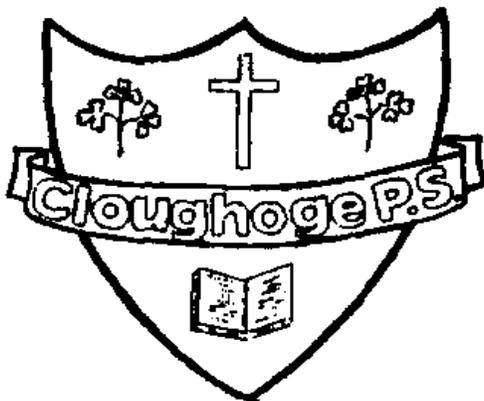# CLOUGHOGE PRIMARY SCHOOL & NURSERY UNIT

Ag foghlaim 's ag fás le grá
Learning and growing with love

Safeguarding/Child Protection

Acceptable Use of ICT, Internet & E-Safety Policy / Procedures

(Updated and Reviewed September 2016)

MISSION STATEMENT

Cloughoge School (Primary and Nursery Unit) is a Catholic School living with Christ at its heart. It is with this foundation that all adults, by example, aim to celebrate the uniqueness of every child and value all their contributions. We will ensure our children are happy, healthy, secure, respected and cared for in their learning environment.

Cloughoge Primary School Community in partnership with our parents and guardians aim to

1. Share and promote our Catholic ideals, values, and beliefs so our whole community has mutual respect.

2. Promote the spiritual, personal, social, health and academic goals desirable for all our pupils in order to mould them into caring and responsible citizens of the future.

3. Enable our children to become articulate, literate and numerate with early intervention in place as required.

4. Ensure all may become independent and confident learners in a well resourced environment.

5. Encourage the children to develop lively, enquiring, imaginative and creative minds with the ability to question and argue rationally.

6. Highlight the dignity and worth of each individual and promote the development of the whole person to the best each can be as valuable contributors to running our school effectively.

7. Promote the multicultural nature of society and to foster respect for those with different religions, beliefs and ways of life.

8. Involve parent, local schools and the local community as active participants and mutual partners in the education of our children.

9. Ensure we deliver the Northern Ireland Curriculum to the highest standard and include a broad range of rich and meaningful experiences as part of their development in school time or as extra curricular activities.

10. Foster children's awareness of and a caring attitude towards their local and wider community and environment, and of the effects their actions can have on them.

Introduction

This document outlines the approach to Acceptable use of ICT, Internet and E safety in Cloughoge Primary School.
The Acceptable use of ICT, Internet and E Safety policy and procedures have been developed to safeguard children and staff. They apply to everyone involved in our school community.

1.   Aims and Purpose

The aim of this policy on the safe use of ICT and the Internet is to ensure that pupils will benefit from the learning opportunities offered by the school's ICT and internet resources in a safe and effective manner. Usually, the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher. As the school believes that the benefits to pupils being able to access ICT resources and the Internet far exceed the disadvantages, the purpose of this policy is to;

- Establish the ground rules we have in school for using ICT and the Internet

- Demonstrate the strategies used to protect the children from sites containing unsuitable or dangerous material

E safety is a child safety issue – safeguarding children in both the real and virtual world is everyone's responsibility.

Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with pupils, parents and guardians. We feel that the successful practice of safe internet and ICT usage will be actively promoted through a combination of; site-filtering, teacher supervision and by fostering a responsible attitude in our pupils, by making them aware of their personal responsibility for making this policy real.

A broad and progressive E-Safety education program is planned and delivered through PDMU, ICT and across the curriculum in all year groups. It is regularly evaluated and reviewed. Additionally, a review process will be set up to continually monitor, the effectiveness of this policy and to amend and update accordingly, taking account of new and emerging technologies and changes in local circumstance.

Parents/Guardians and pupils will be sent a copy of the safe ICT and internet usage code of conduct which form our Internet Access Agreement **(Appendix One – Advice for parents)**. Parents/Guardians will be requested to give their children permission to use ICT resources and the internet in school. Pupils will be asked to sign an ICT agreement on acceptable use of the internet **(Appendix Two P7 and Appendix Three P3-6).**

2. School strategies for the safe use of the Internet

The school employs a number of strategies in order to maximize learning opportunities and to reduce the risks associated with Internet usage. These strategies are as follows;

- Teachers, non-teaching staff, parents/guardians and pupils will be provided with advice on aspects of 'e' safety.

- Teachers and non-teaching staff will receive e-safety training as part of their **Continuous Professional Development** and Safeguarding training.

- Staff with access to school digital technology will be requested to sign an ICT Acceptable Use agreement **(Appendix Four).**

- By using the CEOP e-safety program pupils will be specially taught how to identify safe internet and ICT usage and will be made aware of the need to report any accidental accessing of inappropriate materials to

their class teacher; CEOP or other trusted adults. Pupils will also be encouraged to report incidents of **cyber-bullying** to their class teacher, Designated Teacher, parents and if appropriate the PSNI to ensure the matter is properly addressed and the behaviour ceases.

- Cloughoge Primary School will use the filtering system on the server, as supplied by C2K, in order to provide a filtered Internet Service, which will minimise the chances of pupils encountering undesirable material.

- The school will normally only allow children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher's attention will always be directed towards the computer screen or digital device. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils. Pupils will sign an agreement on safe use of ICT, Internet and E-Safety.

- The school encourages the involvement of pupils in E-safety and in peer mentoring, support and buddying schemes. Pupils are encouraged to provide feedback in reviews of E safety, related policies and programs (student Council).

3. **Expectations of Pupils using the Internet**

- Pupils must ask permission before accessing the Internet and will clearly be using the Internet for educational purposes only.

- Pupils should not access other people's files unless permission has been given. Each child has their own secure password.

- Computers should only be used for schoolwork unless permission has been granted otherwise.

- No program files or images may be uploaded or downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.

- No programs on disc or CD Rom should be brought in from home for use in school. This is for both legal and security reasons.

- Frontier will be available for students to use at school and at home to access recommended programs, websites and video conferencing tools.

- No personal information such as phone numbers and addresses should be disclosed or publicized and no arrangements to meet someone should be made via the internet.

- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

4. Internet Chatting/Social Networking

Use of Internet chat rooms or social networking sites has been blocked by C2K on the school network. In line with the Child Protection Policy all staff and all volunteers should not engage with pupils through social network sites and should inform the Safeguarding Team as soon as possible if communication does occur. However guidelines on the safe use of chat and instant messaging services will be provided for the benefit of parents/guardians and will be attached to the back of this policy, as the use of these technologies, with their associated risks, are more likely to occur out of school. **(Appendix Five – Safe Use of Internet for parents/guardians)**

5. Personal Devices
Pupils are not permitted to bring a mobile phone or other personal devices into school unless the parent/guardian has sought and gained written permission from the Principal. Pupils who attempt to use their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving, is in direct breach of the school's; Safe use of Internet and E-Safety, Child Protection, Anti-Bullying and Pastoral Care Policies. Appropriate sanctions would be implemented if such a situation were to occur including refused access to the internet.

6. Monitoring & Review
This policy is implemented on a day to day basis by all school staff and is monitored by the ICT Co-ordinator and Designated Teacher.

The policy will be reviewed annually with the other Safeguarding/Child Protection policy.

Related School Policies
Pastoral Care Policies
Anti-Bullying Policy
Safeguarding/Child Protection Policy
Code of Conduct for Staff

ICT, Internet & E-Safety Policy Guidelines (Appendix 1)

ADVICE FOR PARENTS/GUARDIANS

a. While in school, teachers will guide pupils toward appropriate materials on the Internet. Outside school, parents or guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies, radio and other media.

b. Appropriate home use of the Internet by children can be educationally beneficial, and can make a useful contribution to home and school work. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of Internet resources at home.

c. In school we provide filtered and monitored access to the Internet as outlined by DENI for pupils, and consider drawing to their attention appropriate guidance and advice on its use which they might find helpful at home.

d. The following guidance and advice may prove useful:
Parents/Guardians should -

- Discuss with their children the rules for using the Internet (see over) and decide together when, how long, and what comprises appropriate use;

- Get to know the sites their children visit, and talk to them about what they are learning; sites such as Snapchat, Instagram or Facebook are not appropriate for Primary School children

- Ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, 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;

- 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.

ICT, Internet & E-Safety Policy

Code of Conduct for Children

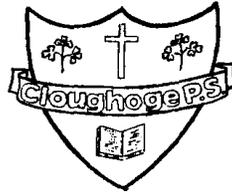Children should know that they are responsible for making an Acceptable Use of the Internet.

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 not look at, 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 only send e-mail which my teacher has approved. I will make sure that the messages I send are polite and sensible.

- When e-mailing pupils in school or in other schools I will always use appropriate online behaviour at all times.

- When sending e-mail I will not give my name, address or phone number (personal information) 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 understand that if I deliberately break this Code of Conduct I could be stopped from using the Internet.

Child's Name : - _____ Class : - ____ Date : - _____

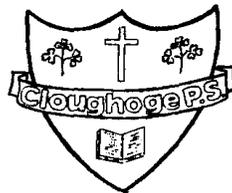Parent/Guardian : - _____ Class : - ____ Date : - _____

(Appendix 3)

Cloughoge Primary School

Acceptable Use of ICT, Internet and E-Safety Agreement

Pupil's ICT and Internet Instructions

When I am using the internet on the computer I should only follow the instructions that the teacher gives me. If I want to go to a page that I am interested in I should ask the teacher first for permission. I should never search the internet on my own. If a website asks for my personal details or if the search brings up inappropriate material I should inform my teacher immediately.
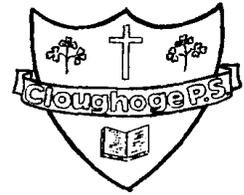
Signed_____ (Pupil(s) Date_____

Cloughoge Primary School

Parent/Guardian consent note for Acceptable use of ICT, Internet & E-Safety Agreement

I confirm that we have read and will use the code of acceptable ICT, E-Safety and internet use.   I also give permission for my child----------------------- to use the Internet in School.

Signed:------------------------- (Parent / Guardian)

ICT Acceptable Use Agreement for Staff

The computer system is the responsibility of the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school Internet and E-Safety Policy has been drawn up to protect all parties – the students, the staff and Cloughoge school community.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff members should sign a copy of this Acceptable Internet Use Statement and return it to the ICT Co-ordinator.

- All Internet activity should be appropriate to staff professional activity or the pupil's learning
- Access should only be made via the authorized account and password, which should not be made available to any other person
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden
- Users are responsible for all the e-mail sent and for contacts made that may result in e-mail being received
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Copyright of materials must be respected
- Posting anonymous messages and forwarding chain letter is forbidden
- As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels or language and content should be applied as for letters or other media
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden

Name : _____

Signed: _____   Date: _____

Safe Use Of Internet for Parents/Guardians

Guidelines on the safe use of chat rooms, social networking & instant messaging

Use of the internet should always be supervised. Cloughoge Primary School does not promote the use of chat rooms or social network spaces outside school. However we realise that some children will still use them and they need to be aware of the safe and responsible behaviours to adopt when using these services to ensure their safety at all times. Please note that most social network sites have a minimum age requirement of 13.

- Anyone who uses a chat room, social networking site or instant messaging service should be careful about the amount of personal information they reveal to the people they are chatting to. This is particularly important for young people to remember – they may feel they know the person they are chatting to very well.

- Personal information extends beyond the obvious details such as name, age and location, to information such as extra curricular activities, names of friends, or details that may be particular to your location – all these details can be pieced together to form a very detailed profile of an individual. This could potentially lead to an individual being identified or even contacted.

- If registration is necessary to use a chat or instant messaging service (available on most mobile phones) children should ensure that they give as little personal information as possible and should look for clear privacy statement that the information they provide will not be made publicly available.

- It is always best to decline invitations to be a buddy, where details can then be made available to all.

- Use chat rooms that are monitored and alert a monitor if you detect any unsuitable chat going on.

- If harassment/bullying occur in a chat room – children should immediately print the screen and parents should contact the chat room moderators/service providers immediately, who should take appropriate action. The user ID should be changed to prevent further harassment.

Please note that children can access chat rooms through on line games on; X Box 360, Playstation, WII, Minecraft, Everquest, Swordman, World of Wow Craft etc. Please find some recommended websites below for further information : -

www.childnet.com/downloads/blog_safety.pdf - Young people and social networking sites – a guide for parents, carers and teachers.

www.cybermentors.org.uk – For parents and teachers who may need advice on bullying.

www.onfamily.norton.com/familysafety - This app will allow parents/carers to check what their children are doing on line.