Acceptable use of IT Policy

Updated April 2021

Acceptable Use Policy

Belfast Boys' Model School Aims:
•   To make pupils and staff aware of their roles and responsibilities when using school IT networks, hardware and software
•   To make pupils and staff aware of their responsibilities when using online learning platforms
•   To make pupils and staff aware of their responsibities when using social media

The Department of Education has provided guidance to all schools on the 'Acceptable Use of the Internet and Digital Technologies in Schools'.

Best Practice Codes suggest that all ICT users are requested to agree to the school's ICT Acceptable Use Policy.

Staff and pupils will be issued with and sign the AUP annually and agree to this when using the school's C2K equipment:

I am aware:
•   That all data stored on the school's system is legally protected by the GDPR (2018). This Act allows me to obtain a copy of my own personal data, to have inaccurate personal data corrected or erased and, where appropriate, to seek redress for any damage caused.
•   Of THE COMPUTER MISUSE ACT (1990).
•   That computer files, email and internet usage are monitored and are accessible by staff and C2K
•   That downloading should only be used for learning and teaching
•   That I may not photograph or record any other person, (inside or outside the classroom) without that person's knowledge and consent

I agree:
•   Only to use my own user-name and password
•   Not to tamper with another person's files
•   Not to delete files other than my own or change my desktop setup
•   Not to access obscene material or use obscene filenames, insulting material or copyrighted material
•   Not to waste, tamper with or damage ICT resources
•   That unauthorised use of ICT can be considered a criminal offence
•   Not to use School ICT resources for personal use during school hours

School ICT Equipment – I understand that:
•   Ownership of the C2K laptops rests with C2K/Capita
•   Ownership of non C2K laptops and iPads rests with BBMS
•   Alternative versions of software should not be loaded onto C2K laptops, iPads and all other school sourced laptops
•   All laptops and iPads are only insured for theft or malfunction while in school. If the device is removed from school, alternative insurance cover must be provided both for car and other locations
•   The school sourced laptop or iPad may be used outside school for internet use with any Internet Service Provider (ISP). It is the responsibility of the laptop or iPad user to ensure that confidential information is not stored on any school based device.

- The laptop or iPad should not be given or lent or used by anyone other than the nominated member of staff when outside school
- The laptop or iPad should always be carried in a protective case to reduce the possibility of damage
- If the laptop or iPad is stolen, the school should be notified immediately, or during the school holidays the C2K helpdesk (08706011666) for C2K machine only
- The laptop or iPad must be returned to school if the nominated member of staff ceases employment with the school
- There will be professional use of laptops, iPad and all other school ICT equipment. In particular, the use of the iPad recording facilities for educational purposes must be adhered to within the school environment
- The software, applications and accounts of the school are the property of the school and can be updated without staff notification at any time
- When projecting images or videos in the classroom I will show only age appropriate material through the use of Apple TV, YouTube or any online video site

Guidance for Staying Safe Online

Social Networking – I understand that:
- If I am using Facebook, Twitter or any other social media, I should make sure that my privacy settings are adjusted correctly to prevent anyone viewing my accounts
- It is recommended that my account is viewable only to friends
- Staff will not, under any circumstance, accept friend requests from pupils or parents
- I will not, under any circumstances, exchange personal details online
- I should ensure that I log out of my accounts when I have finished using them, particularly on shared computers. My account can be hijacked by others if I remain logged in – even if I quit the browse and switch the computer off
- Potential employers may scour websites looking for information on job candidates. I should take care to remove any online content about myself that I would not want them to see
- Family and friends can also post information and photos of me in their profiles so I should think about whether any of this could be compromising. On Facebook, I can 'untag' myself from a photo
- I am aware that my school can monitor my ICT usage and any activity deemed to be inappropriate may lead to disciplinary action
- I should not post my address or date of birth online. Criminals can use such information to commit identity fraud

Communication

Communication between students and adults, by whatever method, should always take place within clear and explicit professional boundaries. This includes the wider use of technology such as Microsoft Teams mobile phones, text messaging, e-mails, digital cameras, videos, webcams, social networking sites, online gaming and blogs.
- Adults should not share any personal information with a student including their mobile phone number. They should not request, or respond to, any

personal information from the student, other than that which might be appropriate as part of their professional role
- Adults should ensure that communications are open and transparent to scrutiny
- Communication with ex-students who are over 18 is left to staff discretion. Please be conscious of the fact that ex-students may have contact with our current students, particularly on social media. This may allow current student access to personal information

Guidance for Using Microsoft Teams

 I understand that:
1. All communication with pupils/staff on Teams should be transparent and appropriate to a professional setting. Remember all pupils in the Team can see posts.
2. Requests should be made for the removal of any inappropriate posts by pupils on the 'Teams' platform. Staff should also refer the name of the pupil/pupils to their HOY through the Outlook email.
3. HOYs can contact parents to ensure the inappropriate posts are taken down.
4. Staff should only use C2K emails or Posts to communicate with pupils.
5. Staff should follow guidance issued to centralise departmental records in an MS Teams 'Department Team'
6. Teachers should follow guidance on hosting an MS Team 'Class Team' to communicate with their class for setting work, submitting work and storing work.

Social Media Guidance

I understand that:
As the GTCNI Codes state, teachers/school staff are individuals with private lives, however, off duty conduct matters and may have a bearing on their professional life.
1. Staff should not comment on social media posts regarding the school.
2. Staff should not make comment or share posts that comment on political decisions relating to schools in the current climate i.e. closing schools or government policy towards schools.
3. As always, you must ensure that all posts/images are appropriate to the professional role we have working in a school- holiday snaps/night outs should not be posted.
4. Social Media posts should not, under any circumstances, mention anything about school directly or indirectly.

Other releant policies:
Blended Learning Policy
Acceptable Use Policy – Student version