Methodist College Belfast
ICT Acceptable Use Policy for Pupils

1. Introduction

The purpose of this document is to ensure that pupils understand the guidelines for acceptable use of ICT Resources and to ensure that staff, pupils and parents can work together to effectively use ICT to enhance the learning experience.

In the context of this document ICT refers to computer based systems and any ICT resources related to extra-curricular activities or field trips. It applies to all platforms, including desktops, laptops, tablet devices and mobile phones.

Pupils must ensure that their use of the College ICT resources is appropriate at all times. All users are required to comply with school regulations and not to bring the name of the College or themselves into disrepute.

2. The C2K Network and Email

All pupils are allocated a C2K personal email account and area for the storage of documents which they are responsible for maintaining.

SPAM and unsolicited emails are automatically filtered out so that the recipient does not receive them. Users are notified of these messages and can request their release from the IT Manager by forwarding the notification email on to him.

Pupils should be aware that files stored on the C2K network are not private. Staff may review files and communications to ensure that pupils are using the network responsibly.

3. Internet Access

All internet access through the College's C2K network is filtered and monitored and can be recalled at any time at the request of the Principal.

Any electronic communication containing unacceptable material should not be forwarded or deleted but must be reported to a member of staff or the IT Manager immediately.

If a pupil accidentally accesses unacceptable material via the College network, they should report it immediately to their teacher or the IT Manager.

3.Use of Printers

Pupils will be given some printer credits at the start of each year. Once these are used up, more credits can be purchased from the ICT Support Team in K Block

Pupils should only use the school printers to produce school-related materials.

Pupils should try to reduce the number of items they print in an effort to reduce waste and the use of paper in the College. They should avoid using large areas of block colour or black ink in what they create to minimise the use of printer ink.

4. Computer Access Outside School Hours

One computer room, usually K9, is open for pupil use from 8.00 am until 8.35 am each morning, from 12.50 to 1.20 on Monday – Thursday and 12.35 – 1.05 on a Friday and after school from 3.20 pm to 4.25 p.m. Monday to Thursday and from 3.00 pm to 4.25pm on Friday.

The study Floor computer room are available for 6th Form use subject to the rooms not being used for timetabled classes.

Pupils must access their e-mail, Fronter, Google Classroom and the range of other materials, from home through the My School portal.   Use your school C2K username and password to access My School.

5. Pupil Guidelines On the Use of ICT Resources

Pupils are responsible for good behaviour and appropriate use of College ICT resources and are expected to use them in a manner that befits the ethos of the College. Access to any ICT resource is a privilege, not a right.

- Pupils must ensure that their use of the College Computer Network is appropriate at all times.
- When using ICT resources pupils must not:
- *Send or display offensive messages or pictures.*
- *Send or play offensive sound recordings.*
- *Use obscene language either verbally or via an electronic device.*
- *Harass, insult or attack others on line.*
- All usernames and passwords must be kept private. Do not permit anyone else to access the network using your username or password. No one is permitted to use a computer logged on with another person's username or trespass in other users' folders, work or files.
- Only open attachments to emails if they come from a known and trusted sender as attachments may contain viruses or other programs that could destroy files or software.
- Never try to bypass or hack the security systems of the computer rooms or the computer systems. This includes the bypassing of any website filtering services to access blocked web sites.
- Never try to copy computer software from the school computer systems. (This may be theft).
- No software of any type should be stored on any removable media for the purpose of installation on any school device without the consent of the IT Manager.
- Do not violate copyright laws.
- Do not waste ICT resources.
- **Never bring a mobile phone, iWatch, iPad, MP3 player or any electronic device into an exam room as this could result in disqualification.**
- Do not use external removable devices for viewing illegal or unacceptable media of any type.
- Computer file storage areas and removable storage media of any kind may be reviewed by the IT Manager at any time.
- Food and drink are not allowed to be consumed in the computer rooms *at any time*.
- Never tamper with the cables and connections on the workstations
- Always report any damage to ICT equipment or computer rooms to a teacher or IT Manager immediately.
- Mobile devices may only be used in the classroom with the permission of the teacher. Pupils should be aware the following sanctions will be applied if a mobile device is used without permission:
    First time out – a warning will be given.
    Second time out - the device will be removed until end of class.
    Third time out - the device will be removed until end of school day.
- Mobile devices can be used at break and lunchtime in line with the guidelines listed above in italics.

Pupils must save their work to the school network to ensure that work can be retrieved if required in the event of material being lost or software failure.

6. Advice on the use of College iPads.

The College currently has up to 60 iPads available as class sets for classroom use. The use of tablet devices for research, sharing work and specific applications is set to increase. Pupils should follow this advice when they use the College iPads.

- Ensure that you are fully logged off from all applications before you return the iPad.
- Remember your use of the iPad can be traced just as a normal school computer.
- Do not tamper with any existing settings on the iPad.
- If you wish to store the work you create pupils should use their C2K One drive account
- If you have been using photographs and/or video, you should delete these from the iPad when your project is complete.
- You must not use the iPad camera and sound recording without the permission of your teacher.
- If there are specific apps that you feel will help your learning, please speak to your teacher or the ICT manager who may be able to purchase them for future use.

7. SAFE PRACTISE FOR ONLINE LEARNING

The virtual classroom is an extension of the physical classroom and in just the same way there will be rules, routines and certain actions that pupils should follow in order for the blended approach to have a maximum impact. Both staff and parents should take time with pupils, to share expectations and model positive online behaviour.

Rules and guidelines for Pupils and Parents in the use of online platforms and live streaming.

All pupils should access online platforms through **My School** and use their C2K email account and password.

Pupils must be aware, that their actions and behaviours online should follow the same standards as those expected in classrooms and in school.

Pupils should use their full name when online and not use inappropriate nicknames, characters or avatars.

It is STRONGLY recommended that pupils should use communal rooms and not bedrooms when they participate from home in a live stream.

Pupils must be dressed appropriately during live streams.

Pupils must not record or make screen grabs of online streams.

During a live stream, microphones should be muted until direction is given by the teacher.

Pupils must not share private information during a live stream with staff or other pupils

When using Zoom as an online platform, teachers will use passwords to let pupils gain secure access. Pupils must not share passwords for such access outside the members of that particular class or group.

There should be no live stream contact with pupils on a one-to-one basis. A minimum of three participants at any time – one teacher/two pupils. **Issue with Music to consider change here**

Live streaming sessions should take place during the normal times of the school day.

Parents should inform the school if they do not give their consent for their children to participate in live-stream sessions. To check legal situation

Teachers may exclude pupils from live streams if their behaviour, language or dress is inappropriate

7. Cyber Safety Advice

Pupils are not permitted to access social networking sites via the College network. However, the following guidelines are suggested to ensure pupil safety and security when using these websites outside school.

Do not give out or post personal information online – report it to a trusted adult and/or use this website https://www.thinkuknow.co.uk/

Make sure that social networking account privacy settings are set at "friends only" or "protected".

Do not accept friend requests from anyone you do not know in person.

Do not post private details such as home address, mobile or home telephone numbers or other personal details.

Never post photographs that have been taken in your bedroom

Never post photographs of others without their permission.

Never give out your mobile number.

If you get messages or images which upset you, do not reply. Keep a record and report them to a trusted adult or your network provider.

Think before you send messages or images – once you send them you cannot control them. Never pass on rude or embarrassing images or messages.

Sexting of images is illegal for both sender and receiver.

If someone makes you feel uncomfortable online – report it to a trusted, responsible adult and/or use the thinkuknow.co.uk website

Respect other people's privacy as well as your own.

Do not make someone else uncomfortable online.

Do not use a social networking site to bully another pupil including the editing and posting of inappropriate images, messages or comments or any aspects of cyberbullying.

Be aware of the legal consequences of your online activities.

You are not anonymous online. All deleted material can be retrieved, and correspondence can be sourced through the computer's IP address.

REMEMBER   You can be traced online or on your mobile phone

Be careful about what you say, what you upload, what you send, what you store.

Requests for further information in relation to ICT in the College should be addressed to:

Mr F. Cassidy

IT Manager
fcassidy664@c2kni.net

02890 205205