



ST PAUL'S HIGH SCHOOL, BESSBROOK EMPOWERING AND EFFECTIVE USE POLICY

(Incorporating the school's eSafety, Acceptable Usage and Data Security Policies)

This policy takes due cognisance of advice and guidance provided by C2k and DE references:

- DE Circular 2013/25 eSafety Guidance
- DE Circular 1011/22 Internet Use
- DE Circular 2016/26 Effective Educational Uses of Mobile Digital Devices
- DE Circular 2016/27 Online Safety

1. OVERVIEW

1.1 The following policy rests on four key principles;

- Internet and other technology-based tools are powerful resources which enhance and transform teaching and learning when used effectively and appropriately.
- Technical safeguards are in place at St Paul's High School and are maintained in order to protect both users and the system from misuse.
- Users are taught and understand their responsibilities in relation to ethical, moral, legal, healthy, intelligent and effective working practices.
- Deliberate misuse of technology within our school is subject to sanctions set out in our Positive Behaviour Policy. Deliberate misuse which happens outside of our school, but which affects school pupils and/or staff will be dealt with through appropriate action (including police and legal advice where necessary).

1.2 To ensure that our school fully supports the Northern Ireland Curriculum, St Paul's High School has set the following goals for our young people. We promote the appropriate, effective and creative use of digital and online technologies to acquire knowledge, to practise skills and to develop competencies;

- ❖ **As Individuals** - to be creative, self-aware and be able to communicate and work well with others.
- ❖ **As Contributors to Society** - to act in informed and responsible ways as citizens.
- ❖ **As Contributors to the Economy** - to be economically aware and active, and to contribute to the twenty-first century global knowledge economy.

1.3 At St Paul's High School learners and teachers work in an atmosphere where **electronic and online multimedia (em)** are empowering teaching, learning and leadership; **emPowering schools**.

1.4 We at St Paul's High School immerse our staff and students in the use of digital, multimedia and communications technology to enhance, improve and ultimately transform education.

1.5 We believe that where technology is integrated effectively into education, it should;

- enhance and individualise the learner's experience, improving performance and standards
- improve standards in all areas of study
- highlight the learner's creativity whilst developing digital and visual literacies
- personalise learning and teaching, improving arrangements for assessment, record-keeping and reporting
- connect learners through online networks
- help the learner to develop the skills needed to be economically active in the global knowledge economy
- extend learning outside of the school community, and develop the partnership between schools, parents and the community
- support school leaders' roles through technology
- develop professional competence in Using ICT (UICT) for all staff, including the application of skills to enhance learning and teaching in the classroom
- support professional development through collaborative online communities of practice.

1.6 To achieve the aspirations outlined in the Department of Education's policy entitled [*Empowering Schools Strategy*](#), St Paul's High School has taken steps in order to enhance the services, infrastructure and connectivity available through a supplementary Wi-Fi network implemented by [*iTeach*](#) and managed through MacSys, as well as developments in school estate, including;

- the online learning environment
- broadband connectivity
- extended access through wireless
- bring your own device (BYOD)
- computer/user ratios
- innovation in school buildings

1.7 Schools hold personal data on learners, staff and others to help them conduct their day-to-day activities. Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress. We understand that everybody in the school community has a shared responsibility to secure any sensitive information used in their day to day professional duties and we make staff aware of the risks and threats and how to minimise them.

2. SAFEGUARDING/ESAFETY

2.1 The school recognises the rapidly changing nature of the Internet and new technologies mean that eSafety is an ever growing and changing area of interest and concern. The school has a duty of care to enable pupils to use online systems safely. The school's eSafety working group will drive this agenda and will keep this policy in constant review to reflect the changing online and technological landscape which pupils encounter.

2.2 The teaching and non-teaching staff at St Paul's High School will:

- be concerned with safeguarding children and young people in the digital world;
- emphasise opportunities for learning to understand and use new technologies in a positive way;
- endeavour to encourage the use of technologies in a way that is less about restriction and focuses on education about the risks as well as the benefits so that users feel confident online;
- be concerned with supporting pupils to develop safer online behaviours both in and out of school; and
- be concerned with helping pupils recognise unsafe situations and how to respond to risks appropriately.

2.3 This policy is an integral part of the school's overall Pastoral Care system and operates in conjunction with the school's Positive Behaviour Policy, Child Protection and Safeguarding Policy and Anti-Bullying Policy.

2.4 Esafety is built into the delivery of the curriculum. The core focus of Year 8 discrete ICT provision is to equip the pupil to use technology in a safe and confident way. Esafety advice is delivered through the programme of study for Learning for Life & Work, and regular opportunities (e.g. Safer Internet Week and year group assemblies) are used to reinforce key messages regarding esafety.

2.5 Pupils access the internet when in school via the C2k network and have secure access to the managed service, including filtered access to the Internet.

2.6 Pupils in Year 13 and Year 14 are permitted to use the C2k Wireless network on their personal devices (laptops, tablet devices, mobile phones) in line with this policy. Year

13 and Year 14 Pupils must agree to adhere to the principles of this policy and sign an agreement before they are allowed to access C2k Wireless network.

2.7 Some members of staff have access to the SPHS network, which is managed by Mac Sys Ltd, and which is used to facilitate access to the Internet on iPad and Apple TV devices. The school uses the Cisco Umbrella filter system which proactively monitors and blocks sites by grouping, with additional control per website as required. This filters all traffic to and from School. This is further complemented by a security gateway network control and DNS system, and all traffic is logged. The filtering software and processes are fully documented by the school and the school is satisfied that it meets the guidance in all documents and circulars. The Board of Governors was briefed on this additional network facility on 29 May 2014, and approved its commission.

2.8 Pupils are not permitted to use the SPHS network on their personal devices. A small number of whole-school iPads use this network, but are only available to pupils under teacher supervision.

(Reference: DE Circular 2013/25 'eSafety Guidance')

3. SCHOOL VLE

3.1 Quality indicators and inter-departmental resource developments are used to evaluate and assess the content and services provided through our online school community, and those indicators meet the following requirements;

- quality is defined by resource development, cataloguing and copyright standards
- content adds value to teaching and learning
- resources are easily accessible to students and staff
- content is supportive of a range of teaching and learning styles
- resources provided reflect age and ability of students
- the VLE supports and extends the school curriculum
- is accessible to users with special needs
- works on a range of technology platforms at home and at school
- attuned for cultural and linguistic sensitivity

4. BROADBAND AND WI-FI CONNECTIVITY

4.1 The C2k managed service provides a wired and Wi-Fi network for student and staff use.

4.2 A supplementary Wi-Fi network has been commissioned from [iTeach](#), this is managed by MacSys who provide a reliant, customisable ICT provision.

4.3 Both networks, working complementarily, allow users to access a dependable, robust and secure online experience, agnostic of any particular device (desktop PC, laptop, Apple Mac, Linux netbook, smartphone, tablet etc). When accustomed to this reliability, technology becomes integral to teaching and learning. We aspire that our students learn *through technology*, not simply *with technology*. With the increase in demand for a media-rich pedagogy, St Paul's High School is aware of the needs of staff and pupils, and the required security and management needed within the school environment.

4.4 Mac Sys in cooperation with the IT team implemented a dynamic and responsive filtering system to the Wi-Fi network which is centred on the delivery of appropriate content using Cisco cloud technology, and a robust onsite security appliance. This system has the added advantage that skills will be available in house, with St Paul's High School ICT Support staff to manage, maintain and control the system suited to the needs of the school. All internet traffic in and out of the school will be filtered using this system. This system insures a robust network; a secure network; fully monitored and with flexibility to support learning – far in excess of mandatory requirements or provision.

5. BRING YOUR OWN DEVICE (BYOD)

5.1 The use of mobile phones and other mobile technologies is an area which has been trialled successfully at St Paul's High School, Bessbrook.

5.2 On occasion, a teacher may ask a student from Years 10-14 to take their mobile device to school as part of a project or to use some of the technology which exists on these devices. On this occasion pupils will be permitted to bring their mobile device to school. They will only be permitted to use the device as part of a specific lesson under the instruction of their class teacher. As part of best classroom practice, the teacher will display a 'traffic light' symbol on the whiteboard indicating 'green' if mobile technology is to be used as part of the lesson, or 'red' if mobile technology is to remain switched off and in the pupil's school bag.

5.3 At all other times, the use of mobile phones is not permitted in St Paul's High School.

5.4 In Years 13 and 14, students are permitted to bring their own mobile device to school and use in class (with their teacher's prior permission) and during their individual study

time. Students in Years 13 and 14 will receive access to the school's Wi-Fi access once they have agreed to adhere to the Empowered Use Policy.

6. INNOVATION IN SCHOOL BUILDINGS

6.1 Innovation in learning requires innovative approaches to school estate. Space restriction in many classrooms makes adding more desktop computers difficult. The addition of a supplementary Wi-Fi network within St Paul's High School will allow for a more flexible, mobile and encompassing approach to digital learning technologies.

7. POLICY FOR PROVISION

7.1 At St Paul's High School, we see the provision of Internet as a *right*, not simply as a privilege. It is not used as an enticement for good behaviour, nor as a sanction for misconduct. It is not a time-filler for quick finishers nor is it endorsed as a work incentive for children with specific learning needs.

7.2 It is promoted as a resource that, when used correctly and safely, fosters a positive learning community of adults and children together, enhances teaching and learning strategies, and which opens the door to shared, accessible education both at home and at school.

7.3 We understand that many of our children are part of a participatory digital culture mostly for social and gaming purposes. (Xbox Live, Facebook, Twitter, Snapchat). We educate our children in the acceptable use of online learning tools, whilst promoting how to stay safe on the internet through classroom based activities, reinforced by themed assemblies and visiting speakers.

7.4 We value the use of online learning as a means of enhancing information with student-led research where learning is relevant, connected and easily retrievable. In this way we understand that learning becomes embedded, rather than dependent on rote recall.

7.5 When it comes to digital technologies at St Paul's High School, we expect that our students are;

- **Empowered** – They create impressive digital projects, share ideas and amaze themselves, their peers and adults.

- **Respectful** - Each child is guided in his/her role in helping to foster an online school community which is considerate, supportive and positive.
- **Smart and Safe** - When our children are uncertain, we encourage them to speak immediately with adults.
- **Careful and gentle** – Our resources are limited and therefore precious. We encourage our children to take care of what we have, ask for assistance and offer guidance to peers.

8. GUIDELINES FOR SOCIAL NETWORKING:

8.1 Blogs, social networks and Web sites such as Edmodo, Facebook, Twitter and YouTube are exciting new channels for us to share knowledge, express creativity and connect with others who share our interests.

8.2 St Paul's High School supports participation in these online communities, and encourages the following guidelines **for child use**;

- Only post information you would like your parents to see and read
- Respect the purpose of the community to which you are posting - value and acknowledge others' contributions
- Be honest about your identity but never give away personal information
- Never post your full name, address or telephone number online
- Be accurate - make sure you have the information you need before you post
- Think before you post. Search engines can turn up posts even years later. Comments can be forwarded or copied to other users. Systems can save information even if you change your mind and delete a post
- Never share your passwords with friends or other adults, though it's advisable to tell your parents/guardians

8.3 St Paul's High School supports participation in these online communities, and encourages the following guidelines **for staff use**;

- Only post information you are comfortable disclosing
- Respect the purpose of the community to which you are posting
- Be transparent - be honest about your identity
- Be accurate - make sure you have the information you need before you post

- Think before you post. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post
- Maintain confidentiality - posts to our school Twitter account and school website containing photos should describe events without disclosing names or identities of children
- Protect your identity - whilst we stress that it is vital to be honest about one's identity, we advise against providing any personal information
- Use different passwords for social media and school email accounts

POLICY FOR '*FRIENDING*' ON SOCIAL NETWORKING PLATFORMS

8.4 Whilst promoting the use of Educational Online Learning Platforms, the staff of St Paul's High School acknowledges the following;

- Each person holds responsibility for electronic communications including online posts on Twitter, on the school website, and through personal school email accounts.
- At St Paul's High School we use these networks as a way to model good ethical, social and moral behaviour online
- We understand that social networking activities may be visible to past, current and prospective students and/or parents

8.5 After consultation with staff, parents and our Board of Governors, we agree that;

- No staff member should initiate or accept social network friend requests from current students (of any age), or former students under the age of 18
- Professional discretion is used when 'friending' alumni 18 and over. When doing so, we recognise that many former students have online connections with current students (including younger siblings and friends) and that information shared between school-related adults and recent alumni is likely to be seen by current students as well.

9. BEST PRACTISE GUIDELINES for COLLABORATIVE DIGITAL TECHNOLOGIES

9.1 In regards to specific digital technologies we encourage our staff to;

TWITTER & INSTAGRAM

- Follow us @stpaulsbbrook on Twitter and @stpaulsbessbrook on Instagram
- Promote, when adding to our school Twitter account, the achievements of our children and the ethos of our school as well as upcoming events and reminders
- Add information about events and activities, not including children's names
- Avail of Twitter sub-accounts in order to filter and create a more meaningful school Twitter story

YOUTUBE

- Check video content from start to finish **before** it is shown in the classroom
- Show videos at full screen (to remove sidebar advertisements)
- Use 'no show' function on interactive whiteboards when setting up YouTube videos for display

EDMODO

- Lock group codes after all students have been added
- Set up email notifications to monitor student activity
- Consider adding Edmodo app to personal device(s)
- Set clear expectations for comments and interaction (positive, acknowledging, encouraging)
- Encourage parents to set up their own account on Edmodo. Parents should be reminded never to log in as their child, or to post to discussions using their child's account.

WIKISPACES

- Produce wikis which are visually collaborative (as clearly seen in the wiki history)
- Teach the use of hyperlinks as an effective source of information
- Use wikis to summarize but never copy information
- Promote a multi-digital approach to presentation through use of sound and video in wikis

KIDBLOG

- Use guidelines for introducing and teaching blogging through [Kidblog](http://files.kidblog.org/28445/files/Elementary-Blogging-Unit.pdf) as found at <http://files.kidblog.org/28445/files/Elementary-Blogging-Unit.pdf>

FACEBOOK

- As the current minimum age for creating a [Facebook](#) account stands at 13 years of age, St Paul's has taken the decision NOT to encourage its use as a social media platform with Key Stage 3 students, choosing to promote the use of our school [Twitter](#) and [website](#) instead. Recognising that the majority of traffic to the school website is directed via links from Facebook, the school Facebook page will be maintained as a complementary vehicle to promote school activities and celebrate pupil achievement.

INTERNET SHOPPING

- We ask that staff use this facility at home, unless it's for school purposes.

10. ST PAUL'S HIGH SCHOOL, BESSBROOK EMPOWERED USE POLICY

10.1 When it comes to digital technologies in St Paul's High School, we encourage our learners and facilitators to;

1. Be empowered. Do amazing things. Share with us your ideas and what you can do.
2. Be nice. Help foster a school community that is respectful and kind.
3. Be smart and safe. If you are uncertain, talk to us.
4. Be careful and gentle. Our resources are limited. Help us take care of devices and networks.

11. CONCLUSION

11.1 Our policy for the Empowering and Effective Use of Digital and Online Technology highlights the strategies in place at St Paul's High School which address;

- Acknowledgement of the changing practices in learning and teaching
- Enhancement of professional development for all staff
- Whole school improvement
- Building collaborative approaches to curriculum provision and professional development
- Technology service enhancement and change

This policy will be reviewed and monitored by the Director of ICT, in consultation with staff, parents, pupils and the Senior Leadership Team, in line with school developments and submitted to the Board of Governors.

**Approved by Board of Governors, 29 May 2014.
Revised, January 2019.**



PUPIL POLICY FOR THE ACCEPTABLE USE OF THE NETWORK FACILITIES INCLUDING THE USE OF THE INTERNET

RATIONALE

The ICT facilities in St Paul's High School allow pupils access to Information and Communications Technology in the library, study area and in classrooms around the school. While appropriate use of the Internet is educationally beneficial this facility may be used inappropriately. This policy aims to promote good practice and minimise the risk of accessing unsuitable material.

PRINCIPLES

1. Access to the Internet and the school network is a privilege and is given to pupils who act in considerate and responsible manner.
2. Pupils are not allowed unsupervised access to the network computers or the Internet.
3. The school can and does monitor work carried out on the network (including sites visited on the Internet).
4. Internet access is only available to pupils in highly used areas and all screens are in full view of people circulating in the area.

RULES

Network (including Internet) users must not:

1. Search for information which is not related to the aims of the curriculum.
2. Copy, save or distribute copyright protected materials.
3. Subscribe to any services or order goods on the Internet.
4. Play computer games or use interactive 'chat' sites, unless specifically assigned by the teacher.
5. Waste resources (such as on-line time, paper).
6. Damage computers, computer systems or computer networks.
7. Use offensive language.
8. Receive, send, copy or display offensive messages or pictures.
9. Send or receive personal communications without the consent of the school.
10. Use the username and password of another student.
11. Access another student's work folders or files.
12. Violate any school rule while using the Networked Computers.

SANCTIONS

1. Disciplinary actions will be taken in line with the school's Positive Behaviour Policy, Empowering and Effective Use of ICT Policy, Child Protection Policy, and/or Anti-Bullying Policy.
2. Violation of the above rules may result in a temporary or a permanent ban from the ICT facilities.
3. For serious breaches of the above rules authorities beyond the school may be involved.

BYOD (Bring Your Own Device) / WI-FI ACCESS

1. Pupils in Years 13 and 14 are permitted to 'Bring Your Own Device' (BYOD) to school for educational use only.
2. Pupils are entirely responsible for the safety of their own personal belongings and the school accepts no responsibility for any loss or damage to personal belongings which may occur.
3. Access to the C2k's Wireless network is only available to pupils in Years 13 and 14, and will only be granted upon the acceptance of this policy.
4. Misuse of Wi-Fi access will result in sanctions which may include a removal of access to the network.

I confirm that agree to accept the terms of the policy as outlined above. I accept that misuse of this school's network will result in sanctions which may include a removal of access.

Signed: (Pupil)

C2k Username:

Date:

FOR OFFICE USE ONLY

Pupil is in Year 13 or Year 14 **YES / NO**

Pupil's username has been added to C2k Wireless Group in Identity Manager **YES / NO**

Signed: (ICT Support Team)



Acceptable Use Policy for Teachers

This policy operates in conjunction with the school's Empowering and Effective Use Policy (formerly the Acceptable Use of ICT Policy) and is designed to help and protect staff in St Paul's High School. It is not permissible to use personal iPads or other hand-held devices (i.e. devices which have not been provided by the school) for learning and teaching purposes, in the classroom or for any school based activity. When using an iPad and Apple TV, supplied by the school, you are agreeing to / accepting that:-

Administration and Security

- The iPad and/or Apple TV are the property of the school.
- Use of the iPad/Apple TV is for educational purposes and all relevant school policies are applicable, including the Empowering and Effective Use Policy.
- The device is for your use only and must not be lent to any other party, including other staff, pupils, family members etc.
- The device can be recalled, by the school, at any time.
- iPads should be brought to school each day in a fully charged condition.
- Every precaution is taken to avoid damage to or loss of the devices.
- The case provided by the school must be used. Cases can be personally upgraded, but only if they conform to school guidelines i.e. they must provide adequate protection for the device and be professional in appearance.
- The Apple TV should not be taken home for personal use.
- The iPad and Apple TV must be stored in a secure place at all times when not in use
- A four digit security PIN must be used to secure the device and the auto-lock is set to two minutes.
- The security PIN of the device is held only by you and never divulged to pupils, staff or any other party including family members.

Data Storage and Use

- Files stored on the iPad will not be regarded as private. The school reserves the right to monitor, review and examine the content, internet history, usage, communications and files of users, and, where it deems it to be necessary, will intercept and delete material which it considers inappropriate, and prohibit the use of such material.
- Documents on the iPad should be backed-up regularly using the cloud storage capabilities and one other online method.
- Personal Apps and music (through personal Apple iTunes accounts) which are deemed suitable by the teacher for educational purposes and relevant to agreed learning and teaching programmes can be installed. Teachers must take particular care when purchasing apps/music, or any paid content for their personal use, that they are signed in to their own Apple iTunes account and not their Department's account. The department's account must be reimbursed for any personal paid content bought mistakenly.
- Apps installed via departmental iTunes account must be for educational purposes and relevant to agreed learning and teaching programmes.
- Personal e-mail accounts must not be installed through the Mail App on the iPad, but personal email can still be accessed through Safari.

- Other personal items, such as documents, audio, text, photographs, videos - must NOT be stored on this device.

Use of Digital Media

- The use of the camera must be in line with the school's Child Protection Policy. Individual photographs of pupils should not be taken.
- Be responsible for understanding and adhering to all copyright requirements and policies related to digital media.

Internet

- The computer network i.e. SPS, C2k is the property of St Paul's High School and is to be used for legitimate work-related purposes and should be used to assist with the performance of their duties.
- All users have a responsibility to use the school's resources i.e. iPads, Apple TVs and the Internet in a professional, lawful and ethical manner.

Professional Development

- Undertake professional development e.g. attend training sessions; collaborate with colleagues in the development of best practice and resources.
- Attend and contribute to departmental support sessions.
- The school expects and requires all users to comply with the standards outlined in this policy and to follow its protocols.

Reporting Incidents

- In the case of loss, theft or other damage occurring outside of school, the Director of ICT must be informed as soon as possible. In consultation with the Director of ICT, it is the responsibility of the teacher to follow school procedures in the event of the iPad needing repair or replacement.

I understand and will abide by this Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Signed:

Date:

Note: this policy will be kept under review by the Senior Leadership Team. The review will be informed by recommendations from the pilot cohorts and other relevant parties.



PUPIL POLICY FOR THE ACCEPTABLE USE OF THE NETWORK FACILITIES INCLUDING THE USE OF THE INTERNET

RATIONALE

The ICT facilities in St Paul's High School allow pupils access to Information and Communications Technology in the library, study area and in classrooms around the school. While appropriate use of the Internet is educationally beneficial this facility may be used inappropriately. This policy aims to promote good practice and minimise the risk of accessing unsuitable material.

PRINCIPLES

1. Access to the Internet and the school network is a privilege and is given to pupils who act in considerate and responsible manner.
2. Pupils are not allowed unsupervised access to the network computers or the Internet.
3. The school can and does monitor work carried out on the network (including sites visited on the Internet).
4. Internet access is only available to pupils in highly used areas and all screens are in full view of people circulating in the area.

RULES

Network (including Internet) users must not:

1. Search for information which is not related to the aims of the curriculum.
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7. Use offensive language.
8. Receive, send, copy or display offensive messages or pictures.
9. Send or receive personal communications without the consent of the school.
10. Use the username and password of another student.
11. Access another student's work folders or files.
12. Violate any school rule while using the Networked Computers.

SANCTIONS

1. Disciplinary actions will be taken in line with the school's Positive Behaviour Policy, Empowering and Effective Use of ICT Policy, Child Protection Policy, and/or Anti-Bullying Policy.
2. Violation of the above rules may result in a temporary or a permanent ban from the ICT facilities.
3. For serious breaches of the above rules authorities beyond the school may be involved.

BYOD (Bring Your Own Device) / WI-FI ACCESS

1. Pupils in Years 11 & 12 are permitted to 'Bring Your Own Device' (BYOD) to school for educational use only on the request of their teacher.
2. Pupils are entirely responsible for the safety of their own personal belongings and the school accepts no responsibility for any loss or damage to personal belongings which may occur.
3. Access to the C2k's Wireless network is only available to pupils in Years 11 and 12 under teacher request, and will only be granted upon the acceptance of this policy.
4. Misuse of Wi-Fi access will result in sanctions which may include a removal of access to the network.

I confirm that agree to accept the terms of the policy as outlined above. I accept that misuse of this school's network will result in sanctions which may include a removal of access.

Signed: (Pupil) (Parent)

C2k Username:

Date:

FOR OFFICE USE ONLY

Pupil is in Year 11 or Year 12 **YES / NO**

Name of teacher who requested access: Subject:

Pupil's username has been added to C2k Wireless Group in Identity Manager **YES / NO**

Signed: (ICT Support Team)