



St.Patrick's P.S. Mullanaskea

Acceptable Use of the Internet and Digital Technologies Policy

This policy is based on and complies with DENI Circular 2007/1 on Acceptable Use of the Internet and Digital Technologies in Schools and also on DENI Circular 2013/25 on eSafety.

Our Policy Vision for ICT

- To provide every child as well as staff with support in the acquisition and development of their ICT skills and access to the technology which will support their independent learning.

1 Introduction

In St.Patrick's P.S. Mullanaskea, we believe that the Internet as well as other digital technologies are very powerful media which can enhance and support teaching and learning when they are appropriately used. The Internet has become a vital part of our working lives for education, business and social interaction. The 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. This policy complies with the DENI Circular 2007/1 on Acceptable Use of the Internet and Digital Technologies in Schools. The circular sets out the policy and practices for the safe use of the Internet at St.Patrick's P.S. Mullanaskea. The policy has been compiled by the staff under the leadership of the Principal/Child Protection and ICT co-ordinators. It has been endorsed by Governors and circulated to all parents.

2 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 P.S. Mullanaskea 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 and camera phones) 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.

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. This policy will ensure that parental permission is sought from parents before pupils access the Internet.

In addition, the following key measures have been adopted by St. Patrick's P.S. Mullanaska in order to ensure our pupils do not access any inappropriate material:

- The school's Code of Practice for use of the Internet and other digital technologies (enclosed) is made explicit to all pupils and is displayed prominently;
- Our Code of Practice will be reviewed each school year and will be 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 Key Stage 2 are educated in the safe and effective use of the Internet, through a number of selected programmes. (See below)

It should be accepted, that, however rigorous these measures may be, they can never be completely effective. Neither the school nor C2K can accept liability under such circumstances.

The use of mobile phones by pupils is not normally permitted on the school premises during school hours, unless in exceptional circumstances, where permission may be granted by a member of staff.

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

Sanctions

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 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.

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 will be 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's 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 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 in a centralised area on the school network, accessible only to teaching staff.
- School systems may not be used for unauthorised commercial transactions.

3 Internet Safety Awareness

In St.Patrick's P.S. Mullanaska we believe that, alongside having a written safety 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, Key Stage 2 pupils follow programmes of Internet Safety Awareness.

Internet Safety Awareness for Staff

The ICT Co-ordinator keeps staff informed and updated on issues relating to Internet Safety and attends regular courses. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants on a regular basis.

Internet Safety Awareness for Parents

The Internet Safety Policy and Code of Practice for pupils will be sent home for parental signature. Internet safety leaflets for parents and carers will also be sent home on a regular basis.

Community Use of School ICT Resources

In the event of the school's ICT facilities being made available as a community resource users would be issued with separate usernames and passwords by C2K. The users would also have to agree to the school's Acceptable Use of the Internet policy before participating and only access pre-selected and appropriate websites under the guidance of a tutor.

4 Health and Safety

St.Patrick's P.S. Mullanaska has attempted, on 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, 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.

5. Digital and Video Images of Pupils

Parental 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 and written permission must be obtained from parent/carer.

School Website

Our school website will promote and provide up to date information about the school, as well as give 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 will be taken:

- Group photos are used where possible, with general labels/captions;
- Names and images are kept separate – if a pupil is named his/her photograph is not used and vice-versa;
- The website does not include home addresses, telephone numbers, 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 in a centralised area on the school network, accessible only to teaching staff.

6 Social Software

Chatrooms, 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 misuse of mobile phones/websites/email should be reported to a member of staff immediately.

Parental agreement

Having read the school's Internet Acceptable Use policy parents are asked to complete and return the user agreement on behalf of their child which is attached to the letter.



St Patrick's Primary School

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Principal: Dr. L. O'Neill 23/1/'15

Dear Parent,

The school has reviewed its Acceptable Use of the Internet and Digital Technologies policy. Naturally, your child will have to access the Internet to support his/her learning in school. However, it is our priority that your child's safety remains paramount when accessing this worldwide system.

The Internet can contain material that is inappropriate for school purposes. There is a system in place that helps to filter such material from the school. Please read the policy and return the tab to the school by Wednesday 28rd January 2015.

Prior to the Christmas break, I issued you with a letter stating that parents had complained to me highlighting the fact that our school show was produced on You Tube. The school was and remains annoyed that this happened. Whilst you have the right to place your own child's image on social network sites you do not have the permission to use other children's images under the school name.

The school is supported by PSNI and facilitators for Child Protection such as Childline in its endeavours to ensure that the Internet remains as a safe educational tool for the children. There is an open style box provided for you to add any related comments.

Best Wishes,

Ms.O'Neill

I give permission for my child/children to have access to the Internet within the controlled environment of ICT in the school.

I do not give permission for my child/children to have access to the Internet within the controlled environment of ICT in the school.

Name of Child/Children:.....

Parental Signature:.....

Please add any related comments:

