BROWNLEE PRIMARY SCHOOL

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Guidelines for the Use of the Internet and Digital Technologies 2020

This policy was adopted by the Board of Governors in November 2020. It will be reviewed by the Board of Governors in September 2022 or at such times as new guidance becomes available or relevant legislation is passed.

Introduction

The Board of Governors will ensure that Brownlee Primary school has a policy on the safe, healthy, acceptable and effective use of the Internet and other digital tools e.g. digital cameras, acceptable use of mobile phones and gaming hand-held devices which have downloadable capabilities e.g. Nintendo DS Lite or PSP's. They also promote safe and acceptable practices for all staff and pupils.

General

- Use of ICT in the Northern Ireland education community must be in support of the aims and objectives of the Northern Ireland Curriculum

- All users must comply with all copyright laws

- All users must limit their use of the Internet for school related purposes – examples of this include the use of email, the use of the Internet to investigate and research school subjects and staff using the Internet to further develop their professional development

- All users are expected to behave in an appropriate manner when communicating with others

- All users must be aware that the use of the Internet in schools is a privilege and not a right and this privilege will be withdrawn if it misused

- All users must respect the hardware and software that has been made available to them

- All users must respect the work of others

Pupils

- Pupils must not enter the folders or files of anyone else

- Pupils must be aware that teachers have the right to enter any pupil folder in their own class

- The ICT Co-ordinator and Principal reserve the right to enter any pupil's folder

- Pupils must not use the Internet for unapproved purposes

- Pupils should be discouraged from bringing mobile phones or any device with the capability of accessing the Internet to school on the grounds that they:-
  - are valuable and may be lost or stolen.
  - are capable of accessing / storing images that are inappropriate

Parents

- Parents should be aware that the access to the Internet provided to staff and pupils in school has limiting security features

- Parents should be aware that the use of the Internet in school is closely monitored by staff

- Parents should be aware that there will be no use of the Internet without the supervision of staff and that this will be in full view of others, e.g. the classroom or the ICT Suite

- Parents should, in co-operation with staff, make pupils aware of the rules and expectations within this document

- Parents should be aware that the use of ICT is complimentary to the teaching already done – i.e. the use of computers in the classroom is a tool

- Parents should be aware that children's full names will not be available online at any stage but some indication of work they do could be added to any online work that becomes available on the school website

- Parent should be aware that no photographs of pupils will be available online without parents giving their permission

- Parents should discourage pupils from bringing mobile phones to school on the grounds that Internet access on these devices becomes very difficult to police

- **Parents should also be aware that social networking sites such as Facebook adhere to a strict 'over 13's' age policy**

Addendum

- Network administrators reserve the right to review files and communications to maintain system integrity and ensure that the users are using the system responsibility – they will respect the right to privacy whenever possible

- Any parent or member of staff who wishes to discuss this document can put any questions to:-

<div align="center">

Mr Elliott (Principal)
or
Mrs McFarland (ICT Co-ordinator)

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- This document is based on

Acceptable Use of the Internet and Digital Technologies in Schools
(DENI Circular 2007/1 and 2016/27)

THIS POLICY WILL BE REVIEWED IN 2022.