

## **Appendix 1: Friends' School Lisburn Acceptable Use of ICT Policy for Pupils**

This AUP should be read in the broader context of the School e-safety policy and has two main aims:

1. to enhance learning by allowing pupils at Friends' the freedom to use School ICT facilities and individually owned mobile electronic devices as a tool to help them in their learning.
2. to protect the school community from the negative aspects of the use of ICT.

### **C2k Managed Service**

A filtered internet and email service is provided in School through C2k. All pupils are provided with an email address and password. Pupils are encouraged to use this facility to:

- research, create, store and print material related to the curriculum
- communicate with other pupils, members of staff, recognised outside agencies and pupils in partner schools
- support their learning through the VLE (Fronter)

Pupils should know and understand that no user of School services is permitted to:

- use another user's password or user name
- introduce unauthorised software to the system
- cause damage to equipment

Pupils are advised that School has the ability to review files and communications, and to monitor work remotely, to ensure that everyone is using the system responsibly.

In addition to using ICT facilities in classrooms, pupils in Years 13 and 14 may bring their own mobile electronic devices into School to help them with their learning, either in class or in Private Study. It should be noted, however, that no pupil should feel obliged to bring a device into school. For the purposes of this policy, the term 'mobile electronic devices' includes mobile phones, laptops, netbooks, tablet computers, mp3 players and other similar devices capable of storing information and sending and receiving data via the internet. Most of these devices also have the capacity to record both sound and still and moving images.

### **Use of the internet**

Access to the internet in school should be exclusively through the C2k network. It is School policy to promote the use of C2k services, including C2k email and the C2k VLE (Fronter). Pupils should not use the mobile phone network to access the internet unless they have permission from a member of staff to do so. Pupils using devices with internet capability should only access the internet through their MY-SCHOOL page and should be aware that downloading data may incur a cost.

The following online activities are not permitted:

- the use of social networking, file sharing or gaming sites, unless permission has been given by a member of staff in relation to a classroom activity
- unfair usage (for example, downloading or uploading large files, thereby hindering others in their use of the internet).

### **Recording and storage of sound and images**

The recording and storage of sound, or of still or moving images is allowed only with the permission a member of staff. If images are recorded, this will be done in accordance with the School's policy on the use of photography.

Photographs, sound files or videos produced in School should not be posted on the internet unless there are special circumstances in which permission to do so has been granted.

Pupils must allow staff access to images and sound files created in school, including those stored on personally owned electronic devices, and must delete them if requested to do so.

### **Cyberbullying**

Offensive material relating to School, members of staff or other pupils should not be posted on the internet, regardless of whether this has been done at school or in any other place, including a pupil's home. All instances of cyberbullying – online behaviour which seeks to harass, intimidate or humiliate others – is strictly forbidden and will be dealt with in line with the school's Anti-Bullying policy. If pupils think they are being bullied online, they should speak to a member of staff as soon as possible.

### **Additional notes on the use of mobile electronic devices**

Use of electronic devices in class is entirely at the discretion of teaching staff. Pupils should follow the instructions of their teachers and should not access any websites, apps or programs other than those required for the completion of the task set. Pupils who wish to use a device in school are required to attend an induction session at which they are informed of the School's expectations and are asked to sign this Acceptable Use Policy.

In accordance with the regulations set down by external Examination Boards, mobile telephones and other electronic devices such as memory pens, cameras and watches which can send, receive or store data are expressly prohibited in examination rooms. In addition, pupils are not permitted to have mobile electronic devices in examination rooms during internal examinations.

When not in use in class or in Private Study, electronic devices, including mobile phones, should not be switched on, except with the permission of a member of staff, and they should be put away safely between the hours of 8.45am and 3.30pm. If a pupil needs to contact home during School hours, a School telephone may be used, or pupils may ask the School Office to contact home. If a parent needs to contact a pupil, the School Office can be telephoned and a message will be relayed promptly.

Pupils are responsible for the safekeeping of their mobile electronic devices. These should be password protected and pupils are advised to install electronic tracking software, as well as ensuring that their devices are adequately insured. When devices are not in use, they should be kept securely in the lockers provided. The School does not accept responsibility for the theft or loss of devices, or damage to them. Pupils are also responsible for all software and applications installed on personal electronic devices. The School cannot accept any responsibility for problems associated with software and apps pupils installed on devices. Pupils should ensure that their devices are properly protected by suitable anti-virus software at all times.

**Sanctions**

If a pupil is found to be in breach of any aspect of this protocol, the School reserves the right to confiscate a pupil's electronic device, or to withdraw permission, either temporarily or permanently, for the pupil to bring the device into School. Should a device be confiscated, a pro forma will be filled in, giving details of the reasons for confiscation and recording the condition of the device confiscated. The device may then be collected by a parent from the office at the end of the school day. Additional action may be taken in line with existing policies on Anti-Bullying and Behaviour for Learning. If there are reasonable grounds to believe that a pupil's electronic device contains images, text messages or other material that may constitute evidence of criminal activity, the School reserves the right to pass devices on to the police for further investigation.