



HEALTH AND SAFETY

IN AN ELECTRONIC ENVIRONMENT IN DROMORE HIGH SCHOOL



COMMUNICATION WITH PARENTS/CARERS RE ELECTRONIC DEVICES

Dear Parent,

The School network and Internet Use

The Internet is an increasing feature of everyday life. Pupils will have access to our computer network and the Internet in school to ensure that they are given the opportunity to develop their Information and Communications Technology (ICT) skills. Along with its benefits the Internet also brings risks. Mixed with the vast amount of good, useful information on the Internet there is some which is inappropriate and potentially harmful to children.

To protect pupils, our Internet service provider performs rigorous filtering of the World Wide Web, newsgroups and electronic mail for inappropriate and offensive material. Nevertheless you should be aware that the potential to access inappropriate material does exist and that no filtering technology can completely guarantee that a pupil will never come across distasteful material in some form or other.

Before being allowed to use the school network and access the Internet, all pupils will be required to agree to and sign the school's ICT Acceptable Use Statement (copy enclosed). The school needs your support in expecting pupils to use their access to the school network and the Internet in an ethical and responsible manner at all times. You are therefore asked to counter-sign the Acceptable Use Statement completed by your son/daughter to confirm your approval and their acceptance of the school rules on this matter.

Yours sincerely,

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E-Learning Coordinator

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Principal

INTERNET & COMPUTER acceptable use guidelines for pupils

ICT Acceptable Use

- I will not access computer files belonging to others.
- I will access the school network using my own password only.
- I will access only those computer discs and DVDs for which the teacher has given me permission.
- I will ensure that any e-mails I send are polite, sensible and responsible.
- I will only send e-mails to people I know or who are approved by my teacher. I will not forward chain letters nor send defamatory emails.
- I will use my official school e-mail account only to send or receive e-mails.
- I will tell a teacher if I see web pages or e-mails which are offensive or unpleasant.
- I understand that the school will check my computer files, e-mails and the Internet sites which I visit to ensure that I use the computer and the Internet properly.
- I will only access the Internet for educational purposes and not for advertising, gambling or political purposes.
- I will only download material from the Internet which could not be seen as offensive in any way.
- I will only copy and use material as allowed by copyright legislation i.e. where prior permission for copying has been given. I will ask my teacher if I am not sure of the legal position.
- When tweeting I will use polite and acceptable language at all times
- When using the Internet and sending e-mails I will protect myself and others by not:
 - giving my name
 - my home address
 - my home telephone number
 - my photograph
 - any other personal information
 - any information about others.
- I will not arrange to meet any on-line contact. I will tell my teacher about any invitations to meet on-line contacts.

Pupil Name:

Pupils Signature: Date

Parent's Signature:Date

ACCEPTABLE USE OF MOBILE TELEPHONES

School Policy is as follows:

1. Mobile telephones must be switched off during the School day from 8 50 am - 3 20 pm and **should not be visible.**
2. If a pupil takes a mobile telephone to School s/he is responsible for the security of that telephone.
3. In accordance with the regulations set down by external Examination Boards, mobile telephones are prohibited in examination rooms.
4. If a mobile telephone is used inappropriately in School, the pupil concerned will be asked to hand in the telephone. It will be stored in the School Office until collection by a parent.
5. Mobile telephones with a recording or a camera facility should not be used during any School organized activity to record, take, store or distribute photographs/videos of any other person **without his/her permission.**
6. Mobile telephones should not be used to communicate with any other member of the School community in a way which is disrespectful to another person or to the School's values. Mobile telephones should not be used to communicate in any way that may be construed as bullying.

It should be noted that mobile telephones can be beneficial to pupils in terms of their personal safety and communication with parents as they travel to and from School. If a pupil needs to contact home during school time, a School telephone may be used. Similarly, if a parent needs to contact a pupil, the School Office **must** be telephoned and a message will be relayed promptly. Restrictions in the use of mobile telephones are in accordance with School's duty of care to all pupils.

October 2012

**ACCEPTABLE USE OF MP3 PLAYERS AND
OTHER HAND-HELD ELECTRONIC DEVICES**

School Policy is as follows:

1. MP3 Players / IPods are not for personal use during class time nor in the school corridor. Sixth Form pupils may use MP3 Players in Private Study with permission of Study Supervisor.
2. If a pupil takes an MP3 Player / IPods to School s/he is responsible for the security of it.
3. If an MP3 Player / IPods is used inappropriately in School, the pupil concerned will be asked to hand in the player. It will be stored in the School Office until collection by a parent.
4. MP3 Players / IPods should not be used during any School organized activity eg School trips to record any other person without his/her permission. MP3 Players / I Pods should not be used in any way that is disrespectful to any other member of the School community or to the School's values. No hand-held electronic device should be used to communicate in any way that may be construed as bullying.

Restrictions in the use of MP3 players / I Pods and other hand-held electronic devices are in accordance with School's duty of care to all pupils.

October 2012

THE VISION FOR EDUCATIONAL TECHNOLOGY IN DROMORE

*The students whom we serve should have
equal access to high quality learning experiences
which will prepare them for
the world of work and enable them to develop
socially, spiritually, emotionally and academically*
