



# USE OF INTERNET AND DIGITAL LEARNING DEVICE (DLD) POLICY 2025-2026

Atlantic Hall School 2025/2026

Adetayo David;ICT Team  
[Email address]



**ATLANTIC HALL,  
POKA-EPE,  
LAGOS, NIGERIA.**



## **USE OF INTERNET AND DIGITAL LEARNING DEVICE (DLD) POLICY 2025-2026**

### **Introduction**

The Internet, no doubt, has enormous potential to improve the quality of education, which is one of the pillars of the sustainable development of our society. This policy is designed to help teachers and students use technology in relevant and authentic ways that improve education and foster the knowledge and skills necessary for lifelong learning for all students in Atlantic Hall. We are, therefore, committed to maintaining a safe and secure environment for all our students and providing a 'culture of vigilance' to safeguard and protect all in our care.

This policy also provides the guiding principles that will ensure that the internet and all digital learning devices within the campus are used by all stakeholders – staff, students, parents etc - in tandem with the provision of this policy.

### **The vision of Atlantic Hall**

To provide high-quality education that produces well-rounded children whose educational advantage and talent will help them adapt easily to the world and excel globally.

**Mission Statement of the Policy**

To create a teaching and learning environment where students can safely and confidently utilize ICT resources to support their learning which will give them a competitive advantage in the digital age.

To make sure staff understand the responsibility to educate students on internet safety issues; teaching them the appropriate behaviors, awareness of their digital footprint, and critical thinking skills to enable them to remain both safe and within the law when using the internet and related technologies, in and beyond the context of the classroom.

## **Broad Objectives of the ICT Policy**

- To ensure the safety and protection of ALL students for the use of Atlantic Hall's internet and all digital learning devices (DLD) used to facilitate teaching and learning.
- To help every student develop the necessary ICT skills that will allow them to function effectively in today's digital environment to the extent of being able to make meaningful contributions to the economy and society at large.
- To help develop the digital skills needed by every student, which will help them leverage the use of ICT to take responsibility for their learning.
- To develop awareness in students on how they can apply their ICT skills and knowledge to their learning in other areas of interest.
- To allow students access to a wealth of resources available on the World Wide Web.
- To inculcate in the students, the right values and ethical conduct in the use of ICT/technology.
- To assist young people in developing the knowledge and skills necessary for an informed attitude concerning the use of ICT.
- To help the students develop the ability and the capacity to undertake individual and collaborative research and projects.
- To stimulate interest in new/emerging technologies, be it hardware or software.
- To help students become aware of the impact of ICT in society.
- To encourage and promote global awareness as part of 21st-century competency.
- To enhance the students' capacity to function effectively in their digital space/environment.

## **TERMS AND CONDITIONS**

### **Use of Internet**

The internet is a global means of communication, accessible to all, at all times. Anybody can access information, send messages, share ideas and publish content, which makes it both an invaluable resource material for education, commerce and socialization, as well as a potential risk to young ones and people who are vulnerable. All internet use at Atlantic Hall through the Atlantic Hall Network is logged and subject to the School's real-time monitoring and filtering system. Any time inappropriate internet use is detected, it will be flagged and an investigation will commence.

**Note the following terms and conditions:**

All students must have their devices joined to the school domain.

Joining students' laptops to the school domain offers several benefits in an educational setting:

- **Centralized Management:** By joining laptops to the school domain, the Atlantic Hall network administrators can centrally manage user accounts, security policies, and software installations. This makes it easier to enforce consistent settings and configurations across all devices.
- **User Authentication and Authorization:** Domain joining enables students to log in with their school credentials. This enhances security and allows administrators to control access to resources based on user roles and permissions.
- **Network Access Control:** Domain joining allows administrators to set policies for network access. This ensures that only authorized devices can connect to the school network, enhancing overall network security.
- **Group Policy Management:** Group policies can be applied through the domain to control various aspects of the user experience, such as restricting certain applications, setting desktop backgrounds, or configuring security settings. This helps maintain a standardized environment.
- **Remote Management and Support:** Domain-joined laptops can be remotely managed and supported by IT administrators. This includes tasks like troubleshooting issues, deploying software updates, and providing technical assistance without physically accessing each device.
- **Resource Sharing:** Domain joining facilitates resource sharing within the school network. Students can easily access shared drives, printers, and other resources without the need for separate configurations on each device.
- **Single Sign-On (SSO):** Domain integration often enables single sign-on capabilities. Once students log in to their laptops, they may have seamless access to various school resources, applications, and services without needing to enter multiple sets of credentials.
- **Security Policies:** Administrators can enforce security policies on domain-joined laptops, such as requiring password changes, implementing screen lock policies, and ensuring that antivirus software is up to date.
- **Auditing and Monitoring:** Domain controllers provide auditing and monitoring capabilities, allowing administrators to track user activities, logins, and security events. This can be useful for both security and compliance purposes.
- **Simplified User Experience:** Students and faculty members benefit from a more streamlined and consistent user experience. They can access resources, collaborate, and work more efficiently within the school's digital environment.

Of course, Atlantic Hall will balance control and flexibility to meet the unique needs of the educational environment we operate in.

- Internet/DLDs should be used in the school only for academic purposes **and not for entertainment.**
- Filtering software and/or equivalent systems will be used on all connected devices to the school network in order to minimize the risk of exposure to inappropriate content.
- The school will regularly monitor students' internet usage in terms of content and duration.
- Certain sites/platforms may be blocked for certain students to access via their school login, depending on a student's age and the age restrictions of the web site.
- All students are advised to be extremely cautious with information disseminated by others online because of false identity.
- Students are taught to consider their digital footprint when placing images of themselves (or details of the images that could give background details) on any sites and to look at the appropriateness of any images they post due to the difficulty of bringing such image down once posted online.
- Students are taught to avoid giving out personal information such as their full name, address, mobile/home phone numbers, school details, IM/email address, and specific hobbies/interests on social media sites, which may identify them or where they are at any given point in time.
- Students are taught to set and maintain profiles on social media/or any other sites to maximum privacy and be conscious enough to deny access to strangers.
- Students are advised to be careful about publishing specific and detailed private thoughts online.
- Students **MUST** not be involved in any form of cyberbullying. Any suspected case of bullying **MUST** be reported to the Designated Safeguarding Lead, Counsellor and/or Head of Academic.
- Students are not allowed to install VPN on their devices. Violation of this instruction attracts severe sanction.
- Students are encouraged to read carefully the Terms and Conditions, including any age limits on the use of some websites before signing up.

### **Whole-school issues**

The school's policy is to use and develop the opportunities provided by ICT to benefit the entire school community. This includes communicating with parents.

The school website ([www.atlantic-hall.net](http://www.atlantic-hall.net)) gives relevant information for individuals.

### **IT Curriculum issues**

Teaching staff will continue to review all teaching and learning in line with current ICT best practices.

A whole-school network supports curriculum delivery for all subject areas by providing networked resource materials, teacher-researched Internet links for student use, and material for staff curriculum-related professional development.

The network is maintained and developed by IT Support.

### **Student Issues**

Students are facilitated with supervised use of ICT. Several departments also ensure that students have access to ICT in their subject area via Computer and Language Labs. ICT must be used effectively to support access to the curriculum for all students. Identified students may have access to additional resources such as laptops with specific software to support curriculum access.

### **Technical Support**

On-site technical support for the curriculum network is provided by the IT Support Personnel who are responsible for the day-to-day maintenance of the network infrastructure, all hardware and software owned by the school, and the provision of technical support for all ICT users.

The ICT inventory is incorporated within the school's asset records and is updated every 6 months to show current locations, and other pertinent information for all ICT hardware.

## **ACCEPTABLE USE AGREEMENT**

The purpose of the Computer Resources policy is to provide a framework for the use of ICT by students and staff. The school has provided ICT equipment for use by students offering a vast amount of information and great potential to support the curriculum.

In this policy, computing resources are defined as those computers, computer software, networks, and electronic messaging systems operated by or for the benefit of the students of the school. The use of these resources is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn. It is the student's responsibility to use these resources in a manner that is efficient, ethical, and legal.

### **Internet**

- Use of the Internet is for study or for school-authorized/supervised activities only.
- Use of ICT resources must not be for personal profit.

- Use of VPN or other programmes that circumvent the school network security is prohibited.
- Students are not permitted to use the Internet to obtain, download, send, print, display, otherwise transmit, or gain access to materials, which are unlawful, obscene or abusive.
- All measures have been put in place to protect vulnerable children from inappropriate approaches and from making inappropriate personal disclosures over the school network.
- “Chat” or social media activities are banned.
- Respect the work and ownership rights of people outside the school as well as other students or staff. This includes abiding by copyright laws.
- Games may not be downloaded or played on any personal and school IT equipment.
- All Internet use on ICT resources is monitored continuously.
- Students are not permitted to use personal internet devices or share system hotspots.
- Students need to be aware that e-mails sent and received as part of classroom activity are subject to monitoring.
- Parents must understand that their child may encounter material that parents/students consider inappropriate (i.e. vulgar jokes, statements of belief that some may consider immoral, pornography, etc.). The student is responsible for not pursuing material that could be considered offensive.

### **Equipment**

- Eating or drinking is not allowed anywhere around the ICT equipment.
- Damaging, disabling, or otherwise harming the operation of computers is forbidden.
- Never deliberately install and use software illegally or install any malicious code on school ICT resources. The Principal, Vice Principal (Academic) or IT Support Manager must approve all software and hardware that need to be installed and used.
- Always report damaged or bad working hardware or software to the teacher or IT Support Manager.
- Students are not allowed to use Mac computer systems and external storage devices.
- Please be aware that all used hardware and installed software are registered in a central database maintained by the Systems Administrator.

### **SANCTIONS FOR MISUSE**

Violation of this policy will attract various degrees of sanctions. These will include:

- Verbal/written warning
- Confiscation of PDL for a period of time to be determined by the school
- Withdrawal of access to the Internet.
- Internal/External suspension
- Expulsion
- Any other as may be deemed fit by the school.

### **SURRENDER CLAUSE**

On resumption, students will surrender their PDLs for inspection.

- The school reserves the right to check the student’s PDL at any time.

## ATLANTIC HALL ICT/PERSONAL DIGITAL LEARNING DEVICE (PDL) USER AGREEMENT

### STUDENT DECLARATION

- I agree to bring my own DLD to school. I confirm that my DLD meets the approved specifications of the listed permitted devices.
- I confirm that I have a backup of all files and applications that I require on my device.
- I have labelled my device, case/cover/bag appropriately.
- I agree that if I am caught using the internet for non-educational purposes or If I engage in any act that circumvents the school's internet security (e.g through the use of VPN or other means), I should be given a warning the first time, my laptop will be seized the second time and a stricter measure will be taken the third time.

I understand that I am solely responsible for the care, safety and security of my DIGITAL LEARNING DEVICE (DLD) when in school.

Name of Student: \_\_\_\_\_

Class: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT/GUARDIAN DECLARATION

I understand that my son/daughter will personally and be solely responsible for the appropriate care, handling, safety and security of the device.

I agree that if my ward is caught using the internet for non-educational purposes or engaging in any act that circumvents the school's internet security (e.g through the use of VPN or other means), he/she should be given a warning the first time, the laptop/Digital Learning Device will be seized the second time, and a stricter measure will be taken the third time.

I read, understand, accept and will ensure that my child abides by the terms of this disclaimer.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** The ICT Policy has been sent to your email. Please complete and return this page in hard copy or to [ict.support@atlantic-hall.net](mailto:ict.support@atlantic-hall.net) on or before Tuesday, April 25, 2026.