

# St. Joseph's Grammar School



## **Computer Access, Internet, Email & Printing policy**



Dear Parent/Guardian,

As part of your child's curriculum, St. Joseph's Grammar School is providing supervised access to Information and Communication Technologies (ICT). This includes the use of computers and printers; the school network; the Internet; email; digital/video cameras; and scanners.

These technologies are used within the school for research, for communicating with other people, for publishing students' work, and for learning basic skills.

Before being allowed to use the Internet, all pupils must obtain parental permission. Both the student and you (the parent/guardian) **must sign and return the enclosed form** as evidence of your approval and their acceptance of the school rules on this matter.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

During school hours teachers will guide pupils towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

It should be noted that pupils **do not have** access to social networking sites such as Facebook or Twitter in school and any activity on these sites outside of school is wholly the responsibility of parents/guardian.

From time to time the school may want to publish to the school website, photographs of students involved in school activities and/or samples of students' work in order to share good practice, celebrate success and inform the learning community about our activities. In order to protect the identity of pupils we will not publish the student's name alongside the photograph.

We would be grateful if you could read the enclosed guidance documents, complete the permission form and **return it to school with your child on Induction Evening**.

Yours sincerely



Ms Dominica Dolan  
Head of ICT



Mrs Geraldine Donnelly  
Principal

## A. Introduction

Fundamental to the overall aims as outlined in the School Development Plan of St. Joseph's Grammar School being achieved is a realisation that the learning and development of a pupil is a partnership between parents, teachers and pupil.

This policy has been produced pertaining to the position of ICT within St. Joseph's Grammar in the context of the NI Curriculum. The aims and objectives should work to complement individual departmental aims and objectives, not to replace them.

St. Joseph's Grammar School encourages use by pupils of the rich information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering.

The aims for ICT use within St. Joseph's Grammar School are as follows:

1. To develop, maintain and stimulate pupils' curiosity, interest and enjoyment in ICT and to encourage pupils to have open, enquiring minds and to perceive ICT in the context of a wider body of knowledge, skills and vocabulary. Pupils should ideally become autonomous users of ICT with the associated skills supporting life long study, the pursuit of personal interests and prospective employment in a modern technological society.
2. To enable pupils to acquire appropriate, transferable ICT skills, knowledge and understanding - progression must feature in the acquisition of ICT skills. All staff should then feel confident that pupils have a basic level of ICT capability which can be applied to pupils' learning in a specific area of the Curriculum. Pupils should feel confident enough with their transferable skills that they are encouraged to use unfamiliar software.
3. To enable all pupils to have equal access to ICT and to experience success in their work.
4. To support all staff in their need to develop confidence and strategies in using ICT within their teaching by:
  - a) providing an ongoing INSET programme for staff appropriate to their needs, their pupils' needs and the needs of the Curriculum
  - b) offering informal support to staff
  - c) all subject teachers should be shown how ICT and their subject expertise fit together to enable the use and delivery of ICT as well as that of their own discipline.
5. To implement the belief that ICT must feature in the overall Strategic Development Plan for the School and that appropriate resources must be allocated to it.
6. To allow pupils to develop informed opinions about ICT and to be able to support them by reasoned arguments.
7. To encourage pupils to develop personal qualities such as politeness, perseverance, initiative, empathy, self confidence, independence and an ability to work effectively in a group.

Pupils are responsible for their good behaviour on the school network, just as they are on and off school premises. While the use of information and communications technologies (ICT) is a required aspect of the statutory Northern Ireland Curriculum, access to the Internet remains a privilege and not a right. It is given to all pupils who act in a considerate and responsible manner, and **can be withdrawn if they fail to maintain acceptable standards of use.**

## B. ICT Accommodation and Hardware

### Computers and laptops

At present there are 144 networked PCs linked to servers on the C2K Northern Ireland wide managed network. These computers are a mixture of desktop machines and laptops. This network can be accessed from any classroom throughout the school. Each machine when linked to the network has filtered internet access and email. There are at present four ICT suites, six ICT clusters and individual PCs in every classroom.

	Location	No of PCs	Who mainly uses these machines?
ICT Suites	Computer Room 1	26	A Level, AS, GCSE & KS3 ICT Classes
	Computer Room 2	28	A Level, AS, GCSE & KS3 ICT Classes
	Computer Room 3	28	Some KS3 ICT classes but mainly available for booking by other subject teachers.
	Computer Room 4	30	Available for booking by other subject teachers.
ICT Clusters	Study Hall	10	Year 13 pupils general use
	Technology	9	Senior Technology pupils' completing coursework
	IMS	4 laptops	For use with class groups in Room M1 or M2
	Art & Design	9	Available for booking by other subject teachers.
	Music	13	For use with class groups in Room M1 or M2

In addition some departments such as Music and Art have their own iMacs for subject specific software.

### Interactive Whiteboards

Currently there are sixteen Promethean Interactive Whiteboards (IWB's) with Activ Inspire Software. These are utilised within the following departments:

1. ICT
2. Geography
3. Maths
4. Religion
5. Irish
6. Music
7. Home Economics
8. Art
9. Science
10. English
11. Technology
12. French
13. Geography

All other classrooms have their own data projector which can be linked to staff laptop as required

## C. User accounts and passwords

All pupils will have their own individual user name. At the beginning of the academic year individual pupils will be issued with their personalised password. Under no circumstances should a pupil disclose their password to another pupil. Pupils will be instructed on how to change this. The new password should remain a secret, must contain 8 characters and should not be easily guessed.

All work, internet searches etc. can be traced back to individual user names and therefore each pupil will be responsible for any acts carried out in their specific user name.

If at any time you feel that someone knows your password report this to Mr E. Kane (the ICT technician) or ICT teacher who will issue you with a new password as soon as is practicable.

Any pupil found to be working in another's user name will be barred from computer usage for a given time period.

**It is the pupil's responsibility to ensure that they have logged off properly after an ICT session.**

## D. Continuous Monitoring and Examination of network folders

In order to ensure that the internet or ICT resources are not being abused or misused, various members of staff will use a piece of software (Teacher Tutor) to monitor computer activity of pupils. If a student is found to be undertaking an inappropriate activity the staff member will freeze the pupil's screen and he/she will be disciplined appropriately. All pupils therefore have been warned – big brother is watching you!

Pupils' network space will be subject to scrutiny (on an on-going basis and without prior knowledge of the pupil) by the ICT teachers and Mr E. Kane (ICT technician) to check for large files which use excessive amounts of memory. These include Games; MP3, wav or other such music files; large image files/photographs or any executable files.

Such files will be deleted without delay and pupils found to be participating in such activities will be disciplined in accordance with school policy.

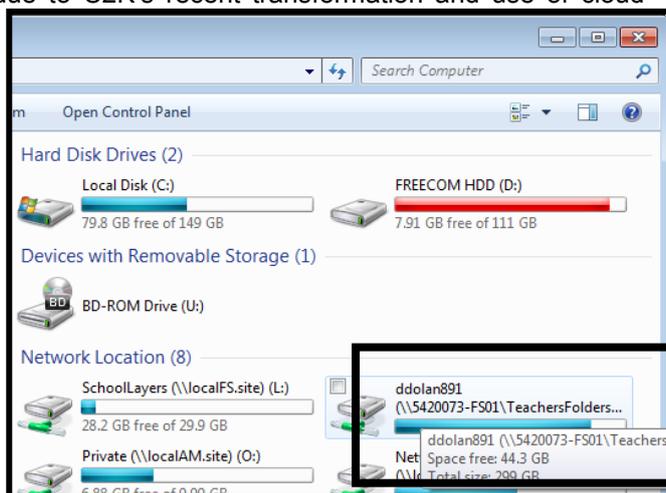
## E. Memory Allocation

Pupils currently each have their own individual account on the school network. Pupils are to save to their “My Documents” folder on the school network.

Each pupil will have virtually unlimited storage due to C2K’s recent transformation and use of cloud storage.

### How can I check how much memory I have available?

- Pupils can at any time when logged on find out how much space they have left by opening Computer and hovering their pointer over their storage drive (as shown below).



## F. Memory Sticks

Pupils wishing to use a memory stick on the computer network may do so as a method of transferring work from home to school and vice versa.

The memory stick should be compatible with the school computers and use plug and play technology. The school will not install drivers for specific USB/flash devices.

It should also be noted that back up of the school network only covers work that is saved in the “My Documents” folder. Please note that USB memory sticks / pens which are used on the school computers are NOT backed up and work which is lost from these devices cannot be retrieved. It is therefore recommended that at least a second copy of any document / file is made.

Pupils should note that USB’s are not 100% reliable and should not be used as the only method of saving work. They are subject to viruses and corruption.

## G. Internet Access

The Internet links thousands of computer networks around the world, giving St. Joseph's Grammar School pupils access to a wide variety of computer and information resources. St. Joseph's Grammar School is very conscious of the importance of the Internet in both educational and vocational contexts and believes its use can promote and enrich the learning and teaching experiences of all our pupils. We believe that without competence in the use of digital technologies, including the Internet, VLE and email, a pupil cannot be fully literate as a learner or as a citizen in today's and tomorrow's society.

A Virtual Learning Environment (VLE) is a range of educational resources, comprising information, forums, quizzes and other online material provided to students as part of an online learning package. On-line resources offer a broader range of up-to-date resources to pupils; provide an independent research facility; facilitate a variety of learning styles and abilities and encourage students to take responsibility for their own learning. The VLE used by St. Joseph's Grammar School is Fronter available to all schools.

The school believes that the benefits to pupils from access to information resources and increased opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for independent access.

In recognition of these benefits, St. Joseph's Grammar School provides networked Internet, Email and VLE Access to all pupils free of charge and is determined to provide high quality training for staff and pupils to make best use of these facilities. Pupils will be provided with appropriate training and guidance on how to use the Internet, VLE and e-mail during KS3 ICT classes. Appropriate cross-curricular use of the Internet and VLE is encouraged.

However, St. Joseph's Grammar School does not have control over the information on the Internet and we cannot be responsible for the accuracy or quality of information obtained through our Internet accounts. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a school. We do not condone the use of such materials and do not permit usage of such materials in our school environment. For obvious reasons, access to certain materials is barred from our school network. Currently this is controlled by C2K on all Internet access points throughout our school.

The introduction of C2K meant the responsibility of Internet filtering has been taken out of the hands of schools, and a company called *Surf control* are responsible for deeming internet material suitable or unsuitable. This is the case for all schools in Northern Ireland.

Websites are categorised into one of 40 categories that cover 6.1 million websites, and more than 1.2 Billion web pages. The content of categories is assessed by a team of professional researchers, state-of-the-art automated tools, and customer submissions. There are daily updates to the URL database, representing more than 35,000 new sites a week. C2K uses the Surf Control categories to define three types of access:

- |   |       |   |
|---|-------|---|
| ✓ | GREEN | Accessible to all users in school             |
| ✓ | AMBER | Accessible to school selected groups of users |
| ✓ | RED   | Not accessible to any users                   |

All Internet access for pupils and staff in St. Joseph's is via C2K, and therefore all access will be subject to this filtering.

This policy is designed to enhance the positive aspects of the use of the Internet and to help develop its use as an essential life-skill for our pupils. In addition, it is also designed to highlight and address the negative aspects of this resource and to facilitate pupils in learning to recognise risks and avoid them. Pupils need to know how to cope if they come across inappropriate material either inside or outside of school.

Every pupil must take responsibility for his/her use of Internet, Email, VLE and other communication technologies, including their management of time. In order to guard young people from any inherent dangers, it is the joint responsibility of school staff and the parent or guardian of each pupil to educate the pupil about his/her responsibility when using the Internet, Email and VLE.

### **Pupil guidelines for Internet use**

The school has developed a set of guidelines for Internet use for the safety and well being of all pupils. The C2K filtering system is in place and all internet websites must pass through this filter to be checked for suitability. These rules will be made available to all pupils, and kept under constant review.

All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

#### **1. General**

- (i) Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.
- (ii) The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.
- (iii) Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.
- (iv) Computer storage areas will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.
- (v) Pupils are strictly not allowed to eat or drink anywhere near the computers because of health and safety implications near electrical equipment
- (vi) During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise caution with information sources such as television, telephones, movies, radio and other potentially offensive media.

#### **2. Location and supervision**

- (i) All users should be aware that the school can and does track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users.
- (ii) Internet access for pupils at St. Joseph's Grammar School will be available on at least one computer in every classroom, all computers in the library and in all IT suites.
- (iii) Where possible, pupils using the Internet in St. Joseph's Grammar School will be supervised. However, when appropriate, pupils may pursue electronic research independent of staff if they have been granted permission. In all cases, pupils should be reminded of their responsibility to use these resources in line with St. Joseph's Grammar School policy on acceptable Internet use.

### 3. Acceptable Use

On-line activities which are to be encouraged include, for example:

- (i) Use of the internet to investigate and research school subjects, cross curricular themes and topics related to social and personal development
- (ii) Use of the internet to investigate careers and further and Higher Education
- (iii) The development of pupils' competence in ICT skills and their general research skills
- (iv) The use of email and computer conferencing for communication between colleagues, between pupil(s) and teacher(s), between schools and industry.

### 4. Unacceptable use

The following are not permitted:

- (i) Visiting websites that school deems inappropriate
- (ii) Sending or displaying offensive messages or pictures
- (iii) Using obscene language
- (iv) Harassing, insulting or attacking others
- (v) Damaging computers, computer systems or computer networks
- (vi) Violating copyright laws
- (vii) Using others' passwords
- (viii) Trespassing in others' folders, work or files
- (ix) Wasting limited resources e.g. paper and ink/toner.
- (x) Subscribing to any services or ordering any goods or services, unless specifically approved by St. Joseph's Grammar School
- (xi) Playing computer games or using interactive 'chat' sites, unless specifically assigned by the teacher
- (xii) Using the network in such a way that use of the network by other users is disrupted (e.g. downloading large files during peak usage times, sending mass e-mail messages)
- (xiii) Publishing, sharing or distributing any personal information about a user (such as: home address, telephone no., email address, etc)
- (xiv) Any activity that violates a school rule

### 5. Sanctions

- (i) Violations of the above rules will result in a temporary or permanent ban on Internet use.
- (ii) Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
- (iii) When applicable, police or local authorities may be involved.

Please note:

***St. Joseph's Grammar School reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.***

## H. Email Policy

The purpose of this policy is to ensure the proper use of the St. Joseph's Grammar School email system and to make users aware of what are acceptable and unacceptable uses of its email system.

Electronic mail will be used to support learning, teaching and the administrative functions that sustain these goals. St. Joseph's Grammar School acknowledges and accepts email as a way to facilitate communication between students, the staff and community, but recognises that email is not a secure form of communication. Any email can become a public document and all users must make every effort to use it appropriately.

As an integral part of the C2K initiative email accounts can be set up for all of the school community - both staff and students. The creation of email accounts is an automated process once a pupil or staff member joins St. Joseph's Grammar School.

Email may be accessed in any location where a user has access to the Internet – e.g. your C2k network or from home. All users (i.e. staff and pupils) will access their C2k mail using Outlook Web Access (OWA) via the MY-SCHOOL C2K interface.

To access email in school simply click on the Office 365 icon on the MY-SCHOOL Launchpad. To access email from outside school, type the following address [http://www.c2kni.net/c2k\\_services.html](http://www.c2kni.net/c2k_services.html). From here you will be prompted to enter your C2K username and password that you use in school.

**There is automatic filtering of all mail (whether sent in or outside of school) – for unsuitable content and for size. Mail which is blocked may be viewed by the Principal (Mrs G Donnelly) who can then make a decision whether to allow the mail through the system.**

Any email communication between staff and pupils should be restricted to school related business and a formal style should be adopted. All such emails must be conducted using the C2K email accounts as these can be monitored/traced offering protection for staff and pupils. Refer to Child Protection policy for further information. **Staff and students will receive instructions on how to use email.**

## I. Publishing on the Internet

From time to time St. Joseph's Grammar School may want to publish to the school website, photographs of students involved in school activities and/or samples of students' work in order to share good practice, celebrate success and inform the learning community about our activities.

St. Joseph's Grammar School firmly believes that its website should be created to

- Inspire pupils to publish work to a high standard for a very wide audience.
- Celebrate pupils' work.
- Provide a means of communicating information to parents about the school.
- Publish resources to aid projects and homework.

In order to protect our pupils' identities we will follow these guidelines:

- Photographs will not identify individual pupils.
- Group shots will be used in preference to 'passport' style images.
- Full names will not be used alongside photographs.

If you do not wish your son/daughter picture to be used in this way please inform the school.

The school website <http://stjosephsdonaghmore.com/> is updated by the PRO on a regular basis.

## J. Print Credits

### Why do we use a print credit system?

Printing costs the school thousands of pounds every year. The majority of the printing carried out by pupils is an essential part of their academic work in the school. There is, however, a great deal of waste in this area.

Every week there are bin loads of unclaimed printouts removed from the ICT suites.

Before printing out any work please consider the following questions:

1. Do I need to print out?
2. Is the work ready to be printed, is this the final version?
3. Do I really need to print from a colour printer?
4. Why do I need more than one copy?
5. Which printer am I printing to?
6. Is the printer working and does it have paper in it?



### How do print credits work?

- Students are allocated individual amounts of credit which can be displayed for them on screen via **PaperCut** when they are logged onto a computer or via the **MY-SCHOOL interface** (as shown).

The screenshot shows the MY-SCHOOL interface for St Joseph's Grammar School Donaghmore. A 'PaperCut' widget is prominently displayed, showing the following details:

Balance:	£6.63
Pages:	148
Trees:	0.184%
CO2:	666.0g
Bulb hours:	41.93

- All students will be allocated £10.00 of free credit at the start of September each year.
- When this amount reaches £0.00 they will need to see E. Kane to purchase additional funds. These are available in £1.00 increments and can be purchased at break time and at dinner time.
- Please note that student's should purchase additional credit in a suitable time to enable them to print the documents they need, also they should be aware that there will not be given any refunds at the end of term / year and as such should only purchase as much as necessary.**

### Printing Costs

Please follow the following best practice guidance to help with your printing choices:

1. Use colour only when absolutely necessary.
2. Use the more efficient copiers than the more expensive "ordinary" printers.
3. Consider printing multiple pages per sheet or in a booklet format.

There are 2 types of printing devices on the network, "Ordinary" printers and "Multi-Function" printers. The charges for both are detailed below:

#### Ordinary Printers:

For example the HP 4015:

- 1 A 4 Mono (Black and white) sheet = 7p
- 1 A 4 Colour sheet (using the HP4600 in the back of the art mobile) 14p



#### Multi-Function Printers:

For example the Task Alfa 250ci:

- 1 A 4 Mono (Black and white) sheet = 2p
- 1 A 4 Colour sheet 5p
  
- 1 A 3 Mono (Black and white) sheet = 4p
- 1 A 3 Colour sheet = 10p



#### Where can I print?

The printers available **for pupil use** are as follows:

- Computer Room 1 – black laser only
- Computer Room 2 – Multifunction printer
- Computer Room 3 – Multifunction printer
- Computer Room 4 – black laser only
- Study Hall – black laser only
- Technology –black printer
- Library – black laser only
- Art- Multifunction printer

## K. Technical Problems

### Logging on problems

- If you experience problems getting logged on to your account, there are a number of things you can do. Are you sure you are typing the correct password? If so...
- First check that **Caps Lock** is not on when you type your password. The password is case sensitive.
- Secondly ensure that you do not have any spaces at the start of what you are typing (both user name and password).
- If all of these fail, inform Mr. E Kane (the ICT Technician) by writing your username on the page on his door (opposite computer room 1). He will then reset this to password and you must change it to something private when you next log on.

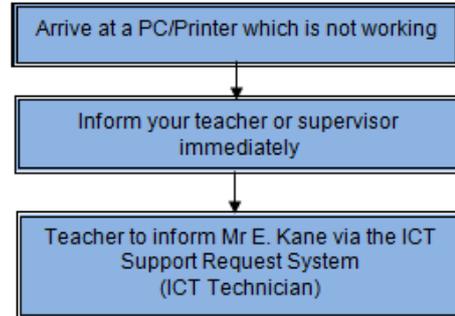


**Hardware Problems**

Should you find that a computer or printer is not functioning you should inform your class teacher immediately.

The class teacher should then inform Mr E. Kane (the ICT Technician) via the ICT Support Request system.

**If Mr E. Kane (the ICT technician) is not informed of the problem he is unable to repair that particular item of hardware and when you return to that room again the problem may still exist. Please don't assume someone else will tell him.**



**Flow Chart indicating what to do if a PC or printer is not working**



# St. Joseph's Grammar School



## Computer Use and Photographic Consent Form

Please read the enclosed documentation and discuss with your son/daughter

### PUPIL

As a school user of the computers and the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Pupil Signature .....

Date: .....

### PARENT

As the parent or legal guardian of the pupil above...

- I understand that pupils will be held accountable for their own actions.
- I also understand that some materials on the Internet may be biased and I accept responsibility for setting standards for my child/children to follow when selecting, sharing and exploring information and media.
- I grant permission for my child/children to use electronic mail and the Internet.
- I consent to the publishing of my son/daughter's photograph on the school website and other media in accordance with the procedures set out in this policy.
- I consent to allowing my son /daughter's photo to be used in local press releases in accordance with the Child Protection policy. These photos will be held securely in school under the terms of the Data Protection Act.

Parent Signature .....

Date: .....

Name of Pupil .....

Form class: .....

**This page should be returned to the Form Teacher  
on Induction Evening**