

Malone Integrated College

ICT Acceptable Use Policy



<p>Other Related Policies for Malone Integrated College</p> <p>Several other school policies are closely related to the ICT Acceptable Use Policy, ensuring a comprehensive approach to student behavior, safety, and digital responsibility. These include:</p> <ol style="list-style-type: none"> 1. Safeguarding and Child Protection Policy – Ensures that students are protected from online risks, cyberbullying, and harmful content while using ICT. 2. Address-Bullying Policy – Covers cyberbullying and inappropriate online behaviour, reinforcing the importance of respectful communication. 3. Behaviour for learning Policy – Addresses the consequences of inappropriate ICT use and ensures students follow school-wide expectations for conduct. 4. Data Protection Policy (GDPR Compliance) – Covers the responsible handling of personal data, privacy, and compliance with legal regulations. 5. Mobile Phone Policy – Outlines the rules regarding mobile phone use within the school, complementing ICT guidelines. 6. Homework and Remote Learning Policy – Ensures students use ICT responsibly when completing schoolwork and engaging in online lessons. 7. E-Safety Policy – Provides additional guidance on staying safe online, avoiding scams, and reporting harmful content. 	<p>Additional Notes:</p> <p><u>The</u> Legislative Context:</p> <p>Circular 2007/01 – Acceptable Use of the Internet in Schools: This circular provides guidance on the safe use of the internet and digital technologies in schools, emphasizing the importance of having a school policy on acceptable use</p> <p>https://www.education-ni.gov.uk/sites/default/files/publications/de/english.pdf</p> <p>Circular 2011/22 – Internet Safety: This document offers guidance on promoting internet safety in schools, highlighting the roles and responsibilities of educational institutions in protecting students online.</p> <p>Circular 2013/25 – eSafety Guidance: This circular provides comprehensive advice on eSafety, including the development of policies and practices to safeguard students when using digital technologies.</p> <p>Acceptable Use of ICT Policy: This policy outlines the acceptable use of ICT resources within the Education Authority, detailing the responsibilities of users and the standards expected to maintain a secure and efficient ICT environment.</p> <p>eani.org.uk</p> <p>History: Drafted Feb 2025 By Vice Principal</p> <p>Key Dates:</p>
<p>Summary: The ICT Acceptable Use Policy ensures that students use technology in a responsible, ethical, and safe manner. It applies to both in-school and remote learning environments.</p> <ul style="list-style-type: none"> • Online Lesson Etiquette: Students must keep microphones muted unless asked to speak, turn on cameras when requested, and avoid recording or taking screenshots of lessons. • Internet Use in School: The internet is to be used for educational purposes only, such as research and assignments, while accessing inappropriate or illegal content is strictly prohibited. • Mobile Phones: Phones must remain off between 9:00 AM and 3:00 PM unless permitted by a teacher for educational use. 	

<ul style="list-style-type: none"> • Login and Password Security: Students must keep passwords confidential, change them regularly, and avoid sharing or using others' login credentials. • Social Media Use: Posting pictures or videos of others without permission is forbidden, and students must be mindful of sharing personal information online. • Copyright and Plagiarism: Unauthorized use of copyrighted material and plagiarism will result in disciplinary action. • School Core Values & ICT Use: The policy aligns with the values of Respect, Ambition, Inclusivity, Success, and Excellence, encouraging responsible digital behaviour. • Consequences of Misuse: Violating the policy may result in disciplinary action, loss of ICT privileges, or further consequences. <p>Students and parents must acknowledge they have read and understood this policy, ensuring a safe and effective digital learning environment.</p>	<p>Emailed to Board of Governors:</p> <p>Discussed at Board of Governors</p> <p>Circulated to staff:</p> <p>To be reviewed:</p>
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ICT Acceptable Use Policy

Introduction

This policy outlines the acceptable use of ICT resources in our school, ensuring that all students use technology in a responsible, ethical, and safe manner. It applies to both in-school use and remote learning sessions.

Use of ICT and School Core Values

Our school's core values—Respect, Ambition, Inclusive, Success, and Excellence—are integral to ICT use and must be upheld at all times:

- **Respect:** Students must respect ICT equipment, other users, and online etiquette by using kind and appropriate communication.
- **Ambition:** Students should strive to use ICT to enhance learning, complete coursework, and develop digital literacy skills.
- **Inclusive:** All students must ensure ICT is used fairly, avoiding exclusionary behavior or cyberbullying.
- **Success:** Proper and responsible ICT use helps students achieve their academic goals and prepares them for future careers.
- **Excellence:** Students must uphold high standards in digital behaviour, avoid plagiarism, and contribute positively to online learning environments.

When using ICT equipment and ICT rooms:

- Students should handle all devices with care and report any malfunctions immediately.
- ICT rooms must be used for educational purposes only.
- No food or drink is permitted near computers and other devices.
- Students must log out properly after using a school computer to protect their data.

Online Lesson Etiquette

When participating in online lessons, students must adhere to the following rules:

- Cameras should be turned on when requested by the teacher.
- Microphones should remain on mute unless asked to speak.
- No recording, taking screenshots, or sharing of online lessons is permitted.
- Students must use respectful and appropriate language at all times in chat functions.
- Any inappropriate behaviour will be dealt with in accordance with the school's disciplinary policy.

Internet Use in School

The internet is a valuable educational resource, and students must use it responsibly.

Acceptable uses include:

- Researching topics related to school subjects.
- Accessing school-approved online resources.
- Completing and submitting assignments through school platforms.

Unacceptable Uses of the Internet

The following activities are strictly prohibited:

- Accessing inappropriate, harmful, or illegal content.
- Cyberbullying, including sending threatening or offensive messages.
- Using social media, unless approved for educational purposes.
- Downloading or installing unauthorised software.
- Attempting to bypass the school's internet security measures.
- Sharing personal information or that of others online.
- Promoting extremism or radicalization. Students are forbidden to try and access websites that promote such views. The school has systems in place to block extremist material and monitor student usage.

Mobile Phone Use

- Mobile phones must be switched off and not used within school between the hours of 9:00 AM and 3:00 PM.
- Phones may only be used in lessons if explicitly permitted by the teacher for educational purposes.
- Any misuse of mobile phones will result in disciplinary action in accordance with the school's policies.

Login and Password Security

- Students must use their assigned login credentials and not share them with others.
- Passwords should be kept confidential and not written down in easily accessible places.
- Passwords should be changed regularly and immediately if compromised.
- Students must not attempt to use another person's login credentials.

Social Media Use

- Students should not upload pictures or videos of others without their explicit permission.
- Only appropriate and respectful photos of themselves should be uploaded.
- Personal information, including home addresses, phone numbers, and school details, should not be shared on social media platforms.

Copyright and Plagiarism

- Copyright refers to the legal right of the creator over their work, which cannot be used without permission.
- Plagiarism is the act of using someone else's work without proper acknowledgment and presenting it as one's own.
- Students who are caught using copyrighted material without permission or plagiarizing work may face serious consequences, including loss of marks, disciplinary action, or further academic penalties.

Consequences of Misuse

Failure to follow this policy may result in:

- Temporary or permanent loss of ICT privileges.
- Disciplinary action in accordance with school policies.
- Reporting of serious breaches to parents/guardians or relevant authorities.

Acknowledgment of Policy

By using the school's ICT resources, students and parents acknowledge that they have read, understood, and agree to abide by the terms outlined in this policy. It is the responsibility of students and their parents to ensure compliance with the rules set forth to maintain a safe and effective digital learning environment.