



Acceptable use of the internet and digital technologies policy

School Mission Statement

At Glencraig Integrated Primary School we aspire to maximise the skills and talents of our pupils and staff in a respectful, happy and caring environment, enabling them to become fulfilled and responsible citizens.

(While delivering our Mission Statement we recognise and are committed to upholding the rights of the child as outlined in the United Nation's Convention on the Rights of the Child.)

Approved by Board of Governors: _____

Review Date: June 2018

Mission statement and aims

At Glencraig Integrated Primary School we aspire to maximise the skills and talents of our pupils and staff in a respectful, happy and caring environment, enabling them to become fulfilled and responsible citizens.

Common to all these policies are the following general **school aims**:-

- Provide and encourage an atmosphere of acceptance and mutual respect for the children from all religious, non-religious, social and cultural backgrounds.
- Create a happy, secure, stimulating environment in which all pupils can learn effectively and become clear, confident communicators.
- Present children with a variety of challenging, activity based learning experiences incorporating all areas of study required by the Northern Ireland Curriculum. (UN Convention, Article 28)
- Encourage children to recognise the value of developing a healthy mind and body and to foster, within each child, a positive self-image.
- Encourage parents to have a constructive and positive role in the school.
- Place the school at the heart of the local community.

INTRODUCTION

Glencraig Integrated Primary School encourages pupils to use the vast array of information resources available on the Internet. It is our belief that while no technical solution can completely guarantee the restriction of pupils to unwanted Internet material, we must address this issue through education and parental involvement. (UN Convention, Article 2) The Internet is provided for pupils to conduct research and communicate with others. 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 our school. The development and implementation of this 'Acceptable use of the Internet and Digital Technologies Policy' along with good practice and parent/school contracts, address these issues.

PUPIL ACCESS TO THE INTERNET AND DIGITAL TECHNOLOGIES.

The school encourages the pupils to use the information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering.

Access to the Internet will enable pupils to explore libraries, databases, museums and other sources of information and to exchange personal communication with other Internet users around the world. Access to the Internet will be via a special filtered educational web site provided by C2K appointed by DENI. While the purpose is to use Internet resources for constructive educational goals, there is always the unlikely possibility that pupils may find ways to access other materials. We believe that the benefits to pupils from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

In addition to making use of technologies provided by the school, all staff and pupils must appreciate that the use of their own technology devices on school premises, is subject to the same requirements as technology provided by the school.

Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. As a school we seek parental permission before children are allowed to use the Internet.

Therefore, we support and respect each family's right to decide whether or not to permit access to the Internet.

SCHOOL PROCEDURES

Pupils are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on a school playground.

Communications on the network are often public in nature. The guidelines set out in our 'Assertive Discipline Policy' apply with regards to behaviour on the computer network.

The pupils are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

The following key measures have been adopted in Glencraig Integrated Primary School to help ensure that our pupils are not exposed to unsuitable material:

- children using the internet will normally be working in the classroom or ICT Suite during lesson time or after school computer club and will be supervised by an adult, usually the class teacher;
- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
- pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;

- the school Rules for Responsible Internet Use will be posted near computer systems.
- the ICT co-ordinator will monitor the effectiveness of internet access strategies;
- the Principal will ensure that the policy is implemented effectively;
- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the SEELB, C2K, DENI and parents, as appropriate.

In our own experience and that of other schools the above measures have been highly effective. However it is not possible to guarantee that particular types of material will never appear on a computer screen.

The school has developed a set of guidelines for pupils, Rules of Responsible use of the Internet and Digital Technologies. These rules are enclosed for your child and will be kept under constant review. We would advise these rules should be discussed with your child at home.

All members of staff are responsible for explaining the rules and their implications to pupils.

Sanctions

- Violation of the school rules will result in temporary or permanent restrictions on Internet use.
- Additional disciplinary action may be added in line with existing 'Assertive Discipline Policy'
- Where applicable, police or local authorities may be involved.

An important element of our Rules of Responsible use of the Internet and Digital Technologies, is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

INFORMATION FOR TEACHERS

An important educational goal for all staff in Glencraig Integrated Primary School is to ensure all users of the Internet and Digital Technologies are taught and learn to use these facilities effectively, appropriately and appreciate why the rules exist. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

1. All children using the Internet in school must have written permission from their parents.
2. Do not disclose your password or login name to any unauthorised users.
3. Do not give the personal addresses, telephone numbers or fax numbers of any adult working at the school or any children at the school
4. Discuss with your class the rules for acceptable use of the Internet. Ensure that children are aware of the risks and know what to do if they come across inappropriate content.
5. Do not download, use, or upload any material, which is copyright. Always seek permission from the owner, before using any material from the Internet. If in doubt, or you cannot obtain permission, do not use the material.
6. Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate content.
7. Any web sites to be visited in a lesson by the children must have been thoroughly checked in their entirety by a member of staff. These sites should be vetted regularly to check for unsuitable alterations. If at all unsure, the site should not be used.
8. Always respect the privacy of files of other users. Do not enter the file areas of other staff without their express permission.
9. Always be polite and use appropriate language. Do not state anything, which could be interpreted as libel.
10. Arrange for suitable monitoring of the children in your class by an adult.
11. Ensure that all children have followed the correct procedures:
 - Before starting the session they should be aware of exactly what is expected and which sites they are visiting. Aimless surfing should never be allowed.
 - During each session, pupils should be monitored closely and follow teacher guidance.
 - On completion of the session pupils should log off the system correctly.

Report any incident which breaches the Rules of Responsible use of the Internet and Digital Technologies Policy immediately to the ICT Co-ordinator / Principal.

INFORMATION FOR PARENTS

It is really important to involve your children in thinking about your family code for safe and secure use of the Internet and Digital Technologies. Devise your own code of Internet use with your children. You are the expert when it comes to your own children so you can make sure that the code is appropriate for their individual ages and levels of maturity.

The following guidance has been given by *Glencraig Integrated Primary School* to help make the Internet safer for your child.

1. A home computer with Internet access should be situated in a location where parents can monitor access.
2. Parents should agree with their children suitable days/times for accessing the Internet.
3. Parents should discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when, how long, and what comprises appropriate use.
4. Parents should get to know the sites their children visit, and talk to them about what they are learning.
5. Parents should consider using appropriate Internet filtering software for blocking access to unsavoury materials.
6. It is against the majority of social networking regulations that any child under 13 should be given access to social networking or chat facilities. E.g Facebook and Instagram. These regulations are put in place in order to protect your child.
7. Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet or other digital technologies, such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.
8. Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. If the message comes from an Internet service connection provided by the school they should immediately inform the school.

Parents are informed in writing of the school policy on Acceptable use of the Internet and Digital Technologies, and asked to give permission for their child/children to use the Internet for the duration of their child's attendance at *Glencraig Integrated Primary School*. Year 4 to year 7 pupils are also required to sign an undertaking agreeing to their proper use of the Internet and other technology during their time at *Glencraig Integrated Primary School*.

SCHOOL WEBSITE

Our school web site is intended to:

- provide accurate, up-to-date information about our school
- celebrate good work
- provide pupils with the opportunity to publish their work on the internet
- promote the school
- communicate electronically with parents, pupils and the wider school community

Parents' permission will be needed before a child's image can be published on the Internet. Conditions of use on our school website:

1. The school will only use the first name of any child in a photographic image or video or scanned piece of work. *General labels and captions will apply.*
2. The school will not include personal e-mail, postal addresses or telephone numbers of any pupil or staff member.
3. The school will only use images of pupils who are wearing school uniform or the appropriate costume/kit relating to the activity being photographed.

The ICT co-ordinator and other members of staff are responsible for up-loading pages to the school web site, ensuring that the links work and are up-to-date.

The point of contact on the web site will be the school address, telephone number and e-mail address.

School website address: www.glencraigips.co.uk

Policy Review

The Acceptable use of the Internet and Digital Technologies Policy will be revised and updated regularly to take account of changing technologies and methods of Internet access.

This policy acknowledges and complies with DENI circular 2007/1, issued on 18th June 2007, on the subject of Acceptable Use of the Internet and Digital Technologies for Schools.

Source of information

http://www.deni.gov.uk/22-acceptable_use_of_the_internet_de_circular.pdf

(Acceptable use of the Internet and Digital technologies in Schools based on DENI Circular 2007/1)

Further free advice for parents is available from the following sources:

<http://www.direct.gov.uk/en/Parents/Yourchildshealthandsafety/Internetsafety/index.htm>

<http://www.childnet-int.org/kia/parents/>

<http://www.kidsmart.org.uk/>

<http://www.dcsf.gov.uk/ukccis/>

GLENCRAIG INTEGRATED PRIMARY SCHOOL

Pupil's/Parents' agreement for Responsible Internet use & other technology.

These rules will keep everyone safe and help us be fair to others.

- I will only access my own files and will not damage or amend the work of others or their data.
- I will only use the Internet when I have permission.
- I will use the Internet only for activities and work set by the school.
- I will only email people my teacher has approved and not use the Internet in school for personal or private messages.
- I will not send anonymous or unsuitable electronic messages; my messages will be polite, responsible and only signed in my name.
- I will not create, retrieve, download, send, copy, print or display onscreen offensive messages or pictures.
- I will only take part in Discussion Forums, Newsgroups or Chat, which have been approved by the school.
- I will respect the privacy of others. I will not publish their names, addresses, phone numbers or photographs.
- I will not give my full name, home address or telephone number to anyone over the Internet.
- I will not arrange to meet anyone contacted over the Internet.
- I will give credit to the sources of materials included in my work and will not use work from the Internet as if it was my own.
- I will report any unpleasant material or messages sent to me to my teacher immediately because this will help protect other pupils and myself.
- I will not intentionally waste school resources. e.g. paper and ink.
- I will not download software from the Internet.
- I will only bring in USB memory sticks, CDs or any other electronic data from outside school if I have been given permission.
- I understand that the school may check my files and will monitor the Internet sites I visit.
- I understand that I will be held accountable for my actions and for the loss of privileges if the Rules of Responsible Internet Use and the use of other technology are violated.

I agree to accept the rules for Responsible Internet use and the use of other technology whilst a pupil at Glencraig Integrated Primary School.

I agree to abide by the school's guidelines on the use of mobile phones and any other personal ICT equipment. I accept that the school accepts no responsibility for loss or damage to personal ICT equipment brought to school or taken on educational outings.

Pupil Name: Class

Pupil Signature:.....

(If in P3 - P7)

Parent Signature: Date

GLENCRAIG INTEGRATED PRIMARY SCHOOL

Staff agreement for Responsible Internet use and other technology.

These rules will endeavour to keep everyone safe.

- I will only access my own files and will not damage or amend the work of others or their data.
- I will only use the Internet for work related activities
- I will only use my C2K email address in school and not use the Internet in school for personal use, private messages or email.
- I will not send anonymous or unsuitable electronic messages; my messages will be polite, responsible and only signed in my name.
- I will not create, retrieve, download, send, copy, print or display onscreen offensive messages or pictures.
- I will only take part in Discussion Forums, Newsgroups or Chat, which have been approved by the school.
- I will respect the privacy of others. I will not publish their names, addresses, phone numbers or photographs.
- I will give credit to the sources of materials included in my work and will not use work from the Internet as if it was my own.
- I will report any unpleasant material or messages sent to me to the ICT Co-ordinator because this will help protect pupils, other members of staff and myself.
- I will not intentionally waste school resources. e.g. paper and ink.
- I will not download software from the Internet without seeking permission from the ICT Co-ordinator.
- I understand that the school may check my files and monitor the Internet sites I visit.
- I will adhere to the 'Social networking sites and ICT Code of Conduct' at all times, if using social networking sites outside school.
- I understand that I will be held accountable for my actions and for the loss of privileges if the Rules of Responsible Internet Use and the use of other technology are violated.

I agree to accept the rules for Responsible Internet use and the use of other technology whilst a member of staff at Glencraig Integrated Primary School.

I accept that the school accepts no responsibility for loss or damage to personal ICT equipment brought to school or taken on educational outings.

Staff Name:

Staff Signature: Date