

St Patrick's Primary School and  
Nursery Unit  
Loughguile



# **PASTORAL CARE**

## **Policy on E-Safety**

(Based on and in compliance with DENI  
Circular 2007/1)

(Reviewed and updated 2018)

## Introduction

In St Patrick's PS and Nursery Unit 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 21<sup>st</sup> century life for education, business and social interaction. This school provides pupils with opportunities to use excellent resources on the internet, along with developing the skills necessary to access, analyse and evaluate them.

This document sets out the policy and practices for the safe and effective use of the internet in St Patrick's Primary School and Nursery Unit. This policy has been agreed by the parents, pupils, staff of our school, and governors.

The policy and its implementation will be reviewed regularly.

"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" Circ 2007/1

When using the Internet all users must comply with all copyright, libel, fraud, discrimination and obscenity laws and all school staff and pupils are expected to communicate in an acceptable and professional manner.

### **Aims**

To give pupils and staff in a safe and controlled manner the opportunities to:

- access world-wide educational resources;
- participate in new initiatives such as a managed learning environment;
- gather information and have cultural exchanges between appropriate pupils in other schools;
- participate in staff discussions with experts in many fields;
- provide access to educational materials and good curriculum practice;
- communicate with the advisory and support services, professional associations and colleagues;
- exchange curriculum and administration data with the EA and other schools.

## 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 St.Patrick's PS and Nursery Unit 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, cameras, etc) 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.

In St Patrick's, we ensure that Internet access is provided through the C2K filtered service. All users are aware that all activity may be tracked and retrieved. Computers are all located in visible, highly used areas and in full view of people circulating in these areas. Where possible, pupils are under adult supervision.

Staff ensure that pupils know that Internet usage is a privilege and not a right and that while UICT is a required aspect of the NIC it may be withdrawn from pupils who fail to maintain responsible standards of use.

As such, pupils are never permitted to

- Retrieve, send, copy or display offensive messages or pictures
- Use obscene or offensive language
- Harass, insult or attack others
- Damage machines, systems or networks
- Violate copyright laws
- Use another person's password
- Trespass in another user's folder, work or files
- Intentionally waste resources
- Search, view or retrieve materials not related to the aims of the curriculum
- Copy, save or redistribute copyright protected material without approval
- Subscribe to any services or ordering of goods unless approved by school

- Play computer games or use interactive chat sites unless assigned and approved by teachers
- Publish, share or distribute any information about a user
- Violate school rules

On-line activities which are encouraged are

- The use of email and computer conferencing for communication between colleagues, between pupils and teachers, between pupils and pupils and between schools and industry
- Investigation and research into school subjects, cross-curricular themes and topics related to academic, social and personal development
- Development of ICT competence skills and general research and retrieval skills

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 permitted on the school premises during school hours.

During school hours pupils are forbidden to play computer games or access social networking sites unless specifically assigned by the teacher.

## **Sanctions**

Sanctions available for misuse of Internet facilities include:

1. Interview counselling by teacher or Principal.
2. Informing parents or carers.
3. Removal of Internet or computer access for a period

## **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.
- Recommended websites for each year group are available under Favourites. Any additional 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 teacher leader.
- 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 site 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.
- Board of Governors will be informed of inappropriate use by any member of staff and the matter will be dealt with in accordance with staff disciplinary procedures.

The ICT co-ordinator will keep all staff updated on issues relating to Internet safety.



## **Internet Safety Awareness**

In St Patrick's PS and Nursery Unit **we** believe that 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.

### 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 before pupils access the internet.

## **Health and Safety**

St Patrick's PS and Nursery Unit have attempted, on so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources, both in classrooms and resource areas, which has been designed in accordance with health and safety guidelines. Pupils are supervised at all

times when Interactive Whiteboards and Digital Projectors are being used.

## **Digital and Video Images of Pupils**

Parent's 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.

### School Website

Our school website will promote and provide 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:

- Groups 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 address, telephone, 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**

Chartrooms, 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 misuses of mobile phones/website/email should be reported to a member of staff immediately.

## Advice for Parents

Outside school parents bear the same responsibility as teachers in school and should guide their children as with other media forms. Appropriate use of the Internet by children at home can be beneficial and make a useful contribution to homework but it must be supervised.

We highlight this message in our newsletters and on our school website and ask parents to

- Discuss and set safety rules
- Decide on what is appropriate use
- Get to know the sites children visit
- Talk about what they are learning
- Ensure that they agree before children give out any personal information or details
- Make sure that their children never respond to any unknown, unwelcome, unpleasant or abusive messages or images and that they know to report these immediately

- Children should never reveal personal information such as their name, home address or phone number or any information that might allow someone to locate them.
- Children should never agree to meet a person face-to-face whom they have "met" on the internet without their parent's permission and without an adult being present.
- If someone attempts to arrange a meeting with a child through the internet, the child must report this communication to their parent or guardian.
- Instant messaging should not be used by children at home unless explicitly approved and supervised by parents.
- Children should choose screen names carefully (e.g. Soccer-Kicks is better than Pretty\_Sally11.)
- Children should never phone an online "acquaintance" without parental permission, because caller ID can trace a phone number and from that information, the child's address can be found.
- Nobody should reply to harassing, threatening or sexual messages but should report any such communication immediately to the police.

## **Filtering at home**

There are a number of filtering programs that allow parents to block sites and monitor their child's use of the internet, including the time of day, number of hours and types of access (such as chat, web, or newsgroup activities). It is recommended that parents use this type

of filtering if their child will be using the internet without direct parental supervision. Filtering can be set to restrict all internet use when parents are not home.

For more information refer to: <http://www.childnet-int.org/>

<http://www.getnetwise.org/>

<http://www.safekids.com/>

## **Location of Computers in the Home**

It is recommended that parents place computers used by children in a heavy traffic area of the home. The best place for a home computer used by a child is in an area such as the living room or kitchen. The worst place is a child's bedroom.

## **Parent/ Child Dialogue**

It is recommended that parents:

- Have constant dialogue with their child about what they are doing online
- Encourage their child to show them what they are doing

- Consider establishing a "Code for Internet Use" for the home

## **Violations**

The internet has much value in today's world and is available in many public places including our libraries. If a child violates the home "Code of Internet Use", it is recommended that parents try to use situation as an occasion for learning in the first instance, rather than immediately "pulling the plug" on all home Internet access.

## **Reporting**

It is imperative that any illegal or suspicious contact with a child on the internet is reported to the police immediately.

## Our Internet Safety Rules Key Stage 2

- 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 or files
- I will ask permission before entering any website, unless my teacher has already approved that site
- I will send only emails that my teacher has approved. I will make sure that the messages I send are polite and sensible
- When sending emails 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 if I receive messages I do not like, I will tell a teacher immediately

I understand that if I break these rules I could be stopped from using the Internet



Pupil's Signature \_\_\_\_\_

Class \_\_\_\_\_

Key Stage 1

### Our Internet Safety Rules

- On the network, I will only use my own login username and password
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