

Ballyclare Secondary School

Pupil Acceptable Use of ICT in Ballyclare Secondary School – Short Version

Rationale

Part of the Ballyclare Secondary School Philosophy is to help pupils live effectively in a highly technological society. All pupils use ICT to enhance their learning across the curriculum, they all interact with material on the Internet, use Email as a communication tool and are being introduced to Virtual Learning Environments (VLE).

Email must be used in a responsible, effective and lawful manner. Email is provided as part of Ballyclare Secondary School's overall provision of ICT facilities for the purpose of teaching, learning and administration activities. Email use is subject to relevant legislation.

The Virtual Learning Environment (VLE) is being developed to provide a wide range of interactive activities, course support materials and access to supported structures of learning in a safe and monitored online environment. School staff will be responsible for the development, upgrading and updating of course contents.

Guidelines

Internet

Users are encouraged to:

- Use the Internet to investigate and research school subjects
- Develop their competence in ICT skills and general research skills.

Users are not permitted to:

- Copy, save and/or redistribute copyright protected material, without approval. If pupils are unsure if material is protected by copyright, teachers will provide appropriate information to guide them.
- Subscribe to any services or order any goods or services.
- Use interactive 'chat' sites.
- Access social networking sites e.g. Facebook.
- Use the network in such a way that disrupts the use of the network by other users.
- Download software or other files.
- Load software on to any school machine.
- Publish, share or distribute any personal information about any user (e.g. home address; email address; phone number; photos).
- Use another user's password or allow other users to use their password.
- Communicate to others any information, or engage in any activity which may result in the loss of or damage to another pupil's work.
- Use the Internet services provided by the school without a teacher's knowledge and permission.
- Retrieve, send, copy or display offensive information or images
- Use obscene, discriminatory or racist language, harass, insult or attack others
- Damage computers, computer systems or computer networks.
- Use school computer equipment for any other activity that violates a school rule or school policy.
- Connect to the wireless network on personal devices

VLE

Users are encouraged to:

- Use the VLE to enhance independent learning.
- Engage in online learning activities including games and quizzes for the purpose of assessments, within the structure of the VLE.
- Use email facilities to communicate with other pupils, teachers, other schools and industry where such an activity is part of a structured online course.
- Collaborate with pupils from other schools.

Users are not permitted to:

- Use the VLE in such a way that disrupts the use of the VLE by other users.
- Download software or other files without permission.
- Engage in inappropriate, abusive or defamatory chat and forums.
- Publish, share or distribute any personal information about any user (such as: home address; email address; phone number; photos).
- Use another user's password or allow other users to use their password.
- Communicate to others any information, or engage in any activity which may result in the loss of or damage to another pupil's work.
- Retrieve, send, copy or display offensive or pornographic information or images.
- Use obscene, discriminatory or racist language, harass, insult or attack others.
- Upload or use malicious code in any form within the VLE.
- Search out or use security threats as this may constitute an illegal attempt to gain access to the VLE.

Email

Users are encouraged to:

- Use email facilities to communicate with other pupils, teachers, schools and industry where such an activity is part of schoolwork.

Users are not permitted to:

- Falsely represent the school via their school email account.
- Send inappropriate e-mails.
- Use school e-mail accounts for communication not related to school activities.

Sanctions

Sanctions imposed are a result of a breach or attempted breach of prohibited actions. The sanctions reflect the seriousness of an individual offence, are applied as soon as possible and in a fair and consistent manner. Where appropriate parents will be informed of breaches and what sanctions have been applied.

The sanctions imposed for inappropriate use of ICT facilities are:

- Verbal warnings – are given for attempts to contravene the rules or minor “one-off” offences.
- Offenders will be subject to a monitoring period of 4 weeks and continued use of the ICT facilities will be reviewed after this period.
- Very serious cases, will be immediately referred to the Head of Pastoral Care/Vice Principal/Principal.
- Due to the nature of the Email System and possible legal implications, penalties for misuse of email will depend on the seriousness of the offence, and be in accordance with current School/ESA/DENI Procedures.

These policy Guidelines are translated into action through other policies and procedures.

✂-----

I have read the above document and the full policy (available from school website) and agree to abide by the regulations.

Pupil's Name: _____

Class: _____

Pupil's Signature: _____

Date: _____

As the parent or guardian of the above pupil, I have read the Acceptable Use Agreement. I understand that access is designed for educational purposes. I give permission for my child to have internet access. I agree to give my full support to this policy and any future revisions thereof.

Signature of Parent/Guardian: _____

Date: _____