

# **St. Clare's Primary School**

## **Acceptable use of the Internet for Staff**

Access to the Internet and electronic communications is available at St. Clare's Primary School through C2K (Classroom 2000). The C2k service provides every grant-aided school across Northern Ireland with a modern, connected ICT infrastructure.

C2k provides schools with a managed ICT service which includes:

- networked computers
- administration and management systems for school staff and
- a high speed managed learning environment called LearningNI.

We believe this offers an excellent opportunity for pupils and staff to have access to a wide variety of resources and information. This facility has the potential to enhance the quality of educational experience provided and opens up the concepts of sharing ideas, resources at a local, national and international level.

In providing this service it is our intention at St. Clare's Primary School to maximise the educational potential of this facility whilst creating an environment which encourages a sensible and responsible attitude to the technology.

Staff should be aware that C2K track and record the sites visited, the searches made on the Internet and emails and messages sent and received by individual users. All school staff are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the public sector.

Staff should ensure that pupils know and understand that no Internet user is permitted to:

- Retrieve, send, copy or display offensive messages or pictures
- Use obscene or racist language
- Harass, insult or attack others
- Damage computers, computer systems or computer networks
- Violate copyright laws
- Use another's password
- Trespass in another's folders, work or files
- Intentionally waste resources (such as on-line time and consumables).