



Acceptable Use of the Internet Policy 2025

St Louis Grammar School

Date of Policy:	February 2025
To be reviewed:	February 2026

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ICT Coordinator

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Policy Rationale

The internet is an essential tool for learning and communication. At St Louis Grammar School, we aim to provide a safe and productive online environment to enhance educational opportunities. The Acceptable Use of the Internet Policy is designed to protect students, staff and the integrity of the school's network while fostering responsible and effective use of online resources.

Policy Aims

- To protect students from inappropriate content and online dangers while promoting responsible use of the internet for educational purposes.
- To leverage the internet as a powerful learning tool that enhances educational experiences and supports the school curriculum.
- To encourage students to practice good digital citizenship, including respect for others, adherence to ethical standards and understanding the implications of their online actions.
- To ensure that all internet use adheres to legal requirements and respect copyrights, privacy and data protection laws.

The use of electronic services must be in support of education and research in accordance with the educational goals and objectives of St Louis Grammar School.

The Internet and any other electronic service is a privileged and inappropriate use will result in that privilege being withdrawn.

Authorised use of ICT facilities within the school

The ICT facilities within school should only be used as required by work purposes. This includes:

- Preparing work for lessons, activities, meetings, reviews etc.
- Researching for any school related task
- Any school encouraged tuition or educational use
- Collating or processing information for school business

Unauthorised use of ICT facilities within the school

It is not permitted to:

- Use the ICT facilities for commercial or financial gain.
- Physically damage the ICT facilities.
- Re-locate, take off-site or otherwise interfere with the ICT facilities without authorisation.

- Use someone else's user account. All users of the C2K network are issued with a unique user account. User account passwords must never be disclosed to anyone according to the Computer Misuse Act 1990 – this law states that it is “...*illegal to gain access to a computer with someone else's username or password which you do not have permission to use, modify files or data without the consent of the creator...*”
- Use the ICT facilities to access, download, send, receive or view inappropriate material such as, illegal material, any material that could constitute bullying, any material that is sectarian in nature, online gambling, any sexually explicit material.
- Generate messages or documents that appear to originate from someone else.
- Install hardware/software with authorisation.
- Use any of the school's ICT facilities to undertake any form of piracy including the infringements of software licenses or other copyright provisions in agreement with the Copyright, Designs and Patents Act 1988.
- Use any chat-lines, bulletin boards and pay to view sites on the Internet.
- Use the Internet for any auctioning activity or purchase items unless authorised to do so.
- To obtain and post on the Internet or send via e-mail, any confidential information about other employees, the school or students.

Netiquette

Netiquette governs what conduct is socially acceptable in an online or digital situation. It is the social code of the Internet and dictates a set of rules or guidelines for appropriate behaviour while using the Internet. The rules of netiquette are as follows:

- *Be Polite* – never send or encourage others to send abusive.
- *Use appropriate language* – remember that you are a representative of the school on a global public service. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language.
- *Privacy* – do not reveal any personal information to anyone, especially the home address or personal telephone number of yourself or any member of staff/pupil.
- *Password* – do not reveal your password to anyone.
- *Electronic mail* – e-mail is provided for educational use only and is monitored by the school. Messages relating to, or in support of, illegal activities may be reported.
- *Disruptions* – do not use the school network in any way that would disrupt use of the ICT services by others.

Roles and Responsibilities

SLT

- Ensure that this policy is up-to-date, compliant with relevant laws and regulations and effectively communicated to all stakeholders.
- Facilitate training for staff and students on the responsible use of the internet and the specifics of this policy.
- Oversee the handling of any breaches of the policy and implement appropriate measures to address and rectify such issues.

Staff

- Implement and enforce this policy within their classrooms and other areas of responsibility.
- Provide guidance and instruction to students on this policy and the implications of online behaviour.
- Monitor students' internet use to ensure adherence to this policy and report any violations to the relevant authorities within the school.
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Students

- Adhere to the guidelines set forth in this policy.
- Use the internet responsibly, avoiding inappropriate content and respecting the rights and privacy of others.
- Report any concerns or violations of this policy to a teacher or school staff member.

Parents/Guardians

- Support the school's efforts in promoting responsible internet use by reinforcing the principles of this policy at home.
- Engage in discussions with their children about safe and responsible online behaviour and report any issues or concerns to the school.

Useful Links

[EA Guidance](#)

[C2K Information](#)



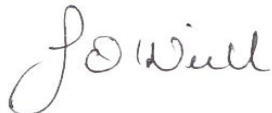

[General guidance for schools on internet use](#)

Contact Information

For any questions or concerns regarding this policy, please contact:

- **IT Coordinator:** J Scullion, jscullion300@c2kni.net
- **IT Support:** P Heffron, pheffron038@c2kni.net

Acceptable Use of the Internet Policy
February 2025 – February 2026

Designated Teacher	Jane Scullion
Signature	
Designated Governor	Alan Law
Signature	
Principal	Jacqui O'Neill
Signature	
Chairperson of Board of Governors	Mary Black
Signature	
Date	<u>24.03.25</u>