Acceptable Use Policy

Guidelines for Internet Use in Educational Establishments

The internet is a global network that offers access to millions of pages of information and resources. It is not controlled by any particular organisation and the standard or source of information cannot always be guaranteed.

There are huge educational advantages to be gained from accessing this vast resource, but educators and parents need to ensure that appropriate steps are taken to manage and monitor usage.

The internet connectivity provided by C2k employs the most up to date online security technology to protect both its users and the integrity of the online service. The system

- tracks and records all online activity using the unique user names and passwords
- scans all C2k email and attachments for inappropriate content and viruses
- allows email messages held by the filtering policy to be accessible to the person(s) nominated by the principal to release mail. i.e. a colleague may have access to emails if the content is such that it is blocked by the filtering software.
- filters access to web sites (all users should be aware that attempts to bypass filtering, or to access inappropriate or illegal material will be reported to the school authority)

Belfast Hospital School has taken steps to manage use of the internet and electronic communications. As well as the electronic safeguards, one of the key ways of achieving this is to ensure appropriate supervision. All of the staff in the school are aware of the issues surrounding internet access and the need for appropriate adult supervision.

Parents/guardians have a responsibility to be aware that there may be risks associated with internet access and the steps the school is taking to address these. The school will do all that it can to ensure that parents are informed of the school's Acceptable Use Policy by issuing a copy of this document to parents of children receiving home tuition. Parents/Guardians of children receiving home tuition are also issued with a copy of CEOP's "Back to School, Parent Letter". (***See Appendix 4***).

Parents will also wish to ensure safe use in the home or in other contexts outside the school where a number of the above safety measures may be absent. We strongly recommend that parents refer to available advice about safe use of the internet and ensure that they are aware of any access that is taking place. Guidance is available from a number of websites, including Be Safe Online. (http://www.besafeonline.org/) and CEOP Think you Know website (http://www.thinkuknow.co.uk/) . To this end we have created a helpful E-Safety leaflet which can be downloaded from our website.

Parents should also be aware that any evidence that pupils have been accessing material that should not be available through the school network will be considered seriously by educational and other professionals and may be dealt with formally.

Pupil access to the internet in the ward classrooms is granted for educational purposes only.

Every attempt should be made for staff, parents and pupils to work together so that use of the internet is as safe as possible. All equipment and other users should be treated with respect and the facilities should be used in a way that does not disrupt its use by others.

This means that:

- users should take responsibility for their personal access facilities. They should not allow others access to their user IDs or email accounts and all passwords should be kept private and changed regularly
- no attempt should be made to bypass security or gain access to another user's account
- email addresses should only be passed to trusted individuals
- any harmful email from unknown sources should be reported
- pupils are sometimes encouraged to email coursework and homework to teachers. This is particularly important in the home tuition context since teachers only visit pupils once per week. In order to safeguard all concerned, teachers at Belfast Hospital School are asked to include the address of the principal or of a vice principal on all electronic correspondence with pupils. Pupils are asked to do likewise.
- users should be made aware that inappropriate e-mail sent by them may be recorded and may be traced back to them
- any person who believes that attempts have been made to make unacceptable use of the internet should report the matter immediately to a member of staff
- any person who discovers any materials they consider may be offensive or inappropriate should report the matter immediately to a member of staff
- any material published on the Web or through other electronic means should not contain any offensive material and should be checked by a member of staff before being made publicly available
- users should not use their home address or phone number or those of other students when on the network
- users should be aware that internet access is monitored and that every site they attempt to visit is recorded and may be traced back to them
- the school reserves the right to restrict or remove access in the event of any user misusing network and communication facilities.

As well as these, a number of aspects are under the strict control of the classroom teacher.

- The use of unauthorised chat and newsgroups is restricted. Any use of these facilities should be in line with specific instructions issued by the class teacher
- Saving or downloading materials is subject to guidance from the class teacher. All users including staff should be aware that materials saved or downloaded from the internet must not infringe **copyright.** (See link in Appendix 3 for more information and guidance on copyright issues for schools)
- Pupils may not use disks brought from outside the school without prior permission
- Pupils may not take material from the internet outside the school without permission.

School Website

- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web
- The publication of student work will be co-ordinated by a teacher
- Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without express written permission
- Digital photographs, audio or video clips of individual students will not be published on the school website without the written consent of both guardian and pupil (*see Appendices 1 and 2*)
- Personal pupil information including home address and contact details will be omitted from school web pages
- Pupils will continue to own the copyright on any work published.

eSafety

All staff are aware of the key role that schools have in equipping pupils to stay safe online. Staff are required to take part in training provided by CEOP and/or to undertake the free online course at www.ictCPD4free.co.uk. Teachers should seek to reinforce eSafety messages every time the internet and related technologies are used in school. eSafety lessons have been developed and shared across the school. Regular poster competitions are held to further raise awareness amongst all stakeholders. See *Appendix 3* for a list of suggested websites relating to eSafety and other key issues.

Pupils attending Belfast Hospital School are attached to mainstream schools and therefore should abide by the AUP and eSafety policies of their own school. This policy document is not issued to parents whose children are in hospital. It is, however, issued to parents of children who are receiving home tuition.

ESafety guidelines are displayed in all classroom areas and can be used as a springboard for discussion on issues relating to the wellbeing of children while using the internet and other digital technologies. (***See Appendix 5***).

Acceptable Use Policy for C2k Managed Service laptops

Use of Managed Service Laptops

If a managed service laptop is assigned to a specific member of staff, he/she must sign and agree to the conditions for use set out in information sheet P040 *Acceptable Use Policy for Managed Service laptops*.

Staff should be aware of their responsibility to use the software installation facility only for licensed and non-malicious applications, and to ensure that confidential data is not stored on local drives of any computer (desktop or laptop).

Social Networking

For the purpose of safeguarding, pupils are not permitted to engage with or access any social networking site while on school premises. This applies to all school-based facilities and personal technologies.

Pupils should not make any derogatory, defamatory, rude, threatening or inappropriate postings about the school, or anyone (e.g. other pupils, staff, governors, volunteers, visitors etc.) connected to the school. Note that 'postings' refers to ALL types of content on social media sites including text, photographs and video.

(Appendix 1)
AUP Agreement Form

Please review the attached school Internet Acceptable Use Policy, sign and return this permission form to the Principal,
Belfast Hospital School

Name of Pupil: _____

Year: _____

Pupil
I agree to follow the school's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Pupil's Signature: _____   Date: _____

Parent/Guardian
As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

I accept the above paragraph ☐   I do not accept the above paragraph ☐
(Please tick as appropriate)

In relation to the school website, I accept that, if the school considers it appropriate, my child's schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children's work on the school website.

I accept the above paragraph ☐   I do not accept the above paragraph ☐
(Please tick as appropriate)

Signature: _____   Date: _____

Address: _____   Telephone: _____

_____

(Appendix 2)
For Ward Use

Belfast Hospital School

Parental Consent Form

www.belfasthospitalschool.org.uk

I agree to my daughter's/son's photograph and/or school work being included in the following areas:

☐ **School website**

☐ **School magazine**

☐ **School notice board**   (*Please tick*)

Child's Name_____Ward_____

Parent's signature_____

Child's signature_____

Date   _____/_____/20_____

(Appendix 3)
(Useful Websites)

www.thinkyouknow.co.uk	CEOP's site – contains advice for children, parents, teachers and trainers
www.digizen.org	Advice on what it means to be a good digital citizen
http://www.belb.org.uk/Teachers/freedom_of_information.asp	BELB's advice to schools regarding the Data Protection Act and the Freedom of Information Act

(Appendix 4)
(Letter given to parents of children receiving home tuition)

Child Exploitation and Online Protection Centre

For Parents/Guardians
Learn how to protect your child online…
The online world is integral to how children stay in touch with their friends, and access to the internet is now available like never before. However, there are inherent risks associated with new technologies and it is essential for young people and their parents / carers to understand how to reduce these risks.

The Child Exploitation and Online Protection (CEOP) Centre is the UK's national child protection agency (*visit www.ceop.police.uk for more information*). At CEOP, we believe the start of the new school year is the perfect time to speak to your child about how they use the internet and how they can stay safe online.

Through the **ClickCEOP advice and help centre**, members of the public can access guidance on a broad range of topics to help protect their children, or alternatively report a concern directly to CEOP.

CEOP's Children and Young People's programme; *Thinkuknow,* is used in schools nationwide to educate young people about how to stay safe online. As parents, you can play a fundamental role in this aspect of their education. To stay up to date with further information and advice, please visit www.thinkuknow.co.uk/parents to find information on:
- What are the risks posed to your child online?
- What can you do to protect your child?
- Where can you go if you are concerned?

We want to help you and your family stay safe online, there are some simple steps below that you can follow to achieve this.

CEOP has been working with social networking sites such as Facebook, BEBO, MSN and other major providers to put internet safety advice at the fingertips of your child, through the ClickCEOP application.

Facebook Users: Visit www.facebook.com/clickceop to **add the 'ClickCEOP' app** to your profile and ask your children to do the same. The app is free and easy to use, and gives you immediate access to internet safety advice as well as being able to report any suspicions to us. If you become a 'friend' of the page, we will invite you to our free online safety surgeries and send you updates. By clicking on 'Add the App' on the left hand side of our Facebook page you can add the 'ClickCEOP' button to your profile.

MSN & BEBO Users: Look for the ClickCEOP icon on the side of every profile page. It is a default setting and provides immediate access to internet safety advice and allows you to report any suspicions.

Web Browsers: If you use Firefox, Internet Explorer 8 or Google Chrome, you can customize your browser, enabling users to see the ClickCEOP button, regardless of which website you're on.

By following the guidance above, you can help protect your child to ensure they are enjoying the internet safely.

(Appendix 5)
ESafety Guidelines (Classroom Display)

E—SAFETY

- I will ask permission before using the Internet
- I understand that I must not bring software, CD ROMS or memory pens into the classroom without the teacher's permission
- I will only e-mail people I know, or that the hospital teacher has approved
- I will ask permission before opening an e-mail or an e-mail attachment sent by someone I do not know
- The messages I send (email/text etc) will be polite and sensible
- If I see anything I am unhappy with or if I receive messages I do not like, I will tell a teacher immediately
- I understand that I must never give personal details to people I am in contact with online - such as my home address or phone number
- I understand that if I use social networking sites such as FaceBook or Twitter, my profile should be **private** and only available to trusted friends and family
- I also understand that when I create a profile on a social networking site, I should only give essential information
- I will not try to add teachers to my contacts list
- I know that I should not post comments or photos on social networking sites that might cause upset to others
- I understand that I should not arrange to meet with someone that I have met online, without the supervision of a trusted adult
- I will not use Internet chatrooms, instant messaging systems or social network sites while in the classroom
- I understand that I should not use my mobile phone while in school and that I should not use it to take photos/videos of others without their permission