

CLOUGH PRIMARY SCHOOL

E-SAFETY POLICY

Ratified By The Board Of Governors: **1st June 2017**

Review Date: **By June 2019**

Clough Primary School E-Safety Policy

Acceptable Use of the Internet and Digital Technologies Policy

This policy is based on and complies with DENI Circular 2013/15 on Acceptable Use of the Internet and Digital Technologies in Schools

Introduction

In Clough 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 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 Clough Primary school. The policy has been drawn up by the staff of the school under the leadership of the Principal & ICT Co-ordinator.

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

The policy and its implementation will be reviewed every other year.

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 Clough 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, 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) 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.

Code of Practice for pupils

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.

In addition, the following key measures have been adopted by Clough 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 Key Stage 2 are educated in the safe and effective use of the Internet.

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 normally permitted on the school premises, unless in exceptional circumstances, where permission may be granted by a member of staff in advance.

In school 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.

Code of practice for staff

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet should be 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.
- Within reason, 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 Co-ordinator.
- 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 Clough 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 are constantly made aware of Internet Safety Awareness using a range of resources.

Internet Safety Awareness for staff

The ICT Co-ordinator keeps informed and updated on issues relating to Internet Safety and attends courses when available. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants.

Internet Safety Awareness for parents

The Internet Safety Policy and Code of practice for pupils is sent home for parental signature in Primary One. Internet safety leaflets for parents and carers also are sent home when made available and information sessions are held.

Health and Safety

Clough PS have attempted, on so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources in classrooms. 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.

Storage of images

Digital and video images of pupils are, where possible, taken with school equipment. Images are stored on a centralised area on the school network, accessible only to teaching 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

This policy will available from the Office and on our school website.

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.

Points for Parents to Consider:

It is important to promote Internet safety in the home and to monitor Internet use. In terms of 'internet' we mean; all forms of social media, on-line gaming together with the smart phone and tablet 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 that 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 homes or at school.

Mobile Phones

Clough Primary school does not permit the use of mobile phones by children in school or on trips.

Be aware of the safety issues regarding mobile phones. Increasingly these 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, taking photographs and sharing images.

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 on-line can be dangerous. Only do so with your parent’s/carer’s permission, and 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 may be lying and not be who they say they are.

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

SMART TIPS from, “Helping your parents be cool about the internet.” Produced by:
Northern Ireland Area Child Protection Committee.

Clough Primary School

ICT Code of Practice Agreement for Pupils and Parents

The school has installed computers with internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will access the system with my login and password.
- I will not access other people's files without permission.
- I will only use the computers for school work and homework.
- I will not bring an interactive device, e.g. Phone or tablet, into school without permission.
- I will ask permission from a member of staff before using the internet.
- I will only e-mail people I know, or my teacher has approved.
- I will not open e-mails sent by someone I don't know.
- The messages I send will be polite and responsible.
- I will not arrange to meet someone I have met on-line.
- I will report any unpleasant material or messages sent to me to my teacher immediately.
- I understand that the school may check my computer files and may monitor the internet sites I visit.
- I will not use internet chat-rooms in school.
- I will never give out personal information such as my home address or telephone numbers or passwords.

Signed by child

Signed by parent/guardian

This Policy will be reviewed every other year by the Board of Governors, the Principal and the ICT Co-ordinator.

Signed:- _____Chair of Governors.