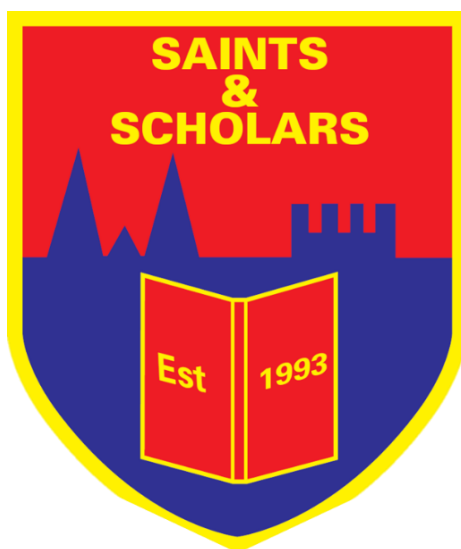


Saints and Scholars Integrated Primary and Nursery School



E-Safety Policy And Acceptable Use Agreement

Date reviewed	March 2024
Date ratified by Governors	April 2024
Next review date	March 2025

1. INTRODUCTION

Boards of Governors have a duty to safeguard and promote the welfare of pupils (Article 17 of the Education and Libraries (Northern Ireland Order 2003)).

It is also the duty of the Board of Governors to determine the measures to be taken at a school to protect pupils from abuse (Article 18 of the Education and Libraries (Northern Ireland Order 2003 refers)).

In the exercise of those duties, Boards of Governors must ensure that their schools have a policy on the safe, healthy, acceptable and effective use of the Internet and other digital technology tools.

They must also actively promote safe and acceptable working practices for all staff and pupils: these will serve to reassure parents and guardians.

This E-safety policy contains policies in relation to use of the internet, use of mobile phones/handheld devices and use of digital/photographic images of children. It is largely based on DENI Circular 2007/1 "Acceptable Use of the Internet and Digital Technologies in Schools", DENI Circular 2011/22 "Internet Safety" and DENI Circular 2013/25 "eSafety Guidance". It should also be read in conjunction with the Schools Child Protection Policy.

2. INTERNET SAFETY POLICY

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. Our 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 DENI circular 2007/01 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 Saints and Scholars Integrated Primary School. The policy has been drawn up by the staff of the school under the leadership of the *Principal and ICT Co-ordinator*. It has been approved by the Board of Governors and is available to all parents via the school website and as a hard copy, if requested.

The policy and its implementation will be reviewed annually.

3. C2K

Classroom 2000 (C2k) is the project responsible for the provision of an information and communications technology (ICT) managed service to all schools in Northern

Ireland. It provides a safety service which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse.

Some of these safety services include:

- Providing all users with a unique username and password
- Tracking and recording all online activity using the unique usernames and passwords
- Scanning all C2k email and attachments for inappropriate content and viruses
- Filtering access to web sites
- Providing appropriate curriculum software.

Should the school decide to access online services through service providers other than C2k then we will ensure that effective firewalls, filtering and software monitoring mechanisms are in place.

4. 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. We have a Code of Safe Practice (Appendix) for pupils and staff containing eSafety Rules which makes explicit to all users what is safe and acceptable and what is not. All staff will annually sign off upon accepting this code of Safe Practice.

The scope of the Code covers fixed and mobile Internet; school PCs, laptops, tablets and digital photography/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/devices, camera phones, tablets, PDAs) are subject to the same requirements as technology provided by the school. The ICT Co-ordinator and Senior Management Team will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

Code of Safe Practice for Pupils

A parental/carers consent letter (Appendix) accompanied by the code of practice for pupils is sent out to parents/carers and this consent must be obtained before the pupil accesses the internet.

In addition, the following key measures have been adopted by Saints and Scholars to ensure our pupils do not access any inappropriate material:

- The school's eSafety code of practice for Use of the Internet and other digital technologies is made explicit to all pupils and eSafety guidelines are displayed prominently throughout the school;
- 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 Foundation, Key Stage 1 & 2 are educated in the safe and effective use of the Internet, through a number of selected websites.
- Pupils in Key Stage 2 are also educated in the safe and effective use of the Internet, by the PSNI and Bee safe workshop.

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. Children will be asked to inform an adult about any incidents they witness.

The use of mobile phones by pupils is not permitted on the school premises during school hours. During school hours pupils are forbidden to access social networking sites.

Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's Discipline/Behaviour Policy. Minor incidents will be dealt with by class teachers and the ICT Coordinator and may result in a temporary or permanent ban on Internet use. Incidents involving child protection issues will be dealt with in accordance with the school's child protection policy.

Code of Practice for Staff

The following Code of Safe Practice has been agreed with staff:

- Pupils accessing the Internet should be supervised by an adult at all times.
- Staff will make pupils 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.
- 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 or under supervision for pupil work.
- School systems may not be used for unauthorised commercial transactions.

5. Internet Safety Awareness

In Saints and Scholars Integrated Primary School we believe that, alongside having a written eSafety 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, pupils are made aware and discuss Internet Safety through structured lessons. There are various pupil resources available such as:

Signposts to Safety (primary and secondary versions)

KidSMART

ThinkUKnow

Childnet's

Internet Safety Awareness for staff

The ICT Co-ordinator keeps informed and updated on issues relating to Internet Safety. All teaching staff, classroom assistants and supervisory assistants are in turn made aware of the Department's policy and strategy on ICT use in teaching and learning and updated in relation to relevant changes.

The Child Exploitation and Online Protection Centre (CEOP) runs regular one-day courses for teachers in Northern Ireland. These are advertised directly to schools. Teachers can download lesson plans, teaching activities and pupils' worksheets by registering with the Thinkuknow website.

Internet Safety Awareness for parents

The school will host regular safety awareness events for children and send home regular leaflets etc to parents to keep them informed.

The school E-Safety policy will be available for download on the school website. Parents can also request a hard copy. On the school website there is a dedicated e-Safety page with links to websites and digital tools.

All parents must not post pictures of other children without consent on social media.

6. Health and Safety

In Saints and Scholars Integrated Primary School we have attempted, in so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources, both in classrooms and in the ICT suite. Pupils are supervised at all times when Interactive Whiteboards and Digital Projectors are being used. Guidance is also issued to pupils in relation to the safe use of computers, interactive whiteboard and projectors. Such guidance includes advice concerning correct posture, positioning of screens, ensuring pupils do not stare directly into the beam of a projector etc. We are

also mindful of certain medical conditions which may be affected by use of such equipment e.g. photosensitive epilepsy.

Use of Mobile Phones

Many modern mobile phones have internet connectivity. Please refer to the school's policy on the use of mobile phones.

Wireless Networks

The Health Protection Agency has advised that there is no consistent evidence of health effects from radio frequency exposures below guideline levels and therefore no reason why schools and others should not use WiFi (Wireless Fidelity) equipment. Further information on WiFi equipment is available at: the Health Protection Agency website.

7. School Web Site

The school website is used to celebrate pupils' work, promote the school and provide information.

The Website reflects the school's ethos and information is accurate and well-presented. All persons who have access to the school website have their own usernames and passwords. As the school's Website can be accessed by anyone on the Internet, the school has to be very careful to safeguard the interests of its pupils and staff. The following rules apply:

- The point of contact on the Website should be the school address, school e-mail and telephone number. Staff and pupils' home information will not be published.
- Website photographs that include pupils will be selected carefully. Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site (see Appendix).
- Pupils' full names will not be used anywhere on the Website, particularly in association with photographs.
- The ICT co-ordinator and Principal will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Website should comply with the school's guidelines for publications.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

8. Social Software

This is a generic term for community networks, chat rooms, instant messenger systems, online journals, social networks, video calling and blogs (personal web journals). Social environments enable any community to share resources and ideas amongst users. Such software allows users to exchange resources, ideas, pictures and video.

The majority of activity in these on-line social sites usually causes no concern. C2k filters out these social networking sites and blocks attempts to circumvent their filters leaving it relatively safe in the school environment. Concerns in relation to inappropriate activities would tend to come from use outside the school environment.

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. Appropriate information and indeed education will also be provided for our parents.

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.

ICT Code of Safe Practice

Primary Pupils

e-Safety Rules

1. I will only use ICT in school for school purposes.
2. I will only use my class e-mail address or my own school e-mail address when e-mailing.
3. I will only open e-mail attachments from people I know, or who my teacher has approved.
4. I will not tell other people my ICT passwords.
5. I will only open/delete my own files.
6. I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
7. I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
8. I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
9. I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
10. I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.

ICT Code of Safe Practice for Staff

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This code of practice is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to agree to this code of practice and adhere at all times to its contents. Any concerns or clarification should be discussed with A O Braonain (school e-Safety coordinator) or A. Scott Mulholland (Principal).

Parent / Carer Acceptable Use Agreement (Foundation Stage/KS1)

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and encourage awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times. This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school's expectations of the young people in its care. Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Pupil Acceptable Use Policy Agreement (Foundation / KS1)

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules, I might not be allowed to use a computer / tablet

**Acceptable Use of the Internet
Parent / Carer Permission Form**

Parent / Carer Name:

Pupil Name:

As the parent / carer of the above pupil in Foundation Stage or Key Stage 1, I give permission for my child to have access to the internet and to ICT systems at school. I understand that the school will discuss the Acceptable Use Agreement with my child and that they will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school. I understand that the school will take every reasonable precaution to ensure that young people will be safe when they use the internet. *C2K is a Northern Ireland-wide information and communications network operated on behalf of the Education Authority and they are responsible for web-filtering at all Internet access points throughout our school.*

I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies. I understand that my child activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signed:

Date:

Parent / Carer Acceptable use of the Internet Key Stage 2

Parent / Carer Name:

Pupil Name:

As the parent / carer of the above pupil in Key Stage 2, I give permission for my child to have access to the internet and to ICT systems at school.

I understand that the school will discuss the Acceptable Use Agreement with my child and that they will receive online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution to ensure that young people will be safe when they use the internet. *C2K is a Northern Ireland-wide information and communications network operated on behalf of the Education Authority and they are responsible for web-filtering at all Internet access points throughout our school.*

I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Signature: _____

Date: _____

An Acceptable Use of the Internet

Children should know that they are responsible for making an Acceptable Use of the Internet. They must discuss and agree rules for this Acceptable Use. Parents are also asked to be aware of the code of Acceptable Use and confirm that their children will follow these rules.

- On the network, I will only use my own login username and password.
- I will keep my username and password private.
- I will not access other people's files without their permission.
- I will not change or delete other people's work/files.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will use the Internet for research and school purposes only.
- I will only send e-mail which my teacher has approved. I will make sure that the messages I send are polite and responsible.
- I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using e-mail etc.
- When sending e-mail, I will not give my name, address or phone number or arrange to meet anyone.
- I understand that I am not allowed to enter Internet Chat Rooms while using school computers.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I will not bring in memory sticks from home to use in school unless I have been given permission by my class teacher.
- I understand that the school may check my computer files/Emails and may monitor the Internet sites that I visit.
- I will always quote the source of any information gained from the Internet i.e. the web address, in the documents I produce.
- I understand that if I deliberately break these rules I could be stopped from using the Internet/E-mail and my parents/cares will be informed.

Saints and Scholars Integrate Primary School Acceptable Use Agreement For Pupils
Please complete and return this from to school.

Acceptable Use Agreement

For Pupils

Please complete and return this form to school

As a school user of the Internet, I agree to follow the school rules on its' use. I will use the network in a responsible way and observe all the restrictions explained to me by my school.			
Pupil Name (print)			
Pupil Signature		Date	
Parents Name (print)			

Parents Signature		Date	
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