SAINT MARY'S PRIMARY SCHOOL

<u>Acceptable use of the Internet and Digital Technologies</u>

This policy is based on and complies with DENI Circular 2007/1 on Acceptable Use of the Internet and Digital Technologies in Schools

Introduction

In St. Marys PS we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. This school provides pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

The above circular states that:

"Used well, digital technologies are powerful, worthwhile educational tools; technical safeguards can partly protect users,   but education in safe, effective practices is a key goal for schools."

This document sets out the policy and practices for the safe and effective use of the Internet in St. Mary's Primary school. The policy has been drawn up by the staff of the school under the leadership of the Principal & ICT Teacher Leader.

It has been approved by governors and circulated to all parents.

The policy and its implementation will be reviewed regularly.

Code of Safe Practice

When using the Internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. The Code of Safe Practice for St. Marys PS makes explicit to all users (staff and pupils) what is safe and acceptable and what is not.

The scope of the Code covers fixed and mobile Internet; school PCs, laptops, i-pads and digital video equipment. It should also be noted that the use of devices owned personally by staff and pupils but brought onto school premises (such as mobile phones, camera phones, PDAs) is subject to the same requirements as technology provided by the school.

The ICT Co-ordinator will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

<u>Code of Practice for pupils</u>

Pupil access to the Internet is through a filtered service provided by C2K, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse. Parental permission is sought from parents before pupils access the Internet.

Apps used on the i-pads are purchased and are rigorously examined by individual teachers for their content. The Board of Governors is in agreement with this current system.

In addition, the following key measures have been adopted by St. Marys PS to ensure our pupils do not access any inappropriate material:

- The school's Code of Practice for use of the Internet and other digital technologies (enclosed) is made explicit to all pupils and is displayed prominently;
- Our Code of Practice is reviewed each school year and signed by pupils/parents;
- Pupils using the Internet will normally be working in highly-visible areas of the school;
- All online activity is for appropriate educational purposes and is supervised, where possible;
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group;
- Pupils in P4-P7 are educated in the safe and effective use of the Internet, through a number of selected programmes.

It should be accepted, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor C2K can accept liability under such circumstances.

The use of mobile phones by pupils is not permitted on the school premises during school hours, unless in exceptional circumstances, where permission may be granted by the Principal.

During school hours pupils are forbidden to play computer games or access social networking sites, unless specifically assigned by the teacher.

Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's discipline policy. Minor incidents will be dealt with by the Principal and may result in a temporary or permanent ban on Internet use. Incidents involving child protection issues will be dealt with in accordance with school child protection procedures.

<u>Code of practice for staff</u>

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet should supervised by an adult at all times.
- All pupils are aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with pupils.
- All pupils using the Internet have written permission from their parents.
- Recommended websites for each year group are available under Favourites. Any additional websites used by pupils should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age-appropriate.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal/ICT teacher leader.
- In the interests of system security, staff passwords should only be shared with the network manager.
- Teachers are aware that the C2K system tracks all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users.
- Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- Photographs of pupils should, where possible, be taken with a school camera and images should be stored on a centralised area on the school network, accessible only to teaching staff.
- School systems may not be used for unauthorised commercial transactions.

Internet Safety Awareness

In St. Mary's PS we believe that, alongside having a written safety policy and code of practice, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. We see education in appropriate, effective and safe use as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

Internet Safety Awareness for pupils

Rules for the Acceptable use of the Internet are discussed with all pupils and are prominently displayed in classrooms. In addition, Key Stage 2 pupils follow a structured programme of Internet Safety Awareness using a range of online resources.

Internet Safety Awareness for staff

The ICT Co-ordinator keeps informed and updated on issues relating to Internet Safety and will attend courses. This training will then be disseminated to all teaching staff, classroom assistants and supervisory assistants on a regular basis.

Internet Safety Awareness for parents

The Internet Safety Policy and Code of practice for pupils is sent home for parental signature. Internet safety leaflets for parents and carers also are sent home on a regular basis.

Health and Safety

St. Marys PS have attempted, on so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources, both in classrooms and in the Library. Pupils are supervised at all times when Interactive Whiteboards and Digital Projectors are being used.

Digital and Video Images of Pupils

Parental permission is sought to cover the use of photographs of pupils on the school website, in the local press and for displays etc within school and written permission must be obtained from parent/carer.

School Website

Our school website promotes and provides up to date information about the school, as well as giving pupils an opportunity to showcase their work and other aspects of school life. In order to minimise risks of any images of pupils on the school website being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions;
- Names and images are kept separate – if a pupil is named their photograph is not used and vice-versa;
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

Social Software

Chatrooms, blogs and other social networking sites are blocked by the C2K filters so pupils do not have access to them in the school environment. However, we regard the education of pupils on the safe and responsible use of social software as vitally important and this is addressed through our Internet Safety Education for pupils. Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's discipline policy and child protection procedures. Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

Parental agreement

Having read the school's Internet acceptable use policy parents are asked to complete and return a permission form and user agreement on behalf of their child. This is available from the Office and will be given to all new pupils upon entry to the school.

Points for Parents to Consider:

It is important to promote Internet Safety in the home and to monitor Internet use.

1. Take an interest in what children are doing. Discuss with the children what they see and why they are using the Internet.

2. Monitor on-line time and be aware of excessive hours spent on the Internet.

3. Advise children to take care and to use the Internet in a sensible and responsible manner. Know the SMART tips.

4. Discuss the fact that there are websites which are unsuitable.

5. Discuss how children can respond to unsuitable material/requests.

6. Tell children – Never give personal information on the Internet.

7. Remind children that people on-line may not be who they say.

8. Be vigilant. Ensure that children do not arrange to meet someone they meet on line.

9. Be aware that children may be using the Internet in places other than in their own home or at school.

MOBILE PHONES

St Mary's Primary School does not allow the use of mobile phones by children in school or on school trips. The office will always be able to contact staff on behalf of parents during trips.

Be aware of the safety issues regarding mobile phones. Increasingly these may have Internet access.

Encourage children to talk about how they use mobile phones. Remind children not to give mobile numbers to strangers and people they do not know very well. Talk about responsible use of text messaging.

Points for Children to Consider

Follow These SMART TIPS

Secret – always keep your name, address, mobile phone number and password private – it's like giving out the keys to your home!

Meeting someone you have contacted in cyberspace can be dangerous. Only do so with your parent's/carer's permission, and then when they can be present.

Accepting e-mails or opening files from people you don't really know or trust can get you into trouble – they may contain viruses or nasty messages.

Remember someone on-line may be lying and not be who they say they are. Stick to the public areas in chat rooms and if you feel uncomfortable simply get out of there!

Tell your parent or carer if someone or something makes you feel uncomfortable or worried.

http://old.kidsmart.org.uk/
http://www.bbc.co.uk/cbbc/topics/stay-safe
http://www.bbc.co.uk/webwise/topics/safety-and-privacy/internet-safety-for-kids [For parents]

St. Mary's Primary School

Pupil Acceptable Use Policy Agreement
for Pupils and Parents

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I will use the **www.thinkuknow.co.uk** website to help me understand how to keep safe when using ICT.
- I understand that the school will monitor my use of the ICT systems email and other digital communication.
- I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger, when I am communication on-line.
- I will not arrange to meet people off-line that I have communicated with on-line.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I recognise the importance of treating others with respect:

- I will be polite and responsible when I communicate with others, I will not use offensive, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will never participate in any sort of on-line bullying.
- I will respect the work and property of others and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will not take or distribute images of anyone without their permission.
- I will respect the work and property of others and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will not interfere with on-line accounts of others or log in as someone other than myself.

I recognise that I share the responsibility for maintaining the security and integrity of the Technology the School offers me

- I understand that hand held external devices [mobile phones/USB devices etc] is not permitted on the school premises during school hours unless in exceptional circumstances, where permission may be granted by the principal. I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails unless I know and trust the who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I understand that the school may check my computer, files, e-mail and the internet sites I visit, to keep me safe.
- I understand that I should not be using social networking sites such as Facebook in school or at home.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies [including music and videos].

- When I am using the internet to find information. I should take care to check that the information that I access is ac curate, as I understand that the work of others may not be truthful and may be biased.

I understand that I am responsible for my action:

- I understand that the School has the right to take action against me if I am involved in any incidents of inappropriate behaviour covered in this agreement both when I am out of School and where thy involve my membership of the School community [e.g. involvement in cyber-bullying, inappropriate use of images or personal information].
- I understand that If I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet. Suspensions, contact with parents and in the event of illegal activities involvement of the police.
- We have read and understood the above and we agree to follow these guidelines whenever:
- I use the school ICT equipment [both in and out of school]
- I use my own equipment in school [when allowed]
- I use my own equipment out of school in a way that is related to me being a member of this School e.g. communicating with other pupils and members of the school community.

Name of child [printed]_____Class_____

Signed by child_____Date_____

Name of parent [printed_____

Parental signature_____

Date_____

Revised 2017

This policy has been written using guidance from the Department of Education and SWGFL

St. MARY'S PRIMARY SCHOOL

Digital and Video Images of Pupils

I have read the school's Acceptable Use of the Internet and Digital Technologies policy and have circled below how I wish images of my child to be used.

Images of _____ (pupil's name) may be published in the following ways		
On the school web site	Yes	No
In the press	Yes	No
For displays within school	Yes	No

Signed:

(Parent/Guardian)

Date:

Revised 2017

This policy has been written using guidance from the Department of Education and SWGFL