


## **Erne Integrated College**

### **Online Safety Policy**

<b>Signature of Chairperson of the Board of Governors</b>	
<b>Date Adopted by the Board of Governors</b>	12 December 2023
<b>Policy Review Date</b>	December 2026

### **E-Safety Acceptable Use Policy Students**

I understand that use of the Internet and electronic communication is granted to me as a privilege, in return for my acceptance of the agreement. Any misuse on my part may result in loss of that privilege and other sanctions being taken.

All online activity will be appropriate to:

- ensure the safety and security of the school system
- ensure respect for all members of the community
- maintain the reputation of the school in particular this means:
  - I will only access the school ICT system and Internet via my authorised c2K account and password, which I will not make available to others
  - I will ensure that I do not willfully damage the system by means of malicious code (e.g., virus infections, malware etc.), hacking or physical tampering
  - I will not willfully interfere with, edit, copy, or delete another person's work files
  - I will use the Internet responsibly and will only visit websites appropriate to my school studies.
  - I will not give my home address, phone number, send photographs or videos, or give any other personal information that could be used to identify me, my family or my friends.
  - If I receive any inappropriate material, I shall not respond but immediately inform a teacher or other trusted adult
  - I will not send or forward messages, publish or create material which is offensive, hurtful or otherwise upsetting to another person
  - Language which I use in electronic communication will be appropriate and suitable, as for all school work
  - I will not use mobile phones, cameras or other electronic devices to take, publish or circulate pictures or videos of anyone without their permission
  - I will respect copyright of all materials in addition I understand that:
    - Use of the network to knowingly access inappropriate materials such as pornographic, racist or offensive material is forbidden and may constitute a criminal offence
    - Guidelines for safe use of the Internet will be followed and I will report any materials or conduct which I feel is unacceptable.

The school and c2k reserves the right to examine or delete any files that

may be held on its computer system, to monitor any Internet sites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.

**I have read and understand these rules and agree to them:**

**Full name**.....

**Signed**.....

**Date**.....

### **Mobile Phone Policy**

For child protection purposes it is strictly forbidden to use the photographic facility on a mobile phone while on the school premises.

Due to the advances in technology mobile phones now have both photographic and recording facilities which can cause a serious threat to child protection.

Erne Integrated College is keen to ensure that the use of these devices will not risk the procedures of these policies and so requires all students to adhere to the following regulations:

- Students must switch off their phones on entering the school grounds in the morning.
- Phones must be kept in the inside blazer pocket throughout the school day.
- If for any reason a student needs to contact home, they may speak to their Form Teacher or Head of Year and arrangements will be made with office staff.
- If parents wish to contact their child please do not hesitate to contact the school office and leave a message which will be conveyed to the student.
- If a student is caught using their mobile phone during the school day anywhere in the building or grounds it will be confiscated and the parent/guardian will be asked to collect it from the school office.

These actions are designed in the best interest of your child's safety and the safety of other students

**I have read and understand these rules and agree to them:**

**Full name**.....

**Signed**.....

**Date**.....

## **Erne Integrated College Parent/Guardian Guidance Notes Acceptable Use of the Internet Policy**

Erne Integrated College values the importance of ICT to aid teaching and learning within the school. The school aims to provide students with access to computer based systems when required for educational purposes. With this, access to the internet is also available via the C2K network. C2K provides filtered access to all facilities of the internet. During school teachers will guide students towards appropriate materials via our internet service provider which employs the relevant protection against access to inappropriate materials.

However outside of school it is the parent/guardian's responsibility for supervision of your child using the internet. The school's Acceptable Use Policy has been drawn up to protect all parties: the students, the staff (teaching and non-teaching) and the school. It is recommended that you read this document with your child so you have an agreed understanding of what is permitted while using the internet in Erne Integrated College and also the sanctions for failure to comply with the rules set out in this policy.

- All students must sign the E-Safety Acceptable Use Policy and return to the school.
- Access will only be made available to those students who have signed the E-Safety Acceptable Use Policy

### **Acceptable Use of the Internet Policy**

To achieve the most success from the use of our ICT systems staff will provide the following for students:

- Lessons on how to use the Internet in a positive and safe manner.
- Ensure all Internet activity is appropriate to the student's education.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden and so will be dealt with accordingly.
- Copyright of materials must be respected.
- Use of the network or Internet to access, copy or print inappropriate materials such as pornographic, racist or offensive material is strictly forbidden and will be dealt with immediately.

Students are responsible for good behavior on the Internet just as they are in the classroom. General school rules apply. In addition, a number of rules relating to use of the Internet also apply.

Erne Integrated College implements a filtered Internet and e-mail service provided by C2K (NI managed service). This email service is provided to all Key Stages.

Students at Erne Integrated College must know and understand that no Internet user is permitted to:

- Create, retrieve, send, copy or display offensive messages or pictures.
- Use obscene or racist language.
- Harass, insult or attack others.
- Damage computers, computer systems or computer networks.
- Violate copyright laws.
- Use another user's password.
- Trespass in another user's folder, work or files.
- Intentionally waste resources (such as on-line time and consumables)
- Access websites that are blocked through the C2K filtering service.

The school reserves the right to examine or delete any files that may be held on its computer system and to monitor any Internet sites visited.

Violation of the E-Safety Acceptable Use Policy will be deemed as gross misconduct and appropriate action may need to be taken.

### **Examples of Acceptable and Unacceptable Use**

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

- 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.
- Use of the Internet to investigate and research school subjects, cross- curricular themes and topics related to social and personal development.
- Use of the Internet to investigate careers and Further and Higher Education.
- The development of students' competence in ICT skills and their general research skills.
- Access to the school VLE- My School and Google Classroom or other requested learning environment.

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 interactive 'chat' sites, unless specifically assigned by the teacher.
- Publishing, sharing or distributing any personal information (such as: home address; email address; phone number, etc.).
- Using or sending bad, threatening language which may incite

hatred against ethnic, religious or other minorities.

- Attempting to search for or gain access to inappropriate material.
- Accessing social networking sites such as Facebook, Twitter, Instagram and any other non-educational page.
- Any activity that violates a school rule.