

## POLICY ON THE ACCEPTABLE USE OF THE INTERNET

St. Marys Primary School Killyclogher

This policy is based on and complies with DENI Circular 2013/25  
**eSAFETY GUIDANCE**

### INTRODUCTION

The Internet is an essential element in 21<sup>st</sup> Century life for education, business and social interaction. At Saint Marys Primary School we have a duty to provide children with quality internet access as part of their learning experience.

The purpose of internet use in school is to raise educational standards, to promote pupil achievement and to support the professional work of staff.

Internet safety depends on staff, governors, advisers, parents and pupils taking responsibility for the use of the internet.

Significant educational benefits should result from curriculum internet use, including

- Access to information from around the world and the abilities to communicate widely.
- Allowing access to world-wide educational resources including museums and art galleries.
- Permitting the professional development of staff by providing access to educational materials and good curriculum practice.
- Promoting investigative and research on school subjects, cross-curricular themes or topics related to social and personal development.
- The development of pupils' capabilities in ICT skills and their general research skills.
- Giving pupils the opportunity to exhibit schoolwork both within their own school environment and to a wider audience.
- Facilitating on-line evaluation of projects and promoting sharing of ideas among peers.

The Acceptable Use Policy has been drawn up by the ICT Coordinator and staff under the leadership of the principal. It has been approved by governors and circulated to all parents. The policy will be reviewed annually.

## eSafety Policy

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 Acceptable Use Policy (AUP), 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 policy covers fixed and mobile Internet; school PCs, laptops, digital recording devices and iPads. 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, BYODs) is subject to the same requirements as technology provided by the school. The Principal and ICT Co-ordinator will monitor the effectiveness of the Acceptable Use Policy (AUP), particularly in the light of new developments in technology.

### Guidance for All Users

Staff are encouraged to use ICT resources in their teaching and learning activities, to conduct research, and for contact with others in the education world. Electronic information-handling skills are now fundamental to the preparation of citizens and future employees in the information age. Staff are encouraged to investigate the possibilities provided by access to this electronic information and communication resource, and blend its use, as appropriate, within the curriculum. They should model appropriate and effective use, and provide guidance and instruction to pupils in the acceptable use of the internet. Pupils in Foundation, Key Stage 1 and 2 are educated in the safe and effective use of the Internet, through a number of selected programmes.

When using the Internet, all users are expected to comply with all laws and government regulations concerning use of the internet.

Pupils are responsible for their good behaviour on the school networks, just as they are on and off school premises. While the use of information and communication technologies is a required aspect of the National Curriculum, access to the internet is a privilege – not a right. It will be given to pupils who act in a considerate and responsible manner, and may be withdrawn if they fail to maintain acceptable standards of use.

Staff should ensure that pupils know and understand that, no internet user is permitted to:

- Retrieve, send, copy or display offensive messages or pictures.
- Use obscene or racist language.
- Harass, insult or attack others.
- Damage computers, computer systems or computer networks.
- Use another user's password.
- Trespass in another user's folders, work or files.

## Supervising and Monitoring Usage

- Teachers should guide pupils toward appropriate materials on the internet. Where appropriate, staff should pre-check any sites the children will be using to check that content is appropriate to the age and maturity of the children. This will provide a way towards monitoring the sites accessed by pupils.
- Internet access for pupils in schools should be available only on computers that are in highly-used areas of the school such as classrooms, libraries and resource areas. Machines which are connected to the internet should be in full view of people circulating in the area. Primary aged pupils should never use Internet services without close supervision.
- The use of mobile phones by pupils is not permitted on the school premises during school hours.

## Filtering External Websites

The internet provided to Saint Marys is a blocked or filtered service which is managed by C2K. Their services are monitored and computers and laptops are protected by Symantec Endpoint Protection. The C2K Education Network assesses all websites based on their content and adds them to a category. Access to inappropriate sites, including those on the Internet Watch Foundation banned list, will always remain blocked.

The same C2K filtering applies across the C2K network, whether using a C2K core desktop computer or a personal iPad.

However, parents and staff should also be aware that with these emerging and constantly changing technologies there is no absolute guarantee.

## Saint Marys School Website

Our website aims to:

- Provide accurate and up to date information about our school.
- Promote the school.
- Provide us with the platform to celebrate our successes.
- Provide parents and pupils with links to useful and informative websites.
- Promote on-line safety and provide links to eSafety websites. (see appendix)

### **Publishing Information on the Internet**

- Any photo being used on the school website will not normally have a child's name attached. Care will be exercised to ensure that the filename of a photograph does not inadvertently name a child.
- At no time will a child's personal information (names and addresses, ages, like and dislikes etc) be used on the school website.

## Acceptable use policy for Staff

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 SMART guidance for safe use of the Internet. These are displayed in classrooms and discussed with pupils
- All pupils using the Internet do so following clearly defined rules which are clearly displayed in classrooms. .(Appendix (ii)
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal/ICT Coordinator.
- In the interests of system security staff passwords should only be shared with the network manager.
- All pupils log on to the C2K system using unique passwords and are reminded of the importance of not disclosing these to others.
- Staff 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/iPad and images should be stored on a centralised area on the school network, accessible only to staff.
- School systems may not be used for unauthorised commercial transactions.

- Care should be taken when making use of social media for teaching and learning. Each of the social media technologies can offer much to schools and pupils but each brings its own unique issues and concerns. Each social media technology that is to be utilised should be risk assessed in the context of each school situation.

### Acceptable use policy 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 on an annual basis before pupils access the Internet.

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

- Our Acceptable Use Policy (AUP) for use of the Internet and other digital technologies is made explicit to all pupils and user guidelines are displayed prominently;
- Our AUP 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 Years, Key Stage 1 and 2 are educated in the safe and effective use of the Internet, through a number of selected programmes. (See appendix (i))
- It should be accepted, however, 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.
- During school hours pupils are forbidden to play computer games or access social networking sites, unless specifically assigned by the teacher.
- When communicating online whether using email or participating in an online discussion (primarily through the use of a Fronter Room) pupils must follow regulations outlined in the *Guidance For All Users* section of this policy.

### Sanctions for misuse

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/ICT Co-ordinator 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.

## eSafety Awareness for Parents

The Internet Safety Policy and Code of practice for pupils Appendix (ii) is sent home each school year for parental signature. Internet safety leaflets for parents and carers also are sent home annually. There are also links to internet safety websites on our school website which parents may find useful.

## Health and Safety

In St Marys PS we have attempted, on so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources. Pupils are supervised at all times when Interactive Whiteboards and Digital technologies are being used. Particular attention is drawn to the need for care in classrooms when power leads are used to charge laptops.

## Appendix (i)

Websites used by teachers for delivering awareness of safety online to Pupils

[https://www.thinkuknow.co.uk/5\\_7/](https://www.thinkuknow.co.uk/5_7/)

[http://www.thinkuknow.co.uk/8\\_10/](http://www.thinkuknow.co.uk/8_10/)

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

<http://www.childnet.com/kiq/primary/>

## *Code of practice for pupils*

*We should always use computers sensibly!*

- On the school's network, I will only use my own login username and password which I will keep secret.
- I will not change or delete other people's work/files.
- I will only use the computer for school work and homework.
- I will only enter websites my teacher has already approved or I know to be safe.
- I will make sure that the messages I send are polite and sensible.
- When on-line I will not give my name, address or phone number or arrange to meet anyone.
- I understand that while using school computers I am only allowed to enter on-line discussions that are approved by my teacher.
- I will only take photographs on schools devices and only when given permission by a teacher.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that if I deliberately break these rules I could be stopped from using the Internet.
- *Parent/Guardian Signature* ..... *Date* .....
- *Pupil Signature* .....