

Ballyclare Secondary School



ICT Acceptable Use and Bring Your Own Policy

“Every child deserves a rewarding educational experience.”

<i>Date of last review</i>	<i>May 2024</i>
<i>To be reviewed by</i>	<i>May 2026</i>

Ballyclare Secondary School

ICT Acceptable Use

Rationale

Ballyclare Secondary School strive to provide an inclusive learning and teaching environment in which all can reach their full potential. In support of this, it is essential that we as a school prepare pupils to live effectively in a highly technological society. We acknowledge that digital technologies are powerful tools for enhancing learning, fostering creativity, promoting student achievement, and developing independence.

While these technologies offer numerous benefits, it's crucial that their use is seen as a responsibility. We encourage students, staff, and parents/carers to use them appropriately and maintain good e-safety practices. It's essential for everyone in the school community to be aware of the potential risks of internet use and to conduct themselves responsibly online.

We utilize digital technologies to elevate educational standards, support staff's professional work, and improve the school's management functions. As technology rapidly evolves and becomes integral to daily life, education, and business, we aim to equip students with the necessary digital skills to succeed in society and the workforce.

All students use digital skills to enrich their learning across all subjects. They interact with online materials, use email for communication, and engage with Virtual Learning Environments (VLE).

Teachers guide students to suitable websites that enhance their learning experience. To protect our students from potential online dangers, school staff are responsible for taking appropriate measures while promoting the beneficial use of the internet.

Email, provided as part of the school's ICT facilities, must be used responsibly, effectively, and lawfully for teaching, learning, and administrative activities, in compliance with relevant legislation.

Our VLE offers a variety of interactive activities, course support materials, and access to structured learning in a secure and monitored online environment. School staff are responsible for the ongoing development, upgrade, and update of course content.

ICT Facilities

Ballyclare Secondary School boasts a comprehensive range of computers and printers, strategically located throughout the school. We actively promote the use of our network as a valuable resource for all aspects of student learning.

Each workstation is equipped with filtered internet access, and every student is provided with a secure email account, which is the **only email account authorised for use within our school with the exception of UCAS applications**. Personal email accounts should NOT be used.

Prior to students utilising the network, sending a school email, or accessing any internet site, it is essential that both they and their parents/carers have read, understood, and consented to our terms and conditions of use.

Our network is primarily an educational resource, intended to boost academic studies. It is not designed for recreational purposes and should not be used as such.

Access to Computers in School

To ensure a safe, respectful, and productive environment in the computer suites for all users. All students and staff are expected to adhere to these rules.

- **Access Hours:** Computer suites are accessible during school hours and for after-school activities as scheduled. Unauthorized access outside these hours is not permitted.
- **Supervision:** Students must be supervised by a staff member at all times when using the computer suites.
- **Booking System:** A booking system is in place for the use of computer suites. Priority is given to ICT classes and other classes that require the use of ICT resources.
- **Food and Drink:** No food or drink is allowed in the computer suites to prevent damage to equipment.
- **Respect for Equipment:** Students must respect all equipment and furniture in the computer suites. Any damage must be reported immediately to a staff member.
- **Personal Devices:** The use of personal devices in the computer suites must be in accordance with the school's Bring Your Own Device (BYOD) policy.
- **Data Privacy:** Students must respect the privacy of others' work and data. Accessing, copying, or modifying others' work without permission is strictly prohibited.
- **Consequences:** Failure to adhere to these rules may result in disciplinary action, including temporary or permanent loss of access to the computer suites.

Purpose

Internet

Using the Internet in a structured and supervised way at Ballyclare Secondary School:

- Encourages pupils to access the Internet where it is beneficial and where such use supports their understanding of the Northern Ireland Curriculum and subject specifications.
- Ensures that pupils acquire digital skills that are useful for them not only in school but also in adult life, in continuing education and training and in employment.
- Protects pupils from undesirable experiences and/or influences while using the Internet.
- Encourages pupils to work with due consideration of other users when using computer equipment.
- Trains pupils in good practice when using the Internet and the computer network.
- Promotes E-Safety and appropriate internet usage through messages delivered through ICT lessons, assemblies, and external speakers.

VLE

VLE's are a powerful tool that can transform the teaching and learning journey in a digital age. They provide a centralised hub for all teaching needs, streamlining the creation, distribution and grading of assignments. It also promotes effective communication between teachers and students. All students at BSS have the privilege of accessing Google Classroom and Microsoft Teams as the chosen VLE's. Any data, inclusive of images, stored on the VLE's are password-protected and subject to copyright laws.

The VLE:

- Allows pupils to access an online learning structure specifically designed to enhance their learning experiences.
- Promotes accessibility as it can be accessed from any device with an internet connection, promoting 'anytime, anywhere learning'.
- Facilitates the acquisition of transferable digital skills that can be used in other curriculum areas in school, in continuing education or training and in employment.
- Encourages pupils to engage in valuable collaborative learning experiences and receive online mentoring support from peers and teachers.
- Provides centralised access to online tools.
- Promotes eco-friendly practices with its paperless approach.

Email

In using email Ballyclare Secondary School:

- Encourages users to adhere to guidelines on the secure, effective and acceptable use of email.
- Outlines the standards that users must comply with to ensure appropriate use of the facility.

Guidelines

Username and Passwords

The school is committed to maintaining the security of computers and internal networks, prioritising the protection of school data and the personal safety of the school community.

- Each user is assigned a unique username and password to access the school network.
- The username can't be changed, it is made up of the initial of their first name, their surname and then 3 unique numbers e.g. jbrown888.
- Users should follow EdIS policy when choosing a password.
 - Staff:
 - **Password must be at least 11 characters long**
 - Password cannot contain First name or Surname and cannot be previously used.
 - Password must contain **three** of the below:
 - **Uppercase letters**
 - **Lowercase Letters**
 - **Numbers (0-9)**
 - **Non-alphanumeric character**
 - Pupils:
 - **Password must be at least 8 characters long**
 - Password cannot be previously used.
 - Password should contain a mix of:
 - **Uppercase letters**
 - **Lowercase Letters**
 - **Numbers (0-9)**
- Users should memorise their username and password. Writing down passwords is discouraged.
- System policies require password changes every 90 days.
- If a user believes their password has been compromised, it can be changed by pressing Ctrl, Alt, and Delete simultaneously while logged into a school Windows computer.
- For password-related inquiries, students can contact the ICT Technicians located in the ICT Department.
- Users are held accountable for the data stored in their network area and any activities conducted under their name.

Print Credits

Pupil Print Credits

At the start of the academic year, each student will receive an allocation of printing credits via Paper Cut. If students exhaust their allocated printing credits, additional credits can be purchased by following these steps.

- Student visits the school office.
- Inform Ms Hatch of the desired amount of additional print credits e.g. £2.
- Ms Hatch will add this amount to Parent Pay.
- The Parent/guardian is required to make payment via Parent Pay.
- Upon receipt of payment via Parent Pay, the student's Paper Cut account will be credited with the additional printing credits.

Pupils are not permitted to:

- Use school allocated print credits for printing past papers or mark schemes.

Teaching Staff Print Credits

At the commencement of each academic year, staff members are granted a print credit balance of £60. This balance is replenished weekly by £5, up to a maximum limit of £60. Staff members are required to manage their printing needs within this allocated budget, as no additional credits will be provided.

Staff are not permitted to:

- Print multiple copies of files. 1 copy should be printed and then photocopied.
- Print work for pupils.
- Print non-school related documents.

Non-Teaching Staff Print Credits

At the commencement of each academic year, staff members are granted a print credit balance depending on their role within school. This balance is replenished weekly. Staff members are required to manage their printing needs within this allocated budget, as no additional credits will be provided.

Staff are not permitted to:

- Print multiple copies of files. 1 copy should be printed and then photocopied.
- Print work for pupils.

Data Storage

Work should be saved on the N Drive for backup purposes. We understand that both staff and students may need to continue their work at home, and they can access their data in several ways. Here are our preferred methods in order.

1. Save files to school cloud storage accounts such as Google Drive or One Drive
2. Log in directly to their 'C2K Documents' from home.
3. Emailing attachments, though please note this will be subject to filtering.

We advise against the use of USB memory sticks for transferring work due to the risk of loss or corruption.

File Retention Information

Google Drive and One Drive are NOT backed up by EdIS which is why a backup copy should be retained on the school N drive.

A file which is accidentally deleted from:

- One Drive, it can be retrieved from the recycle bin within **93 days**, after which it will be permanently deleted.
- Google Drive, it can be retrieved from the recycle bin within **30 days**, after which it will be permanently deleted.

Terms of Use of School Network and Digital Devices

Students are expected to maintain appropriate behaviour while using the school network, with general school rules being applicable. This is particularly important when students interact with each other via email and VLE.

The network, inclusive of internet access, is provided to support learning. All users are accountable for their actions and communications over the network, and it is expected that they will adhere to school standards and honour the agreements they have signed.

Please be aware that the school reserves the right to inspect files stored on its computer system, and all internet traffic, including emails are monitored. If inappropriate material is discovered, the school will take action as deemed necessary. **Users should not expect privacy while using the network.**

Guidelines for Appropriate Network and Digital Device Use

- **Food and Drink:** Do not eat or drink (including water) at a computer.
- **Personal Grooming:** Refrain from personal grooming activities, such as brushing hair and applying makeup, at a computer.
- **Software Usage:** Only use software that is registered with the school. Unauthorised downloads are not permitted.
- **Equipment Care:** Do not damage computers, computer systems, or computer networks.
- **System Settings:** Do not change settings on any computer.
- **Hardware Handling:** Do not remove headphones attached to a computer or add/remove hardware components without permission.
- **System Integrity:** Avoid any activity that threatens the integrity of the school computer system or network, attacks or corrupts other systems, or slows down the network.
- **Relevant Activities:** Only engage in activities that are relevant to the school curriculum.
- **Copyright Compliance:** Respect copyright laws. Do not download, save, or share music/video files without proper authorization.
- **Password Confidentiality:** Do not disclose your password to students.
- **Account Security:** Only access the network using your own username and password.
- **Privacy Respect:** Do not trespass in others' folders, work, or files.
- **Appropriate Content:** Do not use the network or any school computer to access and/or download inappropriate material on the internet.
- **File Storage:** Only store files related to educational purposes on the computer. Personal files should not be stored on the network.
- **Offensive Content:** Do not retrieve, send, copy, or display offensive information or images.
- **Respectful Communication:** Do not use obscene, discriminatory, or racist language, harass, insult, or attack others.

Use of Personal Digital Devices

The school acknowledges the benefits of students utilising their personal ICT devices for educational purposes.

However, before students are permitted to use their personal ICT devices within the school premises, they must agree to adhere to the rules and requirements stipulated in the Bring Your Own Device Policy, which is detailed later in this document. This policy ensures that the usage of personal ICT devices aligns with the school's educational goals.

Please note that the use of personal devices is entirely optional for students.

As per Page 4 of the 'Promoting and Sustaining Good Behaviour in Scholls Policy', mobile phones should remain switched off during school hours. The only exception to this rule is when students are instructed by a teacher to use their device to access the school's wireless network.

Any student found using their phone outside of this permitted activity during school hours will have their phone confiscated and returned at the end of the lesson. Persistent offenders will have their phone confiscated and it will be available for collection by a parent/carer from the school office after 3.00pm.

Loan Devices

Ballyclare Secondary School is committed to promoting digital inclusion and bridging the digital divide. We have a limited number of digital devices available for student loans. This initiative is designed to provide equitable access to digital resources, fostering an environment of responsibility and respect for school property. Please note that this policy may be subject to modifications at the school's discretion, depending on the availability of resources

- **Eligibility:** Students are eligible to borrow digital devices from the school if they meet the criteria listed below.
- **Loan Duration:** Devices can be borrowed for a period of one academic term, after which they must be returned for maintenance and inventory purposes. Loans can be renewed for the following term if the device is still needed.
- **Device Care:** Students are responsible for the care of the device while it is in their possession. Any damage or loss must be reported immediately to the school.
- **Acceptable Use:** The use of the device must comply with the school's Acceptable Use Policy. Inappropriate use may result in the termination of the loan and disciplinary action.
- **Return of Device:** Devices must be returned in the same condition they were issued. Failure to return a device may result in a fine or other penalties.
- **Privacy and Security:** Students should not store sensitive personal information on the device. The school is not responsible for any data loss.
- **Technical Support:** The school will provide technical support for the device during the loan period. However, the school is not responsible for supporting personal software or hardware.
- **Agreement:** Before borrowing a device, students and their parents/carers must sign the Loan Agreement Policy acknowledging that they understand and will abide by this policy. The Loan Agreement Policy will be distributed separately to pupils who meet the criteria.

ASDA Laptop & ASUS Chromebook Criteria

Criteria will be applied in the order stated below:

1. Student qualifies for Free School Meals (FSME).
2. Student priority level
 - a. Priority 1 - Year 12 students
 - b. Priority 2 – Year 11 students
 - c. Priority 3 – Year 10 students
 - d. Priority 4 – Year 9 students
 - e. Priority 5 – Year 8 students
3. Staff observations and comments regarding the student's need for a device are taken into account.
4. Benefits multiple students within the same household.

*C2K Network Manager, in consultation with SLT reserve the right to make final decisions on all matters.

Fair Start Device Criteria

Criteria will be applied in the order stated below:

1. The student is enrolled in the 6th form.
2. The student is eligible for Free School Meals (FSME).
3. The student's academic curriculum includes multiple subjects that require extensive portfolio-based work.
4. The student is on the Special Educational Needs and Disability (SEND) Code of Practice. In the case of SEND needs, criteria will be applied in the following order:
 - i. The student is entitled to Access Arrangements related to the use of a laptop in examinations.
 - ii. The student is registered on the Special Educational Needs and Disability (SEND) Code of Practice with a need related to literacy difficulties.
 - iii. The student's handwriting has been deemed illegible and requires the use of a laptop.

*C2K Network Manager, in consultation with SLT reserve the right to make final decisions on all matters.

Managing Emerging Technologies

The school acknowledges the swift advancement of technology and the emergence of new technologies. Prior to their introduction in the school, these technologies will be evaluated to assess their potential educational benefits. The school remains abreast of technological advancements and is ready to formulate suitable strategies to address new technological developments.

As part of its commitment to using emerging technologies, Ballyclare Secondary School will undertake the following measures:

- **User Education:** Ensure users are educated about the potential risks and challenges associated with the use of new technologies, as well as the appropriate and responsible use of these technologies.
- **Policy Review:** Regularly review and update the school's ICT policies and guidelines.
- **Training Implementation:** Implement training sessions for staff and students to familiarise them with new technologies and their educational applications.
- **Collaboration:** Collaborate with other educational institutions or technology experts to benefit from sharing best practices and staying informed about the latest technological advancements and their potential impact on education.
- **Feedback:** Seek feedback from staff and students on their experiences with the use of technologies, to provide valuable insights for future technology-related decisions and policies.

Artificial Intelligence

We recognize the transformative potential of Artificial Intelligence (AI) in enhancing student's educational experience. AI can be a powerful tool for personalized learning, providing tailored educational content, and fostering creativity and critical thinking skills. However, it is not a substitute for human instruction and should be used as a supplementary tool.

Promoting Responsible Use of AI:

- **Ethical AI Usage:** Pupils are encouraged to use AI tools responsibly and ethically, respecting intellectual property rights and avoiding plagiarism or any form of cheating.
- **AI in Coursework:** AI usage is prohibited in most subjects with coursework. In subjects where AI usage is acceptable, students must adhere to the External Examinations Malpractice Policy and the BTEC Assessment Malpractice Policy.
- **Data Privacy in AI:** Users should be mindful of data privacy when using AI tools. They should avoid sharing sensitive personal information with AI systems and use these tools in line with the school's data protection and privacy policies.

By following these guidelines, we aim to harness the benefits of AI in a manner that is ethical, responsible, and in the best interests of our student's education. We believe that with the right guidance, AI can be a valuable tool in our students learning journey.

Social Media

Social media platforms hold immense potential for personal and academic growth. However, all members of our school community, including staff and students, need to be conscious of their digital footprint. Our curriculum proactively educates students about the risks and responsibilities associated with sharing personal information on social media and the challenges of eradicating it once shared.

Please refer to Page 4 of the 'Promoting and Sustaining Good Behaviour in Schools Policy',

Internet

- **Internet Access:** The school provides users with filtered and monitored Internet access. However, as no filtering service is completely secure, users are expected to behave responsibly.
- **Internet Usage Tracking:** Pupils and staff should be aware that the school tracks and records their Internet activity, including websites visited, search queries, and emails sent and received.
- **Network Monitoring:** Pupils and staff should understand that files and communications on the school's networks are monitored. While privacy is respected and protected by password controls, **files stored on school servers are not absolutely and unconditionally private.**
- **Parental Responsibility:** Outside of school, parents/carers are responsible for guiding their children's use of the internet as they normally would with information media, such as television, mobile phones, movies, and radio.

Promoting Constructive Internet Use

- **Internet for Research:** Use the Internet to investigate and research school subjects.
- **Develop ICT Skills:** Develop their competence in ICT skills and general research skills.
- **Collaborative Learning:** Use online platforms to collaborate on projects and assignments with classmates. This can help develop teamwork and communication skills.
- **Digital Citizenship:** Learn and practice good digital citizenship, which includes respecting others online, understanding the impact of digital footprints, and being aware of privacy settings and data security.
- **Online Safety:** Learn about online safety measures, such as recognising phishing attempts, creating strong passwords, and understanding the importance of not sharing personal information online.
- **Educational Resources:** Utilise the vast array of educational resources available online, such as educational videos, academic articles, and interactive learning platforms.
- **Creative Expression:** Use digital tools to express creativity, such as creating presentations, digital art, coding projects, or writing blogs.
- **Career Exploration:** Use the Internet to explore potential career paths and the skills needed for different professions. This can include researching colleges, vocational training programs, or future job markets.

Guidelines for Responsible Internet Use:

In addition to the **Guidelines for Appropriate Network and Digital Device Use** the following should be followed:

- **Copyright Compliance:** Do not copy, save, or redistribute copyright-protected material without approval. Teachers will provide guidance if pupils are unsure about copyright issues.
- **Subscription Restrictions:** Do not subscribe to any services or order any goods or services.
- **Chat Site Restrictions:** Do not use interactive 'chat' sites.
- **Social Media Restrictions:** Do not access social networking sites, e.g., Facebook.
- **Network Disruption:** Do not use the network in a way that disrupts its use by other users.
- **Software Management:** ICT Technicians with approval from the Senior Leadership Team (SLT) are the only ones permitted to download software or other files and load software onto any school machine.
- **Privacy Respect and Security:** Do not publish, share, or distribute any personal information (e.g. home address; email address; phone number; photos) about any user. Report any abuse or cyberbullying cases.
- **Respect Others' Work:** Do not communicate any information or engage in any activity that may result in the loss of or damage to another pupil's work.
- **Teacher Supervision:** Do not use the Internet services provided by the school without a teacher's knowledge and permission.
- **Policy Compliance:** Do not use school computer equipment for any activity that violates a school rule or policy.

VLE

- **VLE Access:** The school provides filtered and monitored access to the Virtual Learning Environment (VLE) for pupils and staff. However, no filtering service is foolproof. Therefore, all users should act responsibly while using the VLE.
- **VLE Monitoring:** Pupils and staff should be aware that the school routinely tracks and records activities within the VLE, including discussion forums and chat facilities.
- **Privacy in VLE:** While the VLE respects normal privacy and is protected by password controls, users should understand that their written communications on the VLE are not absolutely and unconditionally private.

Promoting Constructive VLE Use

- **Enhance Independent Learning:** Use the VLE to foster independent learning.
- **Engage in Online Activities:** Participate in online learning activities, including games and quizzes for assessment purposes, within the structure of the VLE.
- **Collaborate with Peers:** When instructed by the teacher collaborate with pupils from other schools through the VLE.

Guidelines for Responsible VLE Use:

In addition to the **Guidelines for Appropriate Network and Digital Device Use** and **Guidelines for Responsible Internet Use** the following should be followed:

- **Disrupt VLE Usage:** Do not use the VLE in a way that disrupts its use by other users.
- **Inappropriate Behaviour:** Refrain from engaging in inappropriate, abusive, or defamatory chat and forums.
- Do not upload or use malicious code in any form within the VLE.
- **Avoid Security Threats:** Do not search out or use security threats as this may constitute an illegal attempt to gain access to the VLE.

Email

- **Email System Ownership:** The school owns the email systems and reserves the right to monitor and access any email messages.
- **User Responsibility:** All users are responsible for ensuring that their email usage complies with regulations and is ethical and lawful.
- **Offsite Access:** Access to the school email systems is available offsite.

Promoting Constructive Email Use

- **Use Email for Schoolwork:** Use email facilities to communicate with other pupils, teachers, schools, and industry when it's part of schoolwork.

Guidelines for Responsible Email Use:

In addition to the **Guidelines for Appropriate Network and Digital Device Use**, **Guidelines for Responsible Internet Use** and **Guidelines for Responsible VLE Use** the following should be followed:

- **False Representation:** Do not falsely represent the school via their school email account.
- **Inappropriate Emails:** Do not send inappropriate emails.

All users must adhere to the following guidelines for appropriate use of the email system:

- **Email Formatting Standards:** All emails should be formatted to ensure readability:
 - Background: White with no graphics.
 - Font Style: Sans Serif font such as Calibri or Arial.
 - Font Colour: Black.
- **Staff Email Requirements:** Staff emails should include the sender's name and position (if applicable), followed by the standard disclaimer.
- **Regular Email Checks:** Users should check their emails regularly.
- **Account Responsibility:** No one should permit another individual to use their email account to send or receive mail. The account holder is liable for all communications via their account.
- **Secure Workstations:** Users should lock (Windows Key + L) their workstations when leaving to prevent unauthorised access.

- **Direct Messages Appropriately:** Address messages to those who need to take action or respond. Use “cc” for others who should be informed. For GDPR purposes, use “BCC” when you want to inform others without revealing their email addresses to all recipients.
- **Use Meaningful Subjects:** Use a relevant ‘subject’ field to help the reader anticipate the content. Stick to one subject per message.
- **Maintain Professionalism:** Be polite and professional. Avoid using all uppercase text as it can be perceived as shouting.
- **Student-Teacher Communication:** Students and teachers should maintain a professional tone in all email communications. Any form of harassment or inappropriate content is strictly prohibited.
- **Avoid Sensitive Topics:** Refrain from discussing confidential, sensitive tasks or controversial views via email unless absolutely necessary.
- **Confidential Information:** If it is essential to share confidential information via email, ensure it is encrypted or otherwise secure to protect the data. Confidential information should be sent as a secure attachment rather than included in the main body of the email to add an extra layer of security.
- **Schedule Emails:** To respect recipients’ personal time, schedule emails to be sent during working hours. This prevents emails from arriving at inconvenient times, such as late at night or early in the morning.
- **Respect Others’ Content:** Do not use or edit someone else’s message without acknowledgement or permission.
- **Respect Privacy:** Think about privacy before forwarding messages.
- **Minimize Email Traffic:** Use ‘reply all’ and distribution lists sparingly to reduce unnecessary messages and avoid misdirected emails.
- **Consider Recipient List:** Before sending an email, especially confidential or sensitive ones, consider if all recipients need to receive it.
- **Use Group Lists Appropriately:** Email distribution group lists should be used only for school business. Senders should be a member of the group list or a staff member involved with that group.
- **Avoid ‘Roving’ Groups:** Refrain from sending emails to ‘Roving’ Groups as they may be viewed by individuals outside the school.
- **Manage Email Folders:** Users are responsible for managing their email folders and staying within quota limits. To ensure smooth email flow, users should delete unwanted messages weekly from their Inbox, Sent Items, Drafts, and Deleted Mail Folders.
- **Link Instead of Attach:** To conserve storage space, consider including links to documents instead of attaching them directly to the email. This is especially useful for large files or when sending to multiple recipients. However, ensure that the recipients have the necessary permissions to access the linked documents.
- **Beware of Viruses:** Be cautious of unsolicited emails with attachments. If unsure, do not open the attachment and delete the email.
- **Educational Purpose:** Emails should primarily be used for educational purposes and school-related communications. Personal use should be limited and not interfere with school duties.

General Data Protection Regulation (GDPR) 2018

In compliance with the General Data Protection Regulation (GDPR), all email communications are subject to the following:

- **Data Disclosure:** All email transmissions containing personal data may be disclosed in response to a legitimate request, processed through the appropriate channels, via the School’s Data Protection Officer. ‘Personal data’ can include a sender’s opinion of another individual.
- **Message Disclosure:** Email messages may be disclosed to those referred to within them. The school is not liable for any subsequent actions that a sender may expose themselves to.
- **Email Usage:** Use of email, for both internal and external communication, falls within the provisions of the General Data Protection Regulation.
- **Address Confidentiality:** Email users who have access to email addresses have a responsibility not to disclose email addresses or email lists to an unauthorised third party without the consent of the email address owner. To prevent inadvertent disclosure, it is recommended to utilise the BCC (Blind Carbon Copy) line when sending emails to multiple recipients.

Please note that these guidelines are in place to ensure the privacy and protection of all individuals’ data in accordance with GDPR regulations.

Sanctions

Sanctions are imposed as a consequence of a breach or attempted breach of prohibited actions. These sanctions reflect the severity of each individual offence and are applied promptly in a fair and consistent manner. Parents will be informed appropriately about breaches and the corresponding sanctions.

The sanctions for inappropriate use of ICT facilities include:

- **Verbal warnings** - Given for attempts to contravene the rules or minor, isolated offences.
- **Monitoring period** - Offenders will be subject to a monitoring period of 4 weeks, after which the continued use of the ICT facilities will be reviewed.
- **Referral to Pastoral Vice Principal/Principal** - Very serious cases will be immediately referred to the Pastoral Vice Principal or Principal.
- **Exclusion from the network or withdrawal of equipment** - Violations of any of the rules may result in temporary or permanent exclusion from the network or the withdrawal of loaned equipment.
- **Parental/carer notification** - Parents/carers will typically be informed in writing if an exclusion occurs and may be asked to request reinstatement. They may also be invited into school to discuss the issue. In extreme cases, they will be provided with copies of the offensive materials.
- **Penalties for email misuse** - Due to the nature of the Email System and potential legal implications, penalties for misuse of email will depend on the seriousness of the offence and will be in accordance with current School/EA/DENI Procedures.

By implementing these sanctions, we aim to ensure a safe and respectful ICT environment for all users. We appreciate your cooperation in adhering to these guidelines. **These policy guidelines are translated into action through other policies and procedures.**

Ballyclare Secondary School

BYOD (Bring Your Own Device) Responsible Use

Purpose:

Ballyclare Secondary School acknowledges the importance of technology in equipping students with the skills, knowledge, and behaviours necessary to be responsible global citizens. The school provides a diverse range of opportunities for students to develop skills in collaboration, communication, creativity, and critical thinking throughout the day.

To further enhance access to 21st Century skills, the school permits the use of personal devices on the C2K wireless network, provided students adhere to the Acceptable Use Policy and the guidelines regarding Bring Your Own Device (BYOD).

The school recognises the advantages of allowing students to use personal ICT devices to support their learning. The aim of this policy is to facilitate and encourage the use of such devices to promote individualised learning, **while also ensuring students acquire the necessary skills to independently navigate applications and access files required for homework.**

Before being allowed to use personal ICT devices in school, students must sign a declaration agreeing to abide by the school rules and requirements outlined in this policy. This ensures that the use of personal ICT devices aligns with the school's educational objectives. The use of personal devices by students is optional.

In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of **technology is not a necessity but a privilege. When abused, privileges will be taken away.**

Device Types:

For the purpose of this policy, the word "devices" will include:

- Laptops
- Tablets
- Mobiles

Guidelines:

- Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, Acceptable Use Policy and all other School Policies.
- The primary purpose of the use of personal devices at school is educational. Using the device should only take place after permission has been given from a teacher.
- Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- Approved devices must be turned off while on school premises, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- Devices may not be used to cheat on assignments or tests or for non-instructional purposes.
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons on school premises during school hours or during school activities, unless otherwise allowed by a teacher.
- Devices may only be used to access computer files on Internet sites which are relevant to the classroom curriculum.
- It is recommended you use a well padded laptop bag for laptops, or a padded sleeve or protective case for tablet computers when transporting the device.
- **Devices must be charged prior to bringing them into school and the charging leads must not be brought onto the school premises. There is no facility to charge devices in school.**

Students and Parents/Guardians acknowledge that:

- The school's network filters will be applied to a device's connection to the Internet and any attempt to bypass the network filters is prohibited.
- Students are prohibited from:
 - Bringing a device on school premises that infects the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorised data or information.
 - Processing or accessing information on school property related to "hacking", altering or bypassing network security policies.
- Students and parents should be aware that:
 - Ballyclare Secondary School is authorised to collect and examine any device that is suspected of containing data or a file which relates to an offence and/or may be used to cause harm, to disrupt teaching or break the school rules.
 - Devices are subject to search by a representative of the school if the device is suspected of a violation of the student code of conduct.
 - If the device is locked or password protected the student will be required to unlock the device at the request of a representative of the school.

With respect to the above if a child's device is going to be collected and examined by a representative of the school parents/carers will be notified by the school and subsequently invited to be present during any examination of the device.

Lost, Stolen, or Damaged Devices:

There are no secure facilities provided at school to store personal ICT devices. **Students should therefore keep their personal ICT devices with them at all times.** Each user is responsible for their own device and should use it responsibly and appropriately. Ballyclare Secondary School takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep personal devices secure, students will have the final responsibility for securing their personal devices. Please check with your **homeowner's insurance policy** regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Health and Safety

Students must check their personal ICT device daily for basic Health and Safety compliance to ensure it is free from defects. Particular attention should be paid to:

- The keyboard (all keys present; no bare metal exposed).
- The screen (free from flicker and damage)
- The device battery (able to hold a charge)

Any personal ICT device that is brought into school must be fully charged as pupils are not allowed to use their own power supply on site. Any personal ICT device that has obvious Health and Safety defects should not be brought into school.

Usage Charges:

Ballyclare Secondary School is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Network Considerations:

Students should strive not to make unnecessary heavy demand on bandwidth for school-related work and communications. All users will use the C2K wireless network to access the Internet. Ballyclare Secondary School does not guarantee connectivity or the quality of the connection with personal devices.

Technicians:

Ballyclare Secondary School ICT department is not responsible for maintaining or troubleshooting student's technical devices and should not be brought to the ICT Technicians.

The school ICT technicians have **NO responsibility for supporting personal devices.**

Consequences for Misuse/Disruption

In addition to dealing with misuse/disruption within the remit of Ballyclare Secondary School's Acceptable Use Policy and the school's Positive Behaviour Policy one or more of the following sanctions may apply:

- ICT device would be confiscated and kept in the front office until a parent/guardian picks it up.
- Privilege of using personal ICT devices at school would be removed.
- Serious misuse of Internet capable devices is regarded as a serious offence in direct contravention of Ballyclare Secondary School's **Bring Your Own Device (BYOD) Policy**, the **Acceptable Use Policy** and the **Positive Behaviour Policy** and will be dealt with in accordance with these policies.
- Serious breaches of this policy may be passed on to the PSNI.

School Liability Statement

Students bring their personal ICT devices to use at Ballyclare Secondary School **at their own risk**. Students are expected to act responsibly with regards to their own device, **keeping it up to date via regular anti-virus and Operating System updates** and as secure as possible. Students must check the device for viruses and unsuitable material daily prior to bringing the device into school. It is their duty to be responsible for the upkeep and protection of their devices.

Ballyclare Secondary School is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities.
 - Personal devices that are lost or stolen at school or during school-sponsored activities.
 - Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
 - Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device.
-

Ballyclare Secondary School

Consent Form for ICT Acceptable Use and Bring Your Own Device

Student's FULL Name: _____
PRINT FIRSTNAME and SURNAME on the line above

Class: _____

The consent provided via this form remains valid for the duration of your child's enrolment at BSS. Please carefully read the following conditions and provide your consent by ticking the appropriate box in the table at the end of the form. Consent can be withdrawn at any time by notifying the Principal and completing a new form.

Student Declaration

- I have read the full policy for **ICT Acceptable Use (AUP)** and agree to abide by the regulations.
- I would like to use my own personal ICT device in school. I confirm this device is on the approved list of devices.
- I have read and understood the Policy for Bring Your Own Device (**BYOD**) and I agree to be bound by the guidelines, rules and regulations contained in the **ICT Acceptable Use and Bring Your Own Device** policy, the **Positive Behaviour Policy** and **all other relevant school policies**.
- I further understand that any violation is unethical and may result in the loss of my network and/or device privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added.
- I understand that the use of a personal ICT device in school is a **privilege not a right** and agree to **use the device for educational purposes only**.
- I understand that **I am solely responsible** for the **correct care, safety and security** of my personal ICT device when in school.

Parent/Carer Declaration | AUP and BYOD

As the parent or guardian of the above student, I have read the **ICT Acceptable Use and Bring Your Own Device Policy**. 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.

I give my child approval to use a personal ICT device in school. I understand my child is personally and solely responsible for the **correct care, safety and security** of the device. I understand that the school accepts no liability in respect of any personal ICT device used in school by a student and I understand and accept the disclaimer as noted below:

Disclaimer - Ballyclare Secondary School accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school-sponsored activities. The decision to bring a personal ICT device into school rests with the student and their parent(s)/carer(s), as does the liability for any loss/damage that may result from the use of a personal ICT device in school. It is a condition of agreeing to allow students to bring personal ICT devices into school, that the parent/carers countersigning the permission slip accepts this disclaimer.

Policy	Consent Provided	
	Yes	No
Acceptable Use Policy (AUP)		
Bring Your Own Device Policy (BYOD)		

Student's Signature: _____
Signature on the line above should include FIRSTNAME and SURNAME

Date: _____

Parent/Carer Signature: _____

Date: _____

Ballyclare Secondary School

Staff Consent Form for ICT Acceptable Use and Bring Your Own Device

Staff FULL Name: _____
PRINT FIRSTNAME and SURNAME on the line above

Department: _____

Staff Declaration | AUP and BYOD

- I have read the full Acceptable Use Policy and agree to abide by the regulations.
- I agree to not connect my phone and/or personal laptop for the purpose of presenting to pupils, parents and staff.

Staff Signature: _____

Date: _____