. While the use of ICT is a requirement of the Northern Ireland Curriculum, access to the Internet remains a privilege and not a right. This right is given to all pupils who act in a considerate and responsible manner, and will be withdrawn if they fail to maintain acceptable standards of use.
- The college will ensure that students know and understand that no Internet user is permitted
- Any pupil who abuses these privileges will be immediately barred from using the computer network and his/her actions will be dealt with under the normal disciplinary procedures.

PUPIL GUIDELINES FOR INTERNET USE

1. A filtered access service to Internet is provided at Sacred Heart College. All users should be aware that the school can and does track and record sites visited, and the searches made on the Internet by individual users.
2. Internet access for pupils at Sacred Heart College will be available only on computers that are in highly used areas such as the IT suites. Machines that are connected to Internet are in full view of teachers circulating in the room.
3. Pupils using the Internet in Sacred Heart College will be supervised. However, when appropriate, pupils may pursue electronic research independent of staff supervision if they are granted permission and the computer is being used in a public area. In all cases, pupils must use these resources in line with the college's policy on acceptable use.
4. When using the Internet pupils are expected to act responsibly just as they do in the classroom or corridor. General school rules apply.
5. The Internet is provided for pupils to conduct research. Parents' permission is required. Remember that access to the Internet is a privilege not a right and that access requires responsibility.
6. When using the Internet, all users must comply with all copyright, libel, fraud, and discrimination and obscenity laws.
7. Staff may review files on computer storage areas and other storage devices to insure that users are using the system responsibly. Users should not expect that files stored on servers or external storage would always be private.

ACCEPTABLE USE OF THE INTERNET

Examples of Acceptable on-line activities that are to be encouraged include:

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

UNACCEPTABLE USE OF THE INTERNET

Examples of Unacceptable on-line activities include:

1. Searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers;
2. Sending or reading email that is not related to the aims of the curriculum or future careers;
3. Retrieve, send, copy or display offensive messages or pictures;
4. Use obscene or racist language;
5. Damage computers, computer systems or computer networks;
6. Use another users username and password or trespass in another users folders, work or files;
7. Intentionally waste resources (such as on-line time and consumables);
8. Copying, saving or redistributing copyright protected material, without approval;
9. Subscribing to any services or ordering any goods or services, unless specifically approved by Sacred Heart College;
10. Playing computer games or using interactive 'chat' sites, unless specifically assigned by the teacher;
11. Using the network in such a way that use of the network by other users is disrupted (e.g. downloading large files);
12. Publishing, sharing or distributing any personal information about a user (such as; home address, telephone number etc.);
13. Any activity that breaches a school rules.