ACCEPTABLE USE OF I.C.T. SERVICES POLICY

Student

Christian Brothers Grammar School, Omagh will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective and collaborative learning. They also bring opportunities for students to be more creative and productive in their work. All users should have an entitlement to safe online environments at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using online environments and interactive communications technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and wellbeing of users at risk.
- The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

Bring Your Own Device

- Where permissible and subject to the school's policy on Acceptable Use, Personal Electronic Devices and eSafety, students and staff may bring their own devices to the school.

- The school is not liable for the theft, loss or damage of such devices or other similar property belonging to students.

- I will take care to secure access to school resources by not leaving my device(s) logged on and unlocked for unauthorised users to view or use.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems, online environments and interactive communications technologies in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and the wellbeing of myself and other users. I recognise the value of the use of ICT, online environments and interactive communications technologies for enhancing learning and that students receive opportunities to gain from the use of ICT. I will, where possible, implement my training in the safe use of ICT, online environments and interactive communications technologies and practice e-safety in my online work.

For my own personal safety:

- I understand that the Christian Brothers' Grammar School, Omagh will monitor my use of the ICT systems, email and online environments and interactive communications technologies.
- I understand that the rules set out in this agreement also apply to use of school ICT systems, online environments and interactive communications technologies (e.g. laptops, email, Office 365 etc) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line
  - this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.
- I will not arrange to meet people off-line that I have communicated with on-line. All educational visits will be organised by the school under its supervision.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems, online environments and interactive communications technologies are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will only use the Christian Brothers' Grammar School, Omagh systems or devices for educational purposes and as I have permission of a member of staff to do so.
- I will take care to secure my access to school resources by not leaving devices logged on and unlocked for unauthorised users to view or use.
- I will only use school approved chat and social networking sites in accordance with the school's policies.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take, use, manipulate or distribute images/media of anyone without their permission.
- I will only use school resources within the shared services provided by the school
- I will not use or publish school material or media in a manner other than which it was intended and permissible.

School's Responsibility

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the Christian Brothers' Grammar School, Omagh:

- I will only use my own personal electronic devices (mobile phones / tablets / storage devices etc.) in school if I have permission in line with the Electronic Devices Policy.
- I understand that, if I do use my own devices in the Christian Brothers' Grammar School, Omagh, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not disable or cause any damage to Christian Brothers' Grammar School, Omagh equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in communications or any attachments to communications, or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless under the direction of IT managers/technicians.
- I will only use social media sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, and that I cite it in accordance with examination and assessment regulations.

I understand that I am responsible for my actions, both in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems, online environments and interactive communications technologies and equipment off the premises and to my use of personal equipment in school.
- I understand that the Christian Brothers' Grammar School, Omagh also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyberbullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action under the school's Positive Behaviour Policy. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.

The use of social networking and on-line media

This school asks its whole community to promote the 3 commons approach to online behaviour:

- Common courtesy
- Common decency
- Common sense

How do we show common courtesy online?

- We ask someone's permission before uploading photographs, videos or any other information about them online.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials. To do so is disrespectful and may upset, distress, bully or harass.

How do we show common decency online?

- We do not post comments that can be considered as being intimidating, racist, sexist, homophobic or defamatory. This is cyber-bullying and may be harassment or libel.
- When such comments exist online, we do not forward such emails, tweets, videos, etc. By creating or forwarding such materials we are all liable under the law.

How do we show common sense online?

- We think before we click.
- We think before we upload comments, photographs and videos.
- We think before we download or forward any materials.
- We think carefully about what information we share with others online, and we check where it is saved and check our privacy settings.
- We make sure we understand changes in use of any web sites we use.
- We block harassing communications and report any abuse.

Inappropriate Social Network Activity

- Any actions online that impact on the school and can potentially lower the school's (or someone in the school) reputation in some way or are deemed as being inappropriate will be responded to.
- In the event that any member of staff, student or parent/carer is found to be posting libellous or inflammatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.
- (All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this.)
- In serious cases we will also consider legal options to deal with any such misuse.

Christian Brothers Grammar School, Omagh

Microsoft Office 365 for Education

In the Christian Brothers' Grammar School, Omagh, we wish to provide learners with the support and educational experience that can support student success today and in the future. We recognize the importance of creating learning environments with tools that are relevant to students' daily lives. We are committed to enable student access to digital technologies that can empower their learning and better prepare them to thrive in an increasingly digital world.

To support their education program, the Department of Education, through C2K, has worked to implement an online collaboration system, Microsoft Office 365, to provide our students access to a secure online web-based storage space (1TB OneDrive Storage per user), a C2K branded e-mail account, and access to Microsoft Office 365.

You may use Microsoft Office software on their own home or personal electronic devices using their C2K email address. These tools will be available to you whilst they are registered at Christian Brothers' Grammar School, Omagh.

We believe the tools we are now able to offer you represent an important step to improve communication and collaboration as we meet our teaching and learning objectives. The tools will support the higher levels of collaboration that are required in today's work environments and will facilitate greater communication among students and staff.

Services

The following services are available to each member of the school community and are hosted by Microsoft as part of the school's Microsoft Office 365 for Education program:

- **Unique student account:** An individual account for school user is managed by C2K, which will allow access to Microsoft apps for study, communication and online learning/assessment;
    - The password security of this account is essential and must not be shared with anyone.
- **Calendar:** a personal calendar with the ability to organize schedules, activities, assignments and shared calendars, such as school events, holidays assessments etc;
- **Office Web apps:** Office tools, such as Teams, OneNote, Word, PowerPoint, and Excel are available for education – access to live learning resources and engage in interactive activities;
- **Document storage:** A personal document storage location (1TB of storage on OneDrive) for each student and member of staff to save documents and retrieve them from any Internet-enabled device.
    - Documents can be shared with others and groups of students can collaborate and edit a document;
    - Each class Team also has a document area, managed by the class teacher, and shared with students
- **Online media and communication –** including conversations, audio-video guides, submission of work and video conferencing, and recording of same, will be used appropriately and solely for educational purposes.

Using these tools, staff may collaborate, create, edit, and share files for school-related projects and communicate with students and other staff. These services are online and readily available from any internet-enabled device, constantly updating to reflect ongoing learning.

Students and staff could use Teams in Office 365 to access live learning activities, assignments, past papers and exemplars. Students can build an electronic portfolio of work within a class Team Notebook, showcase/hand-in a class project, respond to teacher feedback and work in small groups to assist their own understanding and progress.

Legal Protection

Technology used in the Christian Brothers' Grammar School, Omagh is governed by UK laws including:

- Data Protection Act 2018 (GDPR) - https://www.gov.uk/data-protection
- Children's Online Privacy Protection - https://ico.org.uk/for-organisations/guide-to-data-protection/key-data-protection-themes/children/

Privacy laws and/or regulations often require that parents (or legal guardians) consent to or are notified prior to their child's personally identifiable information (PII) being disclosed to a third party.

- Your son's C2k credentials and ID may be used for the creation of logons and accounts within EA supported educational environments, such as Microsoft Teams, Edpuzzle and other such approved apps, as utilised by his teachers.
- Your son's user account will not be used beyond the app with any other 3rd parties.
- For students under the age of 13, this requires parental consent, given when signing this Policy agreement.

By default, advertising is turned off for Christian Brothers' Grammar School, Omagh's Office 365 for Education. No personal student information is collected for commercial purposes.

- Microsoft does not request any personal information, and Christian Brothers' Grammar School, Omagh does not provide personal student data (i.e., birthdate, address, phone number, grades, test scores) to Microsoft.
- School staff may access your child's personal information kept on MS Office 365, as part of the school's usual duty to monitor student work and to support the safe and appropriate use of equipment and systems for all students

Child Protection

Reporting a concern

Parents and students are reminded of the duty of staff to report any concern about a child's wellbeing immediately and without delay.

- All staff who interact with children, including online, continually look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to the Gateway Team and, as required, the police.
- Where staff have a concern about a child, they should continue to follow the process outlined in the school Child Protection Policy and send an email outlining their concerns to the Designated Teacher for Child Protection without delay.

Code of Conduct for online learning

Online learning environments should follow the same principles as set out in the school's Code of Conduct.

When communicating online with parents and pupils, staff should:

- communicate within school hours as much as possible
- communicate through the school channels/platforms approved by the Senior Leadership Team;
- use school email accounts (not personal ones);
- use school devices over personal devices wherever possible;
- never share personal information

Virtual lessons

- Teachers should never arrange a one to one virtual lesson.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified and approved by the Senior Leadership Team
- Staff should record, the length, time, date and attendance of any sessions held.

Parent/Guardian Acceptable Use Agreement Form

What am I agreeing to?

By acknowledging, as part of the Acceptable Use Policy, parents/guardians and students confirm that they have read and understand the following in relation to Office 365 and electronic storage of resources and data:

- My signature confirms my consent to allow my child access to the Christian Brothers' Grammar School, Omagh's Office 365 for Education. I understand that by having my child participate in Office 365 for Education, information about my child will be collected and stored electronically.
- I understand that this permission will stay in effect for as long as my child is enrolled in Christian Brothers' Grammar School, Omagh.
- I understand that I may ask for my child's account to be removed at any time by submitting another permission form.
- I understand that my child's documents stored in Office 365 for Education may be accessible to staff, within Christian Brothers' Grammar School, Omagh, by virtue of this online environment. Examples of student education resources that might be stored on Office 365 are: student created assignments (including collaborative works), notes, calendars and projects.
- I understand that my child will be provided an email address issued by the C2K.
- His C2k credentials and ID may be used for the creation of logons and accounts within EA supported educational environments, such as Microsoft Teams, Edpuzzle and other such approved apps, as utilised by his teachers.
- I understand that online media and communication, including audio-video guides, submission of work and video conferencing, and recording of same, will be solely for educational purposes.
- Provision of service is subject to the terms of school policies on Acceptable use, eSafety, Positive Behaviour, Personal Data Handling and Cloud based Services Provisions.

Internet and ICT:

As the parent or legal guardian of the student(s) named above, I grant permission for the school to give my son access to:

- the Internet at school
- the school's chosen email system
- the school's online managed learning environment
- ICT facilities and equipment at the school.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school takes every reasonable precaution to keep students safe and to prevent students from accessing inappropriate materials.

I understand that the school can, if necessary, check my child's computer files and the Internet sites they visit at school and if there are concerns about my child's e-safety or e-behaviour they will contact me.

Use of digital images, photography and video:

- I understand the school has clear procedures on the use of digital images and video and I support this.
- I understand that the school will necessarily use photographs of my child or including them in video material to support learning activities.
- I accept that the school may use photographs / video that includes my child in publicity that reasonably promotes the work of the school, and for no other purpose.
- I will not take and then share online, photographs of other children (or staff) at school events without permission.

Social networking and media sites:

- I understand that the school has clear policy on the use of social networking and media sites and I support this.
- I understand that the school takes any inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour.
- I will support the school by promoting safe use of the Internet and digital technology at home. I will inform the school if I have any concerns.

Microsoft Office 365 for Education and electronic storage of resources and data:

- I understand that by having my child participate in Office 365 for Education, information about my child will be collected and stored electronically.
- I understand that my child's documents stored in Office 365 for Education may be accessible to someone other than my student within Christian Brothers' Grammar School, Omagh, by virtue of this online environment. Examples of student education resources that might be stored on Office 365 include: live learning activities, assignments, past papers and exemplars, student electronic portfolio of work within a class Team Notebook.
- I understand that my child will be provided an email address issued by C2K.

Please detach, sign and hand into school office.

Student Acceptable Use Agreement Form

This form relates to the Student Acceptable Use Policy to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the Christian Brothers' Grammar School, Omagh systems and devices (both in and out of school)
- I use my own devices in the Christian Brothers' Grammar School, Omagh (when allowed) e.g. mobile phones, tablets, gaming devices, USB devices, cameras etc.
- I use my own equipment outside of the Christian Brothers' Grammar School, Omagh in a way that is related to me being a member of this Christian Brothers' Grammar School, Omagh e.g. communicating with other members of the school, accessing school email, VLE, website etc.
- I accept and understand the terms and conditions of provision and use of Office 365 for Education as provided within Christian Brothers Grammar School, Omagh, as outlined. Above.

Name of Student (Print) _____   Class _____

Signature   _____   Date   _____

Parent / Guardian Countersignature for Use of Internet

I give permission for my son to access the Internet in the Christian Brothers Grammar School, Omagh on the terms set out in the Student Acceptable Use Policy.

Name of Parent / Guardian   _____

Signature   _____

Parent / Guardian Countersignature for Use of ICT Facilities, including online services e.g. 'MySchool' and Office 365 for Education

I give permission for my son to use ICT Facilities, including online services e.g. 'MySchool' and Office 365 for Education in the Christian Brothers Grammar School, Omagh on the terms set out in the Student Acceptable Use Policy.

Name of Parent / Guardian (Print)   _____

Signature   _____   Date   _____