



**ACCEPTABLE USE OF THE INTERNET AND DIGITAL
TECHNOLOGIES POLICY**

September 2022

CARRICKMANNON PRIMARY SCHOOL

ACCEPTABLE USE OF THE INTERNET AND DIGITAL TECHNOLOGIES POLICY

eSafety is short for electronic safety. It highlights the responsibility of the school, staff, governors and parents to mitigate risk through reasonable planning and actions. eSafety covers not only Internet technologies but also electronic communications via mobile phones, game consoles and wireless technology.

(DENI, 2013/25)

This policy is based on and complies with DENI Circular 2007/1 (18th June 2007) on Acceptable Use of the Internet and Digital Technologies in Schools. The above circular states that:

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

Introduction

In Carrickmannon Primary School we aim to provide ,”**Quality Education in a nurturing environment**” and we believe that the Internet and other digital technologies are very powerful resources which can enhance and transform teaching and learning when used effectively and appropriately.

“Online safety means acting and staying safe when using digital technologies. It is wider than simply internet technology and includes electronic communication via text messages, social environments and apps, and using game consoles through any digital device. In all cases, in schools and elsewhere, it is a paramount concern.”

(DENI, 2017/04)

Carrickmannon Primary 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 Board of Governors will ensure that Carrickmannon Primary School has a policy on the safe, acceptable and effective use of the Internet and other digital tools. They will also promote safe and acceptable practices for all staff and pupils.

This document sets out the policy and practices for the safe and effective use of the Internet and digital technologies in Carrickmannon Primary School. The policy and its implementation will be reviewed annually. Currently, the link governor for UICT meets with the ICT Co-ordinator termly to discuss developments within the subject.

General Information:

- The use of ICT in Carrickmannon Primary School must support the aims of the Northern Ireland Curriculum.
- Users must comply with all copyright laws.
- In school, all users must limit their use of the Internet for school related purposes. Examples of this include the use of email, the use of the Internet to investigate and research school subjects and members of staff using the Internet to further their professional development.
- All users are expected to behave in an appropriate manner when communicating with others. This is outlined in the pupil AUP sent to parents annually.
- All users must be aware that the use of the Internet in schools is a privilege and not a right and this privilege will be withdrawn if it is misused.
- All users must respect the hardware and software that has been made available to them.
- All users must respect the work of others.
- All users (teaching, non-teaching and pupils) have access to the Internet through C2k network and C2k wireless.

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 Carrickmannon Primary School makes explicit to all users what is safe and acceptable and what is not.

The scope of the Code covers fixed and mobile Internet, school PCs, laptops, memory pens and digital 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, iPads/tablets, laptops and memory pens) are subject to the same requirements as technology provided by the school.

The ICT Co-ordinator will monitor the effectiveness of this policy, particularly in the light of new developments in technology which staff and pupils may come into contact with.

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.

Permission to use the internet in school is sought at first logon at the beginning of each academic year for staff and pupils. Parents also have a responsibility to complete the Acceptable Use Policy with their children. Photo permission is sought through our Data Capture collection at the beginning of each academic year. These forms are sent and returned via seesaw and the information is collated by class teachers and returned to the ICT Co-ordinator.

In addition, the following key measures have been adapted by Carrickmannon Primary School to ensure pupils do not access any inappropriate materials:

- The school's Acceptable Use Policy for Use of the Internet and Other Digital Technologies will be made clear to all pupils;
- Pupils using the Internet will normally be working in highly visible areas of the school;
- All online activity is for appropriate educational purposes and will be supervised;
- Pupils will use sites pre-selected by the teacher and appropriate to their age group;
- Pupils will be educated in the safe and effective use of the Internet through a number of selected programmes/websites and talks/workshops given by outside agencies;
- Pupils must not enter the folders or files of anyone else;
- Pupils must be aware that teachers have the right to enter any pupil folder. In their own class;
- The ICT Co-ordinator and Senior Leadership Team reserves the right to enter any pupil's folder;
- Pupils must not use the Internet for unapproved purposes.

It should be accepted, however, that no matter how rigorous these measures are, they can never be 100% effective. Neither the school nor C2K can accept responsibility under such circumstances. The school will work closely with C2K to ensure any E-Safety issues occurring through internet use are passed to the service desk team to remove and quarantine immediately.

The possession of mobile phones by pupils will not be permitted on the school premises during school hours, unless in exceptional circumstances, where permission has been granted by the class teacher. A note from home should accompany the phone to explain the reason for it being brought into school.

Pupils who have been granted permission to have their mobile phones in school must leave them with the class teacher at the beginning of the school day and collect them at home time. During school hours, pupils are forbidden to play computer games or access social networking sites which are blocked by C2K.

Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's Positive Behaviour Policy. Minor incidents will be dealt with by the Principal/ICT Co-ordinators and may result in a temporary ban on Internet use.

Incidents involving child protection issues will be dealt with in accordance with the school's Safeguarding Policy and Procedures. Details regarding the school Safeguarding Team can be found in our Safeguarding Policy.

Staff in Carrickmannon Primary School are provided with an E-Safety Incident Report Form in their UICT folders and in the Staff area to report any E-Safety incidents on digital equipment in school.

Code of Safe Practice for Staff

“Inappropriate use of the internet and mobile technologies, such as trolling, sexting, cyberbullying or sexual exploitation, can, as we are all aware, have a devastating impact on the lives of our children and young people.”

(DENI, 2015/06)

Members of staff have agreed to the following Code of Safe Practice through their teacher AUP.

- Pupils accessing the Internet will be supervised by an adult at all times.
- All pupils will be made aware of the rules for the safe and effective use of the Internet.
- All pupils using the internet will have permission from their parents.
- Only recommended websites for each year group will be used. Any additional websites used by pupils will 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's AUP will be reported immediately to the ICT Co-ordinator through an E-Safety Incident Report Form.
- In the interests of system security, staff passwords will only be shared with the C2K managers if necessary.
- Members of staff are aware that the C2K system tracks all Internet use and records the sites visited. They understand that the C2K system also logs emails and messages sent and received by individual users.

- Members of staff are aware of copyright and intellectual property rights and must be careful not to download or use any materials which are in breach of these.
- Photographs of pupils will be taken with a school camera/iPad. Images will be stored in a centralised area on the C2K network, accessible only to teaching/non-teaching staff. These photographs will be deleted when no longer needed.
- School systems may not be used for unauthorised commercial transactions.

“Where staff and pupils use non C2k email accounts, schools should consider how filtering, traceability and audit ability is achieved.”

(DENI, 2013/25)

“The Principal or appointed Senior Staff can request an Internet Usage Report for any pupil or staff member using the core C2k EnNI service.”

(DENI, 2016/27)

Information for Parents

- Parents should be aware that the access to the internet provided to staff and pupils in school has extensive security features. This information is available to all parents on our school website.
- Parents should be aware that the use of the internet in school is closely monitored by staff and that there would be no use of the internet without the supervision of staff. It would be good practice to model this at home and to place any home computers/digital devices in a public area.
- Through our use of the preventative education, the Safer Schools ni app and CEOP materials, students will be aware of the importance of online safety.
- Engage in positive conversations about digital literacy with your child.
- Monitor and set limitations for internet and screen time. Liaise with your Internet Service Provider (ISP) to set up age appropriate filters/time restraints for your home Wi-Fi.
- Parents should, in cooperation with staff, make pupils aware of the AUP and expectations within this document.
- Parents should be aware that the use of ICT is an integral part of teaching and learning - i.e. the use of computers/iPads in the classroom.
- Parents should be aware that children’s full names will not be available online at any stage.
- Parents should be aware that no individual photographs of pupils will be available online without parents giving their permission. A data capture request is sent out to all parents at the beginning of each academic year to complete and update.
- Parents should discourage pupils from bringing mobile phones to school on the grounds that Internet access becomes very difficult to police.

Internet Safety Awareness

In Carrickmannon Primary School, we believe that alongside having a written Safety Policy and Acceptable Use Policy, 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 the appropriate, effective and safe use of the Internet as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

“Online safety is actively promoted within the school, for example through the development of online safety messages by the learners themselves, and participation in events such as Safer Internet Day and associated competitions organised by agencies such as EA/C2k.”

(DENI, 2016/27)

Internet Safety Awareness for Pupils

Rules for the Acceptable Use of the Internet and Digital Technologies in School will be discussed with all pupils and displayed in classrooms. In addition, all pupils will follow a structured programme on Internet Safety Awareness using a range of online resources during “Safer Internet Day” and throughout the year. A range of external agencies speak to pupils about online safety, such as the PSNI, Bee Safe and NSPCC.

We all deserve to be able to use the internet to learn, explore and connect with each other. But all of us need to be aware of the risks involved in doing so, especially on social media. Our advice is:

- *Don't share personal information or images with people you don't know.*
- *Don't accept friend requests with someone you don't know - not everyone online may be who they say they are.*
- *Set privacy settings on all devices so that only people you know can view your account.*
- *Don't post anything online that you are not happy to be shared, particularly nude or nearly nude images or videos. It may seem like a bit of fun with friends at the time but there is always a chance those images could be shared or get into the wrong hands and could lead to harmful situations such as, stalking, abuse or blackmail.*
- *If someone has made you feel uncomfortable or you have had disturbing interaction online, tell the police or a trusted adult. You can ring the police on 101 or for help and advice ring Childline on 0800 1111 or Lifeline on 0808 808 8000.*
- *The internet is a great place but it is important to remember there are people out there who may wish to abuse, exploit, intimidate or bully you online - if this happens to you, tell someone immediately.*
- *Remember that if things do go wrong online, there are people who can help.*

- *If you receive any inappropriate images or links, it is important that you do not forward it to anyone else. Contact police or tell a trusted adult immediately. By doing this you could help prevent further incidents. You will not get into trouble.*

(DENI, 2015/06)

Internet Safety for Staff

The ICT Co-ordinator will keep staff informed and updated on issues relating to Internet Safety and will attend regular courses. Information obtained will be disseminated to all teaching and non-teaching staff on a regular basis as part of the UICT audit process. Access to the Safer Schools ni app will be provided for all staff.

Internet Safety Awareness for Parents

The Internet Safety Policy and AUP for pupils will be sent home at the start of each school year for parental signature in digital format. Internet Safety leaflets for parents and carers will also be sent home when necessary. Access to the Safer Schools ni app will be provided for all parents.

Health and Safety

Carrickmannon Primary School has attempted, in so far as is possible, to ensure a safe working environment for pupils and teachers using ICT resources in classrooms, resource areas and the multipurpose rooms. Pupils are supervised at all times when the Promethean Panels are being used.

In the interests of health and safety, staff and students are not permitted to have food and drinks near digital devices.

Digital and Video Images of Pupils

Parental permission will be reviewed at the start of each school year to cover the use of images of pupils on the School Website, Facebook Page, Google Classroom and Seesaw by the Safeguarding Team. Written permission must be obtained from Parent/Guardian.

It is the parent's responsibility to inform the school of any changes in consent for photographs/internet permissions.

School Facebook Page (Friends of Carrickmannon Primary School)

Carrickmannon Primary School's facebook page promotes and provides up to date information 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 facebook page 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 photo is not used and vice-versa;
- The facebook page does not include home addresses, telephone numbers, personal emails or any other personal information about pupils or staff

Storage of Images

Digital and video images of pupils will be taken with school equipment where possible. In the event that a staff mobile phone has been used to take photos, the photo will be deleted immediately after use. Images will be stored in a centralised area on the C2K network, accessible only to teaching and non-teaching staff.

Social Software

Chatrooms, blogs and other social networking sites are blocked by the C2K filters so pupils/staff 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 E-Safety lessons 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 Positive Behaviour Policy and Safeguarding Procedures.

Pupils are aware that any misuse of mobile phones/websites/email etc should be reported to a member of staff immediately.

Network Administrators

Network administrators reserve the right to review files and communications to maintain system integrity and ensure that the users are using the system responsibly - they will respect the right to privacy whenever possible.

"The Principal or appointed Senior Staff can request an Internet Usage Report for any pupil or member of staff using the Core C2k EnNI service."

(DENI, 2016/27)

Mobile Phone Policy 2022-2023

Introduction

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however, there are also associated risks. The inappropriate use of mobile phones can disrupt lessons, interfere with teaching and learning or be used as a form of bullying. The potential for misuse of phones with recording devices and cameras is a major cause for concern. The following policy has been introduced to help ensure the smooth running of the school.

Pupils

Pupils in Carrickmannon Primary School should not bring mobile phones into school unless they are necessary for use after school time and before the child returns home.

Any mobile phone brought into school should be turned off and given to the class teacher for safekeeping. A note from home should accompany the device to explain the reason for it being brought to school.

Staff

Staff in Carrickmannon Primary School are not permitted to make and/or receive calls/texts during work time, especially within the classroom.

Staff may use their personal mobile phone during their break however, this must be used in an area of the school where children would not normally be present e.g. staff room, office, empty classroom.

Staff should ensure that mobile phones are turned off or on silent at all times while on school premises.

In the event that an employee has a particular reason, for a specified period of time they may request, via the Principal, that they leave their phone on during working hours.

Staff can take photos of children using mobile phones as long as photos are immediately deleted.

The Principal is permitted to use her mobile phone to make / receive work related calls whilst in her office.

Parents, Visitors and Governors

This policy applies to all members of staff and all visitors to the school who will be given the information in the Code of Conduct, which they receive when they sign the visitor book.

Parents can only use mobile phones for urgent communication when on the school premises and it is made clear to parents that we would prefer them not to use their phones at all while at school.

Parents / visitors are permitted to use phones to photograph or video school events such as Christmas Performances and Sports Day. We strongly advise that parents do not publish any images (e.g. on Facebook) that include children other than their own.

Addendum

- Any parent or member of staff who wishes to discuss this document can put any questions to: -

Miss Brown (Principal)
or
Mrs Francis (ICT Coordinator)

- This document is based on

Acceptable Use of the Internet and Digital Technologies in Schools
(DENI Circular 2007/1 – 18 June 2007)