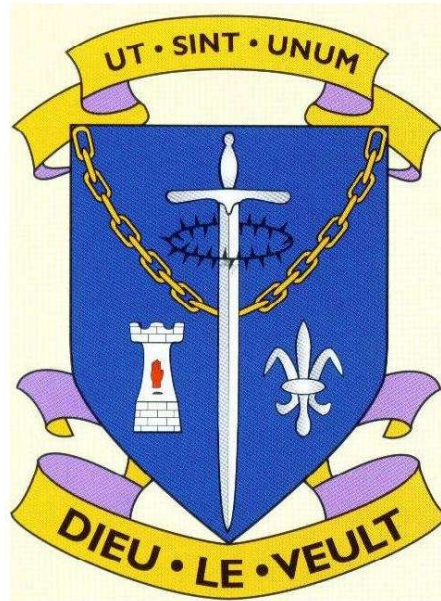# St Louis Grammar School Kilkeel

Wireless Internet Policy

Date of Policy: September 2024

Last Reviewed: September 2023

Reviewed by: Mr T.Brown

Date of Review: September 2025

Introduction

Our E-safety and ICT Acceptable Use Policies have been written by the school in the light of the Department of Education Northern Ireland (DENI) policy and government guidance. It has been agreed by the staff and senior management team and approved by governors. The school council have also been involved in compiling this 'Wireless Internet Acceptable Use Policy'. All policies are reviewed annually.

Pre-Conditions for use of the schools' Wireless Network

Staff, pupils, members of the local community and Specialist Schools partners and pupils, hereafter referred to as 'Users', may use the schools' wireless network for educational purposes only and must have read and agreed to the schools 'Acceptable Use policy', 'e-safety Policy', 'St Louis Google Classroom Acceptable Use Policy', and signed the 'St Louis Google Classroom Code of Conduct' prior to use.

In order to connect non-ENNI equipment to the schools' wireless network, users must first seek permission of the Director of ICT who may need to install additional ENNI software that will allow access to the schools' wireless network and printing facilities.

The school is not liable for any loss or damage to users files whether caused unintentionally or by any issues caused by the incompatibility of any additional software installed by the school. It is recommended that before any attempt is made to install such software that users back up all their files.

Conditions of use for Compatible Devices

- Users will only be allowed to attach Microsoft Windows® based or Apple Macintosh® laptops or other compatible devices such as iPads or tablets to access the schools wireless network.

- Prior to use, such devices must be checked by ICT staff for compatibility and for the presence of existing unsuitable material (See Appendix 1 for a list of unsuitable material).

- Users will not be allowed to use such devices to access the schools network or the Internet, either wirelessley or by using other wireless methods such as mobile broadband, personal hotspots, or Bluetooth within school premises, unless expressly permitted by the Director of ICT or Principal.

- The school will keep a record of all users who are granted wireless Internet access or who bring in their own laptops for use in school. The record will be kept up-to-date; for instance a member of staff may leave or a student's access be withdrawn, or a community partner may no longer be taking part in any educational activities in St Louis Grammar School. Such persons must allow the ICT staff to remove any software that has been installed by the school.

[1]*These include all teaching staff, support staff and technicians, substitute teachers, trainee / work experience teachers, language assistants, other visiting adults from the community and Specialist Schools partners and pupils, and pupils both past and present.*

- All users who access the schools' network will be provided with the School Responsible Internet Use Policy which forms part of the schools' E-safety and Acceptable Use Policy, and its importance will be explained. The Responsible Internet Use Policy must be signed prior to use of the schools' wireless network.

- Users will be provided with printing credits by the school to allow printing. If the user is a St Louis Staff member or pupil, no additional printing credits will be given as all printing credits will come from the users existing account.

St Louis Wireless Internet Acceptable Use Policy
Rules for pupils - You must not use the schools' wireless network to:

- Send or otherwise make available to others any material that is offensive, obscene or indecent, or infringes the copyright of another person (for example, MP3 or other audio or video formats). You should also be aware that copyright law applies to the Internet.

- Make available by any means any computer based material unless you are the copyright holder of that material, or have a licence to make that material available, or the material has been expressly put into the public domain and you can demonstrate this. By material we mean any information that can be stored on a computer: multi-media files such as video, music, speech, etc.; still images; text; software; or other file formats.

- Cause annoyance to others by playing music, videos or other materials through laptop or mobile device speakers. All users must use personal headphones in order to listen to audio and headphones must not be shared with other pupils.

- Cause annoyance, inconvenience or anxiety to others. Examples would include abusive or offensive Emails, public playback of inappropriate material either visual or audio, or use of in-built web cams or other in-built recording devices to record material of any kind, or any other behaviour deemed inappropriate by the supervising teacher or the senior management team.

- Do not access, or attempt to gain access to, computer systems, data or resources to which you are not authorised. Only use those resources that you have permission to access.

- Provide wireless network services to other machines that are not authorised to be attached to the schools wireless network including via Bluetooth or other wireless technologies including 3G.

- Provide access to other users to your machine (for example by connecting a hub, mobile phone or modem to a wifi-networked PC or device) or by passing on your username and password to a third party for use in accessing the wireless network.

- Access the Internet or network services in such a way as to deny reasonable access to the network for other users, for example, by excessive use of network bandwidth. This could include the use of personal web or FTP servers, bit torrent file-sharing software, or by accessing streaming media such as audio or video.

The school provides each user with a unique IP address for the duration of their wireless network session. You should never change your IP address or network settings whilst accessing the schools network. Pupils are expressly forbidden to access 'Proxy Avoidance' sites or to attempt to by-pass the schools internet filter in any way. Mobile broadband use is also not allowed.

Failure to comply with these rules means you forfeit your access to the schools wireless network and will no longer be able to bring your laptop / device in to school[1].

St Louis Grammar School

Wireless Internet Acceptable Use Policy
This document must be signed and returned to the Director of ICT before devices may be used on the schools wireless network.

Pupil:	Tutor Group:
Pupils Agreement I have read and I understand the school rules for 'Wireless Internet Use'. I will use my laptop / device, the schools' computer systems, and Internet in a responsible way and obey these rules at all times. I agree that my use of these resources will not interfere with the education of others.	
Signed:	Date:
Parent's Consent for Internet Access I have read and understood the school rules for responsible wireless Internet use and give permission for my son / daughter to access the internet using their laptop / device. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from the use of the Internet facilities or loss or damage to my child's laptop / device.	
Signed:	Date:
Please Print Name:	

[1]**Procedure for failing to comply with the rules:**

Pupils who fail to comply with these rules will:

- Have their laptop / device removed immediately by the supervising teacher. The laptop / device will be stored in the school office until the pupil collects the laptop / device at 3:00pm. Pupils will receive a warning as to their inappropriate behaviour and depending on the nature of the inappropriate behaviour, further disciplinary actions may be taken by the Principal or SLMT.

- The parents will be informed of the nature of the inappropriate behaviour and the parents and pupil will have to provide written assurances that such inappropriate behaviour will not occur again.

- If the pupil fails to comply with these rules a second time, they will no longer be able to bring in their laptop / device to school and wireless access will no longer be granted under any circumstances.

Unsuitable material includes:

- Materials of a Pornographic, racist, sexist or material likely to offend or corrupt;
- Games and "Exe" files including screen savers;
- Audio or video materials for which you do not own the copyright;
- Any material not associated with school work / coursework;
- Any other material that the school deems to be unsuitable for:
    - school use
    - unsuitable for use / viewing in a school environment
    - unsuitable for the age group of the user
    - unsuitable for the age group of other students
    - unsuitable for other adults.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.