

Arvalee School Internet Policy 2014/15

This policy was revised in October 2014 as part of the School Development Plan and is used alongside the DENI Policy for the Acceptable Use of the Internet in Schools (Circular Number: 1999/25). It was devised by the ICT coordinator with the agreement of the whole staff and Board of Governors.

Today going on-line to surf the net or to use electronic mail is commonplace and Arvalee School acknowledges that these skills are important for our pupils in preparation for an ever growing technological age. At Arvalee we encourage pupils to use the rich information resources available on the Internet, together with the skills to evaluate these resources. Electronic information skills are now fundamental to preparation of citizens and future employees during the coming information age.

On-line services broaden the access to all types of information. In the past a teacher's library and teaching resources could usually be carefully chosen for consistency with national policies and in support of the curriculum. Internet access, because it can lead to any publicly available site in the world, will open classrooms to electronic information that has not been selected by teachers. Arvalee School expects staff to blend the use of such information within the curriculum. The school expects staff to provide guidance and instruction to pupils in the appropriate use of such resources. Staff will consult with the ICT co-ordinator for advice on content and training.

The Internet also contains materials that are of a potentially offensive nature. Internet access is available in Arvalee through high speed Broadband in all classrooms and specialist rooms. The school will only connect to the Internet through the C2k system which provides a well filtered service that will protect our pupils and there will be no time when pupils will access the Internet unsupervised. Pupils log on to the C2K system using their own unique username and a password.

C2k has recently created a new filtering group, the Grey Area, which provides, for staff only, access to a number of websites that were up to now blocked. These websites are of value for teaching and learning but access is restricted to staff as many of these sites may provide access to inappropriate content. Staff are informed of this Grey Area and advised that a computer on which they have logged on should not be left unattended. Particular attention is paid to the security of staff usernames and passwords and no member of staff's logon details should be given to a student.

Staff must take particular care when using sites on a whiteboard and thoroughly check material before classroom use.

In the event of anyone, staff or pupil, attempting to or deliberately accessing inappropriate materials on-line, the school will reserve the right to withdraw the privilege of using the Internet and take disciplinary action.

Teachers will instruct pupils on school rules (Acceptable Use Policy) concerning Internet and e-mail use. These rules will be displayed beside every machine that is used for Internet access.

Photographs of pupils will not be used by any member of staff across the internet, for example in the building of a web site, without first seeking permission from parents and school management. All electronic photographs of pupils will be stored in a responsible way by staff.

Arvalee staff will be expected to act responsibly and take adequate precautions through the use of appropriate security settings when using social networking sites which they access outside school. Staff should maintain confidentiality about our pupils and should not identify Arvalee School on social networking sites as this could directly link their behaviour outside of work with the reputation of the school.

Staff members are strongly advised not to choose pupils or family members of pupils as friends on social networking sites. Any member of staff who seriously breaches confidentiality may face disciplinary action.

Mobile phones are not allowed in school or at South West College by any pupil unless a parent has contacted the school to let management know when a mobile might be needed by a pupil. Mobile phones are not allowed to be taken on any school related trip by any pupil. No pupil is allowed at any time to take a photograph with a camera phone on the school premises or on a school related trip.

This policy will be up-dated on a regular basis by the ICT Coordinator

Internet Access by staff and pupils

- Internet access for our pupils will always be supervised
- All Internet users, both staff and pupils must comply with copyright, libel, fraud, discrimination and obscenity laws.
- Pupils and staff will be responsible for their behaviour on school networks and will accept that access to the Internet will be withdrawn if they fail to maintain acceptable standards of use.
- The Internet will be used to support the aims and objectives of the Northern Ireland Revised Curriculum.
- Staff will keep own log-on details secure and will not leave unattended a computer to which they are logged on
- Staff will research and thoroughly check internet content before use in the classroom
- Staff will behave responsibly and take adequate precautions on social networking sites which they access outside school