



E-SAFETY AND ACCEPTABLE USE OF THE INTERNET POLICY

1. Introduction

Boards of Governors have a duty to safeguard and promote the welfare of pupils (Article 17 of the Education and Libraries (Northern Ireland) Order 2003). It is also the duty of the Board of Governors to determine the measures to be taken at a school to protect pupils from abuse (Article 18 of the Education and Libraries (Northern Ireland) Order 2003 refers).

In the exercise of those duties, Boards of Governors must ensure that their schools have a policy on the safe, healthy, acceptable and effective use of the Internet and other digital technology tools. They must also actively promote safe and acceptable working practices for all staff and pupils: these will serve to reassure parents and guardians.

This E-safety document contains policies in relation to use of the internet, use of mobile phones and use of digital/photographic images of children. It is largely based on DENI Circular 2007/1 “*Acceptable Use of the Internet and Digital Technologies in Schools*”, DENI Circular 2011/22 “*Internet Safety*” the DENI Circular 2013/25 “*e-Safety Guidance*” and the DENI Circular 2016/27 “*Online Safety*”.

It should also be read in conjunction with the School’s Child Protection Policy; Pastoral Care Policy; Anti-bullying Policy; Data Protection Policy and Mobile Phone Policy.

2. Rationale for the need for an e-safety and Acceptable Use of the Internet Policy

This policy represents Limavady Grammar School’s approach to ensuring that **e-Safety** (electronic safety) is embedded in the use by pupils and staff of devices that can access the Internet. E-Safety at Limavady Grammar School:

- is concerned with safeguarding children and young people in the digital world;
- emphasises learning to understand and the use of new technologies in a positive way;
- focuses on education about the risks as well as the benefits, so that users feel confident online;
- aims to help pupils to develop safer online behaviours both in and out of school;
- aims to help pupils recognise unsafe situations and know how to respond to risks appropriately.

3. Scope of the policy

The Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. Our school provides pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

The DENI circular 2007/01 states that:

“Used well, digital technologies are powerful, worthwhile educational tools; technical safeguards can partly protect users, but education in safe, effective practices is a key goal for schools.”

E-Safety covers not only Internet technologies but also any electronic communication via smart phones, tablets, laptops, or any wireless enabled technology. When the word
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“**Internet**” is used in this policy it refers to any online activity e.g. Email, Internet access, cloud storage or interaction with the Virtual Learning Environment (VLE).

The rapidly changing nature of the Internet and new technologies means that e-Safety is an ever growing and changing area of interest and concern. Limavady Grammar School’s e-Safety and Acceptable Use of the Internet Policy must reflect this by keeping abreast of the changes taking place. Limavady Grammar School has a duty of care to enable pupils to use online systems safely.

In January 2014, the Safeguarding Board for Northern Ireland published its Report “*An exploration of e-safety messages to young people, parents and practitioners in Northern Ireland*”. The report highlights the requirement to take appropriate preventative action to protect and minimise the associated risks around online safety.

These risks have been identified under four categories:

- **Content risks:** The child or young person is exposed to harmful materials.
- **Contact risks:** The child or young person participates in adult-initiated online activity and/or is at risk of grooming.
- **Conduct risks:** The child or young person is a perpetrator or subject to bullying behaviour in peer-to-peer exchange and/or is at risk of bullying, entrapment and/or blackmail.
- **Commercial risks:** The child or young person is exposed to inappropriate commercial advertising, marketing schemes or hidden costs/fraud.

This document sets out the policy and practices for the safe and effective use of the Internet in Limavady Grammar School. The policy has been drawn up by the staff of the school under the leadership of Mrs N.J. Madden (Principal) and Mr R. Donnell (ICT Co-ordinator). It has been approved by the Board of Governors and is available to all parents via the school website and as a hard copy, if requested.

4. C2K

Classroom 2000 (C2k) is the project responsible for the provision of an information and communications technology (ICT) managed service to all schools in Northern Ireland. It provides a safe service which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse.

Some of these safety services include:

- Providing all users with a unique username and password
- Tracking and recording all online activity using the unique username
- Scanning all C2k email and attachments for inappropriate content and viruses and filtering access to websites
- Providing a range of appropriate curriculum software.

Should the school decide to access online services through service providers other than C2k then we will ensure that effective firewalls, filtering and software monitoring mechanisms are in place.

5. (Code of Conduct and Acceptable Use Policy)

When using the Internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. We have code of conduct Acceptable Use Policies for pupils (Appendix 1), staff (Appendix 2) and for parents/guardians (Appendix 3) containing e-Safety rules which makes explicit to all users what is safe and acceptable and what is not.

This policy will be monitored by the Senior Leadership Team in order to ensure that it remains fit for purpose and will be reviewed **annually**.



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See: School's Child Protection Policy; Pastoral Care Policy; Anti-bullying Policy; Data Protection Policy and Mobile Phone Policy.

6. E-Safety and Acceptable Use of the Internet for pupils

In addition, the following key measures have been adopted by Limavady Grammar School to ensure our pupils do not access any inappropriate material:

- The school's e-Safety Acceptable Use Policy for use of the Internet and other digital technologies is made explicit to all pupils and e-Safety guidelines are displayed prominently throughout the school;
- Our Acceptable Use Policy is reviewed each school year and signed by pupils/parents;
- Pupils using the school's internet will normally be working in highly-visible areas of the school;
- All online activity is for appropriate educational purposes and is supervised, where possible;
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group;
- Pupils are educated in the safe and effective use of the Internet through a number of selected websites.

It should be accepted that however rigorous these measures may be they can never be 100% effective. Neither the school nor C2K can accept liability under such circumstances.

The use of mobile phones by pupils is permitted on the school premises during school hours. (as identified in the Mobile Phone Policy).

7. Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's Positive Behaviour Policy. Incidents involving child protection issues will be dealt with in accordance with the school's Child Protection Policy. Misuse of the school network may lead to the withdrawal of access.

8. Internet Safety Awareness

In Limavady Grammar School we believe that, alongside having a written e-safety policy and Acceptable Use Policy (AUP), it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. We see educating pupils on e-safety as an essential element of the school curriculum, extending this provision to staff and parents/guardians where possible.

9. Internet Safety Awareness and Education for pupils

Rules for the Acceptable Use of the Internet are discussed with all pupils and are prominently displayed in classrooms. Pupils are made aware and discuss Internet Safety through Personal Development structured lessons. In the lessons the following content is covered:

Year 8:

The advantages/disadvantages of social media

Dangers of putting information online

Facebook awareness and laws

Cyber bullying

Year 9:

E-Safety and cyberbullying



Year 10:
Staying safe online
Safe use of social media
Child Sexual Exploitation

Year 11:
General safety on line: protection of identity etc. on social media
Dangers of sexting

Year 12:
Cyberbullying
Topical issues related to e-Safety

In addition to this all pupils receive Internet Safety Education through ICT/Computing curriculum provision.

The areas covered in **Year 8** include:

Finding my way around the network, Network Use and Internet Safety

Aims:

- to develop an awareness and understanding of the content of LGS AUP
- to be able to demonstrate proper choice and use of passwords
- to be aware of the consequences of cyberbullying
- how to stay safe on the Internet and in chat
- to demonstrate proper and safe use of email/netiquette

The areas covered in **Year 9** include:

Proper network usage and AUP -Code of Conduct

Aims:

- to develop an understanding of the content of LGS AUP and how to make proper choices online

Digital Footprints

Aims:

- to develop an awareness of personal digital footprints, and to create a positive and safe online reputation
- to be able to set privacy settings on various forms of social media

The areas covered in **Year 10** include:

Being Safe Online

Aims:

To encourage young people to think critically about the information they see online as it may not be true or trustworthy

Propaganda

Aims:

- to highlight different propaganda techniques and to understand the power of the media in influencing decision making

Online Content and Online Contacts

Aims:

- to highlight to young people that not everyone who contacts them online is trustworthy and they may have hidden agendas.

Cyberbullying

Aims:

- to understand the effect that cyberbullying can have on a person.



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- to form clear opinions about the effect of cyberbullying and be able to offer suggestions to help the person being bullied.
- to articulate strong opinions about the effect of cyberbullying. They will be able to offer solutions to help the person being bullied, a friend who wants to support the victim and also for the bully themselves.

Online Grooming

Aims:

- to be able to give an example of online grooming.
- to be able to reflect on their own online behaviours.
- to have a comprehensive list of people and online resources where they can request help regarding online grooming.

Sexting

Aims:

- to be aware of the legal implications of sexting.
- to be aware of other risks related to sexting.
- to be aware of how to access help.

Online safety is also promoted within the school through participation in events such as Safer Internet Day, Love 4 Life, Assemblies and utilising the expertise of external speakers including the PSNI

9.1 Internet Safety Awareness for staff

The ICT Co-ordinator/ e-Safety team keeps staff informed and updated on issues relating to Internet Safety. All teaching staff, classroom assistants and supervisory assistants are in turn made aware of the Department's policy and strategy on ICT use in teaching and learning and are updated in relation to relevant changes.

The Child Exploitation and Online Protection Centre (CEOP) runs regular one-day courses for teachers in Northern Ireland. These are advertised directly to schools. Teachers can download lesson plans, teaching activities and pupils' worksheets by registering with the [Thinkuknow website](#).

9.2 Internet Safety Awareness for parents

The Internet Safety Policy and Code of safe Practice for pupils is sent home at the start of each school year for parental signature. Additional advice for parents/ guardians will be provided via links on the school website and Facebook or twitter pages.

Use of Mobile Phones

Many modern mobile phones have internet connectivity. Please refer to the school's Policy on the use of mobile phones.

10. Wireless Networks

The Health Protection Agency has advised that there is no consistent evidence of health effects from radio frequency exposures below guideline levels and therefore no reason why schools and others should not use Wi-Fi (Wireless Fidelity) equipment. Further information on Wi-Fi equipment is available at: [the Health Protection Agency website](#).

11. Use of pupil owned mobile Internet enabled devices



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Under certain conditions Limavady Grammar School supports pupils using their own personal devices to further their learning. The opportunities to use the Internet and access online resources should not be restricted by access to school specific equipment.

Pupils have access to the secured C2K network via the Wi-Fi network at school. **Pupils should understand that this Policy applies equally to use of a school owned computer device and a pupil owned device when accessing networked material.**

The use by pupils of mobile devices is only permitted within the school day through **instruction by the teacher** or by **teacher approved request** from the pupil.

Where it states in this Policy 'use by pupil of the Internet,' it applies both to school hardware or pupil owned devices during the school day.

In school, pupils may access Internet resources outside the school network such as those provided through phone 3G/4G contracts. Pupils must use their device in accordance with the e-Safety and Acceptable Use of the Internet Policy.

Pupils are solely responsible for their own devices if being used at school. The school does not accept responsibility for damage or loss to these devices and it is the pupils' responsibility to ensure they are kept secure at all times.

11.1 Request and Instruction

During the school day the use of devices owned personally by pupils is subject to the same requirements as technology provided by the school.

Limavady Grammar School recognises the opportunities that exist for pupils to actively learn through using their own device at school. It supports their use within the learning context, recognizing however, that controls must be put in place for their use.

The rules governing pupils using their own devices are by either **REQUEST** from the pupil or **INSTRUCTION** from the teacher.

REQUEST

In this situation, the pupil makes a request that he/she use her own device to access the Internet or use the device to further his/her learning in the classroom or at school. The teacher responds to this request by the pupil for the duration of that lesson only.

INSTRUCTION

The teacher gives instruction as appropriate for pupils to use their own device.

11.2 Conditions for pupils using their own devices

1. The device must be used in accordance with the e-Safety and Acceptable Use of the Internet Policy.
2. Any inappropriate content stored on the device in breach of the e-Safety and Acceptable Use Policy must be removed before it is brought into the school premises.
3. Pupils should have an up-to-date anti-virus/Internet security product on their device.
4. Acceptance that the school **takes no responsibility** for any device brought into school.



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5. Parents/guardians should have appropriate insurance measures in place to cover the device for this application.
6. The pupil is solely responsible for the safety (including content) of the device on his/her way to school, during school and on the return from school.
7. Use of the Internet and email is monitored and any use deemed to be inappropriate will be escalated within the school's Positive Behaviour procedures.
8. If a teacher suspects school rules have been broken pupils can be asked to display images stored on their device.
9. If inappropriate and/or illegal materials are discovered the incident will be pursued through the school's Positive Behaviour Policy.
10. There should be no use of cameras (if available on the device) to take images or video of pupils or a staff member without explicit staff permission.
11. Pupils who wish to connect their personal equipment to the school wireless network, should have no expectations of hardware or software support from the school.
12. Pupils will be responsible for the security of their passwords and if their device is left unattended, the pupil should have either logged off or locked the device to prevent anyone using it in their absence.
13. If a pupil suspects that his/her device has been affected by a virus or other malware, it should be removed from the school network and fixed before using on the school network again.
14. Any charging device brought to school must be available for PAT testing to ensure electrical safe compliance.

12. School Website

The school website is used to celebrate pupils' work, promote the school and provide information. Editorial guidance will ensure that the website reflects the school's ethos, that information is accurate and well presented and that personal security is not compromised. An editorial team ensures common value and quality control. As the school's website can be accessed by anyone on the Internet, the school has to be very careful to safeguard the interests of its pupils and staff. The following rules apply.

- The point of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site photographs that include pupils will be selected carefully. Written permission from parents or carers will be obtained annually before photographs of pupils are published on the school website. See **Appendix 3**.
- Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
- The Principal or nominee(s) will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

13. Social Software

This covers the use of community networks, chatrooms, instant messenger systems, online journals, social networks and blogs (personal web journals). Social environments enable



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any community to share resources and ideas amongst users. Such software allows users to exchange resources, ideas, pictures and video.

The majority of activity in these on-line social sites usually causes no concern. C2k filters out these social networking sites and blocks attempts to circumvent their filters, leaving it relatively safe in the school environment. Concerns in relation to inappropriate activities would tend to come from use outside the school environment.

We regard the education of pupils on the safe and responsible use of social software as vitally important and this is addressed through our Internet Safety Education for pupils. Appropriate information and education will also be provided for our parents.

Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's Positive Behaviour Policy and Child Protection Procedures.

Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

Staff were consulted on this Policy in December 2016

Signed _____ *G Hill* _____ (Chairman of the Board of Governors)

Date _____ *060319* _____

Signed _____ *NJ Madden* _____ (Principal)

Date _____ *060319* _____

Date for Review: March 2020



Appendix (1)

Code of Conduct School Policy: Pupil Acceptable Use Policy Agreement

Digital technologies have become integral to the lives of children and young people, both within school and outside school. These technologies are powerful tools which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems and my own device(s) in relation to school in a responsible way to ensure that there is no risk to my safety or to the safety and security of the ICT systems, the reputation of the school and other users.

For my own personal safety:

- I understand that the school will monitor my use of the school systems, devices and digital communications. In monitoring use of the Internet, the Principal or appointed member of Senior staff can request an Internet Usage Report using the core C2K EnNI service.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger" when I am communicating on-line.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.).
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg. YouTube) (unless I have permission of a member of staff to do so)

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.



I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones / USB devices etc.) in school if I have permission and in accordance with the Mobile Phone Policy. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access or copy any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not attempt to compromise or gain unauthorised access to the school network or digital devices linked to it.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- I will ensure that I will not copy, paste or use material directly from the internet as my own work for assessment purposes.
- When I am using the internet to find information I should take care to check that the information that I access is accurate. I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information). This also includes bringing the name of the school or its stakeholders into disrepute.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action as outlined in the Positive Behaviour Policy. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Pupil Acceptable Use Agreement Form

This form relates to the Pupil Acceptable Use Agreement to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

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I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school).
- I use my own devices in the school (when allowed) eg mobile phones, gaming devices, USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student / Pupil

Group / Class

Signed

Parent Signature

Date



Appendix (2)

Code of Conduct School Policy: Staff Acceptable Use Policy Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement (STAFF)

I understand that I must use school ICT systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications. In monitoring use of the Internet, the Principal or appointed member of Senior staff can request an Internet Usage Report using the core C2K EnNI service.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc.) out of school and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident that I become aware of to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so only with their permission and in accordance with the school's Policy on the use of digital / video images. Such images of pupils should, where possible, be taken on school equipment and stored on a centralised area on the school network accessible only to teaching staff or under supervision for pupil work. Where these images are published (eg. on the school website



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/ VLE) it will not be possible to identify by **full** name, or other personal information, those who are featured.

- I will only use chat and social networking sites in school in accordance with the school's Policies.
- I will only communicate with students / pupils and parents / guardians using official school systems or as approved by the Principal. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (laptops / mobile phones / USB devices etc.) in school I will follow the rules set out in this agreement in the same way as if I was using **school** equipment. I will also follow any additional rules set by the **school** about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- The use of personal email addresses for school business should be avoided where possible, including the transferring of personal data/ information.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will ensure that my data is regularly backed up in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings unless this is allowed in school Policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School's Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based protected and restricted data must be held in lockable storage.
- I understand that the Data Protection Policy requires that any staff or pupil data to which I have access will be kept private and confidential except when it is deemed necessary or I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software howsoever this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:



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- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- **I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.**

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date



Appendix (3)

Code of Conduct School Policy : Parent / Guardian Acceptable Use Policy Agreement

Digital technologies have become integral to the lives of children and young people, both within school and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and guardians are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this Permission Form, so that parents / guardians will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media,

Parents / guardians may take videos and digital images of **their children** at school events for their own personal use.

Parents / guardians are requested to sign the Permission Form below to allow the school to take and use images of their children. By signing the Permission Form the parents/guardians indicate consent so to do.

Use of Cloud Systems

The school **may** use Google Apps for Education for pupil and staff.

Using these tools, pupils collaboratively create, edit and share files and websites for school related projects and communicate via email with other pupils / students and members of staff. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others.

Use of Biometric Systems

The school uses biometric systems for the recognition of individual children only within the canteen.

Biometric technologies have certain advantages over other automatic identification systems as pupils do not need to remember to bring anything with them to the canteen so nothing can be lost, such as a swipe card.

The school has carried out a privacy impact assessment and is confident that the use of such technologies is effective and justified in a school context.

No complete images of fingerprints are stored and the original image cannot be reconstructed from the data. That is, it is not possible, for example, to recreate a pupil's fingerprint or even the image of a fingerprint from what is in effect a string of numbers.



Permission Form

Parent / Guardian Name

Pupil Name

As the parent / guardian of the above pupil, I give permission for my son/daughter to have access to the internet and to ICT systems at school. I have read and I know that my son/ daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

As the parent / guardian of the above pupil, I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Yes / No

As the parent / guardian of the above pupil, I agree to the school using biometric recognition systems, as described above. I understand that the images cannot be used to create a whole fingerprint of my child and that these images will not be shared with anyone outside the school.

Yes / No

As the parent / guardian of the above pupil I agree to my child using the school Google Apps for Education.

Yes / No

Signed

Date