

Belfast High School Computer Network

ACCEPTABLE USE POLICY

ICT Facilities in Belfast High School

Belfast High School has a large number of computers, printers and scanners in every part of the school. Pupils are encouraged to make use of the network for all aspects of their work. Filtered Internet access is available at every station and all pupils have a secure email account. This is the **only email account** that pupils may use in school.

Before a pupil can use the network, send a school email or access any internet site it is important that they and their parents have read and fully understand these terms and conditions of use.

The network is a learning and teaching tool to support school studies. **It is not a recreational medium** and should not be used as such.

Username and Passwords

To access the school network each pupil has a unique **username** and **password**. Pupils should remember their username and password and keep these secure at all times. It is not a good idea to write passwords down. All pupils will be held accountable for the data that is stored in their network area and for activities that are carried out in their name. Mr Burns and Miss Yung, the ICT Technicians, may be contacted in the Harte Building if pupils have enquiries about passwords. Pupils should bear in mind that systems policies dictate that passwords are changed every 90 days, however if a pupil feels that their password has been compromised it can be changed by holding down Ctrl and Alt and pressing Delete.

Data Storage and transfer

Pupils are encouraged to continue their school work at home and they can transfer or access their data in a number of ways:

- By saving work on to a USB memory stick or an MP3 player. Pupils should write their names on memory sticks if possible, otherwise re-name the device using their own name;
- By email attachment although this will be subject to filtering;
- By logging on directly to their 'C2K Documents' from home. Instructions and relevant windows updates for this are on the front page of our VLE – **www.belfasthigh.net/moodle**

Please remember to save all work in at least 2 places for backup purposes!

Print credits

Pupils receive a number of **print credits** each year. These can be supplemented by the purchase of additional printer credits from Mr Burns or Miss Yung. Pupils may check their personal print credits on the computer desktop.

Listening to Sound

Headphones should be used to listen to sound on any of the school network computers. In-ear headphones should not be shared.

E-mail

As part of our school network, every pupil has an e-mail address which can be used on acceptance of the terms identified in our acceptable use policy. There are 2 versions of the e-mail address, *aperson123@belfasthigh.newtownabbey.ni.sch.uk* and *aperson123@schools.net*, both of which can be used.

Chatrooms and Discussion Boards

As the name implies, these are areas on the Internet where users may go to discuss or chat with others around the world. While there are many benefits of this type of activity there is considerable danger in allowing children access. For this reason **pupils are not permitted access to chatrooms/discussion boards via the school network unless these are being moderated by a member of the school staff. Pupils should not make any remarks about or post pictures of other members of the school community without written permission from the particular person.**

Facebook and other social networking / communication sites

Pupils **should take great care** with the opinions which they express and content which they include on such sites. The School takes **no responsibility** for items that are uploaded to such sites by pupils out of school hours and out of school. However, the School will take decisive action against any pupil who writes in a derogatory or negative manner about a member of staff or a member of the Board of Governors on a website which can be viewed publicly.

Pupils **must not include any text, sound or images** referring to any Belfast High School member of staff or member of the Board of Governors in:

- a third party website
- a moderated or un-moderated chat room or discussion board provided by a third party
- a file saved using the network

All members of the school community, including parents, are asked to be sensitive to the privacy of others and to report any abuse or any potential case of cyber-bullying. All reputable websites have a section for reporting abuse. More information on the school's own policy on cyber-bullying can be found in the Anti-Bullying Policy on the school's website: www.belfasthigh.co.uk. The school's website contains a link on the home page to the CEOP Internet Safety website with information on staying safe online.

Risks associated with Internet access

The worldwide nature of the Internet means that it is not possible for any government or organisation to have any control of it. In common with other media such as magazines, books and videos, it is a reality that material exists on the Internet which most people would find offensive. Such material includes pornography and racist or extreme political views. The only way of completely blocking access to this kind of material is to restrict the range of pages available, in which case the global and dynamic nature of the Internet will be lost. Parents should be aware of these dangers. Pupils should realise that if they reach an unsuitable site, it **may be closed at an early stage before they are offended**. Any undesirable material which escapes the filtering system should be reported to a member of teaching staff.

C2k and the School work together to provide filtered access to the Internet. This means that searches for certain keywords will be denied as will access to particular sites. This filtering extends to the system 'reading' the content of pages accessed, and determining whether the information contained is appropriate for use in school. The filtering system in use records each and every web site visited along with anything that has been requested.

Virtual Learning Environment (VLE)

All Belfast High School pupils have access to Mahoodle. All information, including pictures, stored on the VLE are secured by password and are copyright protected. The use of a VLE greatly enhances the opportunities for 'anytime', 'anywhere' learning in a structured and independent way. VLEs can contain course information, online content, communication tools, online submission of work and subsequent feedback, tracking facilities, links and much more.

Using the Network

Pupils are responsible for good behaviour whilst using the network and general school rules apply. This must be borne in mind, especially when pupils communicate with one another using e-mail and in school chat rooms or discussion boards.

The network (including the Internet) is provided in support of learning and all users are responsible for their behaviour and communications over the network. It is assumed that users will comply with school standards and will honour the agreements they have signed.

The school may examine files held on its computer system and all Internet traffic, including e-mail, will be monitored. In the event of unsuitable material being found, the school may take whatever action it deems appropriate. There should be **no expectation of privacy** for users of the network.

Access to, as well as within, the network and Internet is configured according to individual privileges. ALL potential users of the network and their parents are asked to read the terms of use outlined on the following pages.

Terms of use

The following are not permitted:

- Eating or drinking at a computer;
- Using any software not registered with the school, including downloads;
- Changing settings on any computer;
- Adding or removing items of hardware without permission;
- Sending or displaying offensive messages or pictures;
- Using offensive or obscene language;
- Activity which threatens the integrity of the school computer system, or activity which attacks or corrupts other systems;
- Activities which are not relevant to the school curriculum;
- Violating copyright laws including downloading, saving or sharing music/video files;
- Accessing the network using any password except your own;
- Disclosing your password to anyone else;
- Trespassing in others' folders, work or files;
- Use of the network or any school computer to access and/or download inappropriate material on the Internet;

All e-mails that are trapped by the filtering software may be read by the system's administrators before they are released.

Violations of any of the rules above may result in temporary or permanent exclusion from the network or the withdrawal of equipment on loan.

Parents will usually be informed in writing if an exclusion takes place and may be asked to request reinstatement.

Parents may also be invited into school to discuss the problem and in extreme cases will be supplied with copies of the offensive materials.

Use of Personal Equipment

Some pupils may find it helpful to bring in personal computer equipment such as laptops or netbooks for use in class when permitted. The School will, as far as possible, endeavour to provide facilities for these pupils but ultimately the School cannot be held responsible for any losses or breakages.

Please note that the School does not define mobile phones as personal computer equipment, and the current school rule states that phones must be turned off and kept in bags or lockers during the school day. **Any pupil who uses a phone to access a social networking site from within school will be sanctioned.**

Using Computers in School

- Harte Building can be used at lunch time between 1.00pm and 1.30pm.
- Computers in other areas may only be used out of class time if a teacher is present.
- At no time may any food/drink be taken into computer rooms.

BELFAST HIGH SCHOOL NETWORK PERMISSION FORM 2017-18

YOUR AGREEMENT TO THE TERMS OF THIS POLICY WILL BE APPLICABLE FOR THE DURATION OF YOUR CHILD'S ATTENDANCE AT BELFAST HIGH SCHOOL. YOU WILL BE INFORMED OF CHANGES TO THIS POLICY.

IT IS THE RESPONSIBILITY OF PUPILS AND PARENTS TO BE AWARE OF THE CONSEQUENCES OF ANY POLICY UPDATES.

PLEASE COMPLETE THIS FORM AND RETURN IT TO YOUR CHILD'S FORM TEACHER BY FRIDAY 29 SEPTEMBER. FAILURE TO RETURN THIS FORM WILL RESULT IN EXCLUSION FROM THE NETWORK.

IF YOU HAVE MORE THAN ONE CHILD AT THE SCHOOL PLEASE COMPLETE A FORM FOR EACH PUPIL.

Pupil Name: _____

Form: _____

User Name (if known): _____

Intake year: 2017-18

Pupil

As a school user of the Network, I have read and accept the terms of its use.

Pupil's signature _____ Date _____

Parent/Guardian

I have read and agree the terms and conditions of use of the school network.

As the parent/guardian of the pupil named above, I grant permission for the use of the school network. I understand that pupils will be held accountable for their own actions.

I understand that some material available on the Internet may be unsuitable and I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring information and media.

Parent/guardian signature: _____ Date _____