

**INTERNET – ICT DEVICES SAFETY MANAGEMENT**

**PROCEDURE**

**RATIONALE:**

The purpose of this Internet safety Management Procedure is to complement the general Internet Safety Procedure by providing the necessary details to put into effect the intentions of the general procedure. The overall goal is to maximise the educational benefits of communication technologies and minimise the risks.

This Management Procedure applies to **all employees of the Board** (i.e. teaching, support and ancillary staff), parent helpers and all students. It also applies to teacher and other professional trainees assigned to the school from time to time, and staff and students in any Community Education programme.

Use of the Internet and other communication technologies at this school is at all times to be limited to educational and personal usage appropriate in the school environment. Appropriate use also includes staff professional development.

‘Other communication technologies’ include the mobile phone and technologies associated with Internet use e.g. digital camera and web cam. Included, too, are similar technologies still in development.

Where communication technologies are used, specific safety procedures are required. These should be documented and publicised appropriately.

The school reserves the right to check communication technology-related work or data of staff or students at any time, and to carry out a comprehensive investigation of any breaches of the school’s Internet Safety Procedures. Breaches of the school’s Procedures will be treated seriously. Significant breaches could put at risk a student’s place at the school, or the employment of a staff member and may also involve reporting the incident to law enforcement. The maintenance of the physical and emotional safety of the learning environment is of paramount concern.

**GUIDELINES:**

1. On enrolment, all **students** must read and sign the school’s Internet Safety Use Agreement. This Agreement outlines the regulations and conditions under which computers and communication technologies may be used at school or in any way which affects the safety of the school learning environment. This Use Agreement must also be signed by a parent/caregiver, and is to be handed in to the office where it will be filed for safe keeping. A system will be established whereby classroom teachers can readily access the names of any students who do not have a signed Use Agreement on file. Such students are not permitted to access the relevant school technologies; their parents/caregivers should be informed of this situation.

**Internet safety rules and information will be given to the students to retain for future reference**.

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1. At the commencement of their employment, **all Board employees** (teachers, support and ancillary staff, including the caretaker, and such personnel as Teacher Trainees and Relief Teachers) must sign the school Internet Safety Use Agreement. For staff working with students, this Agreement includes details of their responsibilities to actively supervise/monitor student Internet use and report any breaches of the Internet Safety Procedures to the school Principal. This agreement also informs staff of the limits to their own use of the Internet, and of privacy issues associated with confidential information on the school network. Accompanying Internet safety rules and information should be retained by staff for future reference.
2. Basic **training** **for all staff** in Internet safety issues and procedures will be addressed. There will be a special focus on the skills/training of the ***ICT Co- ordinator***. Other specific areas which may need to be addressed include the management of the school’s website.
3. Any **breaches of Internet safety** regulations (by staff or students) should be reported to the Principal. This includes misconduct facilitated by the use of communication technologies e.g. harassment. Less serious matters should be documented and reported at a convenient moment.

If the matter appears to be serious, that report should be made immediately. If the Principal is not available, the report should be made directly to the DP. The matter will then be dealt with according to the school’s usual disciplinary procedures (including the need to provide counselling and support), with a special focus on Internet safety issues. The latter could include the vital preservation of the evidentiary trail, appropriate documentation and external consultation. If illegal material or activities are suspected, law enforcement must be informed as soon as possible. In such a case, the Board would also be informed and legal advice would be sought.

1. **Classroom teachers** should be aware of their responsibility to maintain Internet safety in their classroom. This will include reminding students of Internet safety rules before starting any unit of work involving use of the Internet or other communication technology, actively supervising student use and checking that the siting of Internet-accessible computers takes into account safety issues. Classroom teachers can help their students develop the skill base to effectively use the Internet as a learning tool. Appropriate preparation for lessons which make use of the Internet can prevent potential problems e.g. a list of suggested sites to visit can keep students on task and avoid conflicts with any filtering system.
2. **Parents/caregivers** will be consulted as part of the school’s Internet safety education programme, and offered the opportunity to learn more about Internet safety.
3. The school will endeavour to keep up to date on Internet safety issues as they impact on the safety of the school learning environment.

**Review Responsibility: *ICT Co- ordinator, DP & Principal***

**Date Confirmed: 14 February 2017**

**Principal: .....................................................**

### STAFF INTERNET - ICT DEVICES SAFETY

***USE AGREEMENT***

***For All School Staff***

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**Instructions for staff:**

1. Please read the entire document carefully.
2. If any clarification is required, it should be discussed with the Teacher with ICT Responsibilities or the Principal before the document is signed.
3. It is important to retain the remaining pages for future reference.

***Important terms used in this document:***

1. *The abbreviation* ***‘ICT’*** *in this document refers to the term ‘Information and Communication Technologies’*
2. ***‘Internet safety’*** *refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*
3. ***‘School ICT’*** *refers to the school’s computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
4. *The term* ***‘ICT equipment/devices’*** *used in this document, includes but is not limited to; computers (such as desktops, laptops, ‘IPADS , Notebooks), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MPT players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use*
5. *‘****Objectionable****’ in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act.*

**STAFF ICT SAFETY USE AGREEMENT FORM**

Please complete, sign, and date this Staff Use Agreement Form which confirms your agreement to follow the obligations and responsibilities outlined in this document. The key obligations and responsibilities are:

* All ICT use must be appropriate and safe to the school environment
* Passwords will be kept confidential
* The principles of confidentiality, privacy and copyright apply.

If you have any queries about the agreement, you are encouraged to discuss them with the ***ICT Co- ordinator*** or the Principal before you sign. Once signed, this form should be returned to the school office for filing with staff records.

A copy of the signed form will be supplied to you.

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| Please tick one - | |
| ❑ | I believe that I have sufficient knowledge to safely supervise the use made by students in my care of the school’s computer network, Internet access facilities, computers and other school ICT equipment/devices. |
| ❑ | I require additional training/professional development in order to safely supervise the use made by students in my care of the school’s computer network, Internet access facilities, computers and other school ICT equipment/ devices. |

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| **Use agreement** |

Signed: …………………………………………………………….. (Staff Member) Date: ………………..

**STUDENT INTERNET ICT SAFETY**

1. Staff have the professional responsibility to ensure the safety and wellbeing of children using the school’s computer network, Internet access facilities, computers and other school ICT equipment devices on the school site or at any school-related activity.
2. Staff should guide students in effective strategies for searching and using the Internet.
3. While students are accessing the Internet in a classroom situation, the supervising staff member should be an active presence. The ***ICT Co- ordinator*** will advise about Internet safety protocols regarding Internet access by students in other situations.

6. Staff should support students in following the student use agreement. This includes:

* 1. Endeavouring to check that all students in their care understand the requirements of the student agreement
  2. Regularly reminding students of the contents of the use agreement they have signed, and encouraging them to make positive use of ICT.

7. Staff are expected to follow the instructions of the ***ICT Co- ordinator*** regarding their role in maintaining Internet safety if students of the school are permitted email accounts.