

**Acceptable Use Policy (AUP) for Internet and Digital Communications**

**St. Patrick’s Primary School Mullanaskea**

Policy Ratified by Governors:……November. 2021 ……………………………………….

Signed by Chairperson:……………………………………………………

Date for Review: November 2022



**Acceptable Use Policy (AUP) for Internet and Digital Communications**

**St.Patrick’s Primary School Mullanaskea**



**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 2013/25/26/27 on eSafety as well as Circular 2016/27.

**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. Mullanaskea 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.

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. Mullanaskea 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

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. Mullanaskea has attempted, in 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.

**Supporting children in school through the COVID 19 Crisis**

St. Patrick’s Mullanaskea is committed to ensuring the safety and wellbeing of all its students.

St. Patrick’s Mullanaskea will continue to be a safe place for all children to attend and flourish. The Principal, Ms O’Neill will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

St. Patrick’s Mullanaskea will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow advice from the Public Health Agency on handwashing and other measures to limit the risk of spread of Covid-19.

St. Patrick’s Mullanaskea will ensure that where we care for children of key workers and vulnerable children on site, appropriate support is in place for them.

**Physical, Mental and Emotional Health and Wellbeing of Pupils & Staff**

St. Patrick’s Mullanaskea understands that negative experiences and distressing life events, such as those that may lead to the need to self-isolate at home and school closures, can affect the mental health of pupils and their parents. The school will provide additional wellbeing resources to parents.

For children returning to school after a period of absence, staff will be aware of the possible effects that this period may have had on pupils’ mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, you help identify where support may be needed.

Where possible, St. Patrick’s Mullanaskea will continue to offer our current support for pupil mental health for all pupils.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time. When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children’s and adult’s mental health. The staff of St. Patrick’s Mullanaskea will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures. At St. Patrick’s Mullanaskea, we are committed to supporting the positive mental health and wellbeing of our whole school community (children, staff, parents & carers). We recognise that mental health and emotional wellbeing is just as important to our lives physical health.

At St. Patrick’s Mullanaskea, we endeavour to ensure that children are able to manage times of change and stress. We aim to ensure that the children are supported to reach their potential or access help when they need it. We also have a role to ensure that children learn about what they can do to maintain positive mental health, what affects their mental health, how they can help reduce the stigma surrounding mental health issues, and where they can go if they need help and support. At St. Patrick’s Mullanaskea, we take a whole school approach to promoting positive mental health, aiming to help children become more resilient, happy and successful and to work in a proactive way to avoid problems arising. We do this by:

* Creating and applying consistent ethos, policies and behaviours that support mental health and resilience, and which everyone understands
* Helping children to develop social relationships, support each other and seek help when they need it.
* Promoting self-esteem, and ensuring children understand their importance in the world.
* Helping children to be resilient learners and to manage setbacks
* Teaching children social and emotional skills and an awareness of mental health.
* Identifying children who have mental health challenges and planning support to meet their needs
* Supporting and training staff to develop their skills and their own resilience
* Developing an open culture where it’s normal to talk about mental health.

We promote a mentally healthy environment through:

* Promoting our school values and encouraging a sense of belonging
* Promoting pupil voice and opportunities to participate in decision-making
* Celebrating academic and non-academic achievements
* Promoting opportunities to develop a sense of worth through taking responsibility for themselves and others.
* Promoting opportunities to reflect

Supporting and promoting mental health and wellbeing of staff is an essential component of a healthy school. At St. Patrick’s Mullanaskea we promote opportunities to maintain a healthy work life balance. Staff are supported pastorally and have access to enriched opportunities.

We believe that all staff have a responsibility to promote positive mental health and to understand the protective and risk factors for mental health

**The Promotion of Healthy, Respectful Relationships including the use of Language, Behaviours and Consent**

The school promotes healthy relationships in all of its practices and policies. Healthy relationships are manifested by how we treat each other through our use of tolerant language, appropriate behaviours and consent. This pervades through all of school life including at extra-curricular activities, school trips, class time, play time and at other social events such as dinnertime in the canteen. This value set is also appropriate when children are online. Any contravention of these basic rules is considered disrespectful, and reminders will be constantly issued on how to be the appropriate.

Each week at assembly, examples of good behaviours are promoted and rewarded through the Pupil of the Week Certificate as well as by the Principal in her weekly address to the staff and children. This transcends to all classes where each staff member reiterates these values. School policies reflect this and are shared accordingly with the parents and Governors.

**Operation Encompass**

We are an Operation Encompass school. Operation Encompass is an early intervention partnership between local Police and our school, aimed at supporting children who are victims of domestic violence and abuse. As a school, we recognise that children’s exposure to domestic violence is a traumatic event for them.

When the police have attended a domestic incident and one of our pupils is present, they will make contact with the school at the start of the next working day, to share this information with a member of the safeguarding school. This will allow the school safeguarding team to provide direct or indirect support to this child and family.

This information will be treated like any other child protection information as per DE Circular 2020/07. It will only be shared outside of the safeguarding team on a proportionate and need to know basis. All members of the safeguarding team will complete the online Operation Encompass training, so they able to take these calls. Any staff responsible for answering the phone will be made aware of Operation Encompass and the need to pass these calls on with urgency.

 **St Patrick’s Primary School**

**Mullanaskea**

**Garvary**

**Enniskillen**

**BT94 3AX**

Telephone No: 028 66 326539

Fax No.: 028 66 326689

Email: [info@mullanaskea.enniskillen.ni.sch.uk](mailto:info@mullanaskea.enniskillen.ni.sch.uk)

Principal: Dr. L. O’Neill

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

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:



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Principal: Dr. L. O’Neill

Dear Staff Member,

The school has reviewed its Acceptable Use of the Internet and Digital Technologies policy. It is vital that we, as a staff, understand and adhere to the safe guidelines on the professional use of the Internet and related digital technologies. This corresponds with our code of practice. We have received training in this regard and fully understand the school’s policy.

Best Wishes,

Ms. O’Neill

Staff Signature:

**Mobile Phone Policy**

**St.Patrick’s P.S. Mullanaskea**



**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (BOG Chair)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)**

**Date: November 2021**

**Review Due: November 2022\_\_\_\_\_\_\_\_\_\_\_\_**

**Mobile Phone Policy at St. Patrick’s P.S. Mullanaskea**

**Mobile phone usage is generally prohibited by children at St. Patrick’s Primary School Mullanaskea.**

* Exceptions to this would be in an emergency situation and with the express approval of a teacher or where a written request has been received from the parent/carer.
* Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office. (Tel: 02866326539)
* Where a pupil is found by a member of staff to be using a mobile phone, the phone will be taken from the pupil, handed to a teacher who will record the name of the child and attach it to the phone. The mobile phone will be stored in school and the parent of the child may collect the phone at the end of the school day.
* If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the school’s Positive Discipline Policy.
* If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until images have been removed by the pupil in the presence of a teacher.
* Parents are advised that St. Patrick’s Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.
* There are limited occasions when mobile phones are permitted at school. One established occasion is when the P.7. class go on their annual residential. On this occasion, the children can take their mobile phones to school where they will be passed onto a designated teacher. The teacher will pass the phones to the children whilst they are on the trip at a specific time to make a phone call home. The phones will then be returned to the teacher. They will be returned to the children on arrival back at school at home time.

 **St Patrick’s Primary School**

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**Principal: Dr. L. O’Neill**

Dear Parent,

I am issuing you with the school’s Mobile Phone policy. Please read it and return the attachment to the school by Friday .

Best Wishes,

Ms. O’Neill.

I have read the school’s Mobile Phone Policy.

Please provide any related comments into the open style box.

Name of Child: ………………………………………………………………………..

Parental Signature: ……………………………………………………………….

** **



# St-Patrick's P.S. Mullanaskea e-Safety Policy

## Date Approved/Reviewed by Board of Governors: November '21

Signed by

Next Policy Review Date: November 2022

St-Patrick's PIS. Mullanaskea’ s e-

SAFETY POLICY

Used well, digital technologies are powerful, worthwhile educational tools; technical safeguards can partly protect users, but education in safe, effective practices is a key goa/ for schools. " DENI/ circular 2007/01 as well as Circular 2016/27.

(Article 17 of the Education and Libraries (Northern Ireland) Order 2003). determine the measures to be taken at a school to protect pupils from abuse

(Article 18 of the Education and Libraries (Northern Ireland) Order 2003).

# Rationale

The rapidly changing nature of the Internet and new technologies means that e-safety is an ever growing and changing area of interest and concern. The school has a duty of care to enable pupils to use on-line systems safely. This policy highlights the responsibility of the school, staff, governors and parents to mitigate risk through reasonable planning and actions. It covers not only Internet technologies but also electronic communications via mobile phones, games consoles and wireless technology. This policy should be read alongside the following school policies: Pastoral Care Policy, Positive Behaviour Policy, Safeguarding Child Protection Policy, Anti Bullying Policy, Health and Safety Policy, Mobile Phone Policy, Data Protection Policy and the ICT Policy. 

The Internet

The internet is a unique and exciting resource. It brings the world into the classroom by giving children access to a global network of educational resources. There is no doubt that the use of the Internet is an essential skill for children as they grow up in the modern world. The Internet is, however, an open communications' channel available to all. Anyone can send messages, discuss ideas and publish materials with little restriction. This brings young people into contact with people from all sectors of society and with a wide variety of materials some of which could be unsuitable.

1

Introduction

This document sets out the policy and practices for the safe and effective use of the Internet and digital technologies in St. Patrick's P.S. Mullanaskea and is brought to the attention of all stakeholders.

We aim to develop mature systems of e-safety awareness, so that users can easily adapt their behaviours and become responsible users of any new technologies. As new technologies are developed, the school will respond quickly to any potential e-safety threats posed by their use.

This policy is largely based on DENI Circular 2007/1 'Acceptable Use ofthe Internet and Digital Technologies in Schools ' and DENI Circular 2011/22 'e-safety Guidance ' and should also be read in conjunction with the School's Safeguarding policies.

What is e-safety?

e-safety (electronic safety) in the school context:

* is concerned with safeguarding children in the digital world, with an emphasis on learning to understand and use technologies in a positive way;
* is less about restriction and focuses on education about the risks as well as the benefits so that users feel confident online;
* is concerned with supporting pupils to develop safer online behaviours both in and out of school; and
* is concerned with helping pupils recognise unsafe situations and how to respond to risks appropriately.

ICT is a compulsory cross-curricular element of the NI Curriculum and the school must ensure acquisition and development by pupils of these skills. The Internet and digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The school provides pupils with opportunities to use the excellent resources, along with developing the skills necessary to access, analyse and evaluate them.

Roles and Responsibilities

The policy has been drawn up by the school's e-safety committee. The policy has been approved by the Board of Governors and is available to all parents via the school website and as a hard copy. The policy and its implementation will be reviewed annually or earlier when necessary.

E safety Committee.

Dr. Louise O'Neill (Principal)

Mrs Sara Mc Vitty (ICT Co-ordinator and Designated e-safety Co-ordinator)

Mrs. Selina Wright Designated Child protection Governor

Mrs Ciara O'Connor (Designated Child Protection Teacher, Senior Leadership Team) e-safety School Committee (Pupils in Years 3-7)

Members of the e-safety Committee will assist the e-safety Coordinator with:

* the production and review of the school e-safety policy and related documents.
* mapping and reviewing the e-safety curricular provision, ensuring relevance, breadth and progression
* monitoring incident logs from the pastoral team
* consulting parents/carers and the pupils about the e-safety provision

The e-safety Coordinator, Mrs S. McVitty, will lead the e-safety Committee and takes day to day responsibility for e-safety issues and have a leading role in establishing and reviewing the Schools policies/documents.

The e-safety Coordinator will:

* Ensure that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
* Provide training and advice for staff.
* Liaise with C2K, BT, Capita, school & ICT technical staff.
* Liaise with the EA and DENI on e-safety developments
* Liaise with the technical staff .
* Receive reports of e-safety incidents and create a log of incidents to inform future esafety developments.
* Meet regularly with Principal and Head of Pastoral Care to investigate abuse of social network sites by pupils.
* Attend relevant meetings with Board of Governors.
* Discuss current issues, review incident logs.

Monitor and report to senior staff any risks to staff of which the e-safety coordinator is aware.

## The Child Protection Officer

The Child Protection Officer, Mrs C. O'Connor, and her deputy, Dr. L. O'Neill, will be trained in esafety issues and be aware of the potential for serious child protection issues to arise from:

Sharing of personal data

Access to illegal / inappropriate materials

* Inappropriate online contact with adults / strangers
* Potential or actual incidents of grooming e Cyber-bullying

## The Principal and Senior Leadership Team

The Principal, has a duty of care for ensuring the safety (including e-safety) of members of the school community though the day-to-day responsibility for e-safety will be delegated to the esafety Officers. The Principal and e-safety Officer will be kept informed about e-safety incidents.

The Principal will deal with any serious e-safety allegation being made against a member of staff. The Principal and SLT are responsible for ensuring that the e-safety Coordinator and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant.

## Governors

Governors are responsible for the approval of the e-safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about e-safety incidents and monitoring reports.

Mrs Selina Wright in her role as Child Protection Governor will also oversee this aspect. The designated e-safety Governor will:

* Have regular meetings with the e-safety Coordinator
* Regularly monitor e-safety incidents logs

Training will be given to the Governors by:

* Attendance at training provided by relevant external agencies / staff in school
* Participation in school's training / information sessions for staff or parents

## Network Managers — Mrs S.McVitty and Dr.L.O'Nei//

The Network Managers will monitor that C2K e-safety measures, as recommended by DENI, working efficiently within the school to ensure that:

* The C2k/Classnet operates with robust filtering and security software.
* Monitoring reports of the use of C2k / Classnet are available on request.
* The school infrastructure and individual workstations are protected by up to date virus software.
* The school meets required e-safety technical requirements.
* That users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed.
* The filtering policy is applied and that its implementation is not the sole responsibility of any single person.
* That they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant.

The "administrator" passwords for the school ICT system, used by the Network Managers are available to the Principal and kept in a secure place.

## Teaching and Support Staff

The Teaching and Support Staff are responsible for ensuring that:

* They have an up-to-date awareness of e-safety matters and of the current school Esafety policy and practices.
* They have read, understood and signed the school's Staff Acceptable Use Policy.
* They follow the school e-safety Policy and Acceptable Use Policy.
* They report any suspected misuse or problem to the e-safety Coordinator.
* Digital communications with students (email / Virtúal Learning Environment (VLE) should be on a professional level only carried out using official school systems — either C2K or

School Gmail accounts. Emails should be sent in accordance with the School's guidance.

* e-safety issues are embedded in all aspects of the curriculum and other school activities.
* Pupils have a good understanding of research skills and need to avoid plagiarism and uphold The Copyright, Designs and Patents Act (1998).
* They monitor ICT activity in lessons, extracurricular and extended school activities.
* They are aware of e-safety issues related to the use of mobile phones, camera and hand-held devices and that they monitor their use and implement current school policies with regard to these devices.
* Undertake all e-safety training as organised by the school.

## Professional Development for Teaching and Support Staff

Training will be offered as follows:

* All new staff will receive e-safety training as part of their Induction Programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Policies.
* A programme of e-safety training will be made available to staff as an integral element of CPD.
* Staff will be made aware of the importance of filtering systems through the e-safety education programme. They will also be warned of the consequences of attempting to subvert the filtering system.
* This e-safety policy and its updates will be presented to and discussed by staff in staff meetings / INSET days.
* Part of a Baker Day in August at the start of each new school year will be devoted to this training carried out by Mrs.McVitty.
* All staff will sign up to the Acceptable Use Agreement for Staff at this meeting.

### Pupils e-safety Committee

The pupil e-safety committee (led by a representative of the School Council) will assist the esafety Officers with:

* Potential issues regarding e-safety
* Present information during an assembly on the Safer Internet Day/ Bee Safe
* Pupils will only be expected to take part in staff committee meetings where deemed relevant.

### School Council Representatives

• School Council Representatives ensure messages are relayed to classes. They help to organise e-safety events and campaigns.

### Pupils

Are responsible for ensuring that:

* They use the school ICT systems in accordance with the Pupil Acceptable Usage Agreement.
* They have a good understanding of research skills and the need to avoid plagiarism and uphold The Copyright, Designs and Patents Act.
* They understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
* They know and understand school policies on the use of iPads, mobile phone, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying.
* Pupils are introduced to email and taught about the safety and 'netiquette' of using e-mail both in school and at home.
* They understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's e

e-safety Education for Pupils e-safety education for pupils will be provided in the following ways:

* A planned e-safety programme will be provided as part of their lessons and will be regularly revisited — this will cover both the use of ICT and new technologies in school and outside school. Child Exploitation and Online Protection (CEOP) resources will be used as a teaching tool.
* Pupils will be taught in all relevant lessons to be critically aware of the materials / content they access online and be guided to validate the accuracy of information and to respect Copyright when using material accessed on the Internet.
* Pupils will be helped to understand the need for the student Acceptable Use Policy and encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school.
* P.5.-P.7 classes will attend P.S.N.I. workshops specifically about e-safety in school on an annual basis.
* Pupils will be made aware of the importance of filtering systems through the e-safety education programme. They will also be warned of the consequences of attempting to subvert the filtering system.

### Parents/ Carers

Parents/Carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way and to support the e-safety policy outlined by the School. Parents and carers will be encouraged to support the school in promoting good e-safety practice and to follow guidelines on the appropriate use of:

* digital and video images taken at school events
* online communication with staff
* their children's personal devices in the school e-Safety Information for Parents/Carers
* Parents/carers are asked to read through and sign the Acceptable Use Agreement on behalf of the child.
* Parents /Carers are requested to make a decision as to whether they consent to images of their child being taken/used on the school website.
* The school will communicate relevant e-Safety information through newsletters and on the school website.
* Parents should remember that it is important to promote e-Safety in the home and to monitor internet use.
* Keep the computer in a communal are of the home.
* Be aware that children have access to the internet via gaming stations and portable technologies such as smart phones.
* Monitor on-line time and be aware of excessive hours spent on the internet.
* Take an interest in what children are doing and discuss what they are seeing and using.
* Advise children to take care and use the Internet in a sensible and responsible manner. Know the SMART tips.

Discuss the fact that there are websites/social networking activities which are unsuitable.

* Discuss how children should respond to unsuitable materials or requests
* Remind children never to give out personal information online.
* Remind children that people online may not be who they say they are
* Be Vigilant. Ensure that children do not arrange to meet someone that they meet online.
* Be aware that children may be using the Internet in places other than in their own home and that this internet use may not be filtered or supervised.

## Parents/ Carers Training and Support

Parents and carers have an essential role in the education of their children and in the monitoring and regulation of the children's online behaviours. The school recognises that some parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond. The School will seek to provide information and awareness to parents and carers through

* The school website where this policy is available.
* Letters, newsletters, websites
* e-safety Guidance will be delivered through key events: annual P.S.N.I. Parents' Workshop

## Internet Services

### 1.1 Connectivity and Filtering

The school has two internet systems in its infrastructure. Internet access is filtered for all users.

1 .2 C2K

Classroom 2000 (C2k) is responsible for the provision of the ICT managed service to all schools in Northern Ireland. It provides a safety service which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse. The service allows for Websense filtering giving the school flexible control. Customised filtering is managed by Mrs. McVitty. (e-safety Co-ordinator). She has received additional training for this responsibility and can amend the local filtering policy to the needs and demands of the school. There are a number of agreed locked down sites that can never be overridden by the local school policy. Internet use is monitored. Access to the Internet via the C2k Education Network is fully auditable and reports are available to the school principal. The monitoring process alerts the school to breaches of the filtering policy, which are then acted upon. There is a clear route for reporting and managing changes to the filtering system. Where personal devices are allowed, C2K filtering will be applied that is consistent with school practice. Some of the safety services include:

Providing all users with unique user names and passwords

* Tracking and recording all online activity using the unique user names and passwords
* Scanning all C2k email and attachments for inappropriate content and viruses
* Filters access to web sites
* Use of Wigits (safe/ identified internet sites) for all internet use

### 1.3 Auditing and Reporting

Filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so, because the content on the web changes dynamically and new technologies are constantly being developed. The responsibility for the management of the school's filtering policy is held with The Principal and the ICT Coordinator. They manage the school filtering by:

* Monitoring reports of the use of C2k/Classnet which are available on request.
* Keep records and logs of changes and of breaches of the filtering systems.
* These changes and breaches should be reported to the e-safety Coordinator.

Staff and children have a responsibility to report immediately to the e-safety Co-ordinator any infringements of the school's filtering policy of which they become aware or any sites that are accessed, which they believe should have been filtered. Users must not attempt to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.

Logs of filtering change controls and of filtering incidents will be made available to:

* e-safety Committee
* e-safety Co-ordinator
* Board of Governors

### Acceptable Use Agreement

When using the Internet, email systems and digital technologies, all users must comply with relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. Staff and pupils are made aware that use of the school's ICT resources is a privilege which can be removed.

The school has:

1. a Pupil Acceptable Use Agreement
2. a Staff Acceptable Use Agreement

containing e-safety Rules which makes explicit to all users what is safe and acceptable and what is not.

The scope of the Acceptable Use Agreements covers fixed and mobile Internet; school PCs, laptops, iPads) and digital video equipment. It should be noted that the use of devices owned personally by staff and pupils but brought onto school premises (such as mobile phones, camera phones, PDAs) is subject to the same requirements as technology provided by the school.

Mrs McVitty, the ICT Co-ordinator and the Senior Management Team will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

#### 2.1 Code of Safe Practice for Pupils

A parental/carer consent letter, accompanied by the Acceptable Use Agreement for pupils, is issued to parents/carers at the beginning of the new school year. This consent must be obtained before the pupil accesses the internet.

* The following key measures have been adopted to ensure pupils do not access any inappropriate material:
* The school's e Safety Acceptable Use Agreement for Use of the Internet and other digital technologies is made explicit to all pupils; 
* e-safety guidelines are displayed prominently throughout the school;
* Pupils and their parents/carers are asked to sign the Acceptable Use Agreement;

Pupils, using the Internet, will normally be working in highly-visible areas of the school;

* All online activity is for appropriate educational purposes and supervised, where possible;
* Pupils will, wherever possible, use sites pre-selected by the teacher and appropriate to age group;
* Pupils are educated in the safe and effective use of the Internet, through a number of selected websites, (Wigits)

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.

Use of mobile phones by pupils is not permitted on the school premises.

#### 2.3 Acceptable Use Agreement for Staff

It is vital that staff adhere to the GTCNI Code of Values and Professional Practice. Staff are given computers, iPad, email, and Internet access to assist them in the performance of their work. Staff should have no expectation of privacy in anything they create, store, send or receive using the school computer equipment (including iPads). The computer/iPad network is the property of the school and may only be used for school purposes. The school reserves the right to access activity and staff/pupils should be aware that improper use can lead to disciplinary action.

The Acceptable Use of The Internet for Staff has been agreed with staff.

* Pupils accessing the Internet should on the whole be supervised by an adult at all times.
* Staff will make pupils aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with pupils.
* Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to Mrs. Mc Vitty and Dr. O'Neill.
* 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 school equipment and images stored on a centralised i-mac and/or the external school storage device, accessible only to staff or under supervision for pupil work.
* School systems may not be used for unauthorised commercial transactions.
* Staff are expected to have secure passwords which are not shared and changed periodically.

# Internet Safety Awareness and e-safety Education Programme

We believe that, alongside a written e-safety Policy and Acceptable Use Agreements, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication, both inside school and outside school. 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.

## 3.1 Internet Safety Awareness for Pupils

A planned e-safety education programme for Years 1-7 takes place through both discrete lessons such as in P.D.M.U. and Circle Time and wider curriculum opportunities. P.5. — P.7. pupils are also involved in planned e-safety workshops delivered by P.S.N.I. At the start of each school year there is a very specific lesson delivered to all classes regarding e-safety. Lessons are delivered by using Smart Crew and Childnet.com materials. The school takes part in a BEE SAFE day provided by the EA. Information is delivered and reinforced through school posters, the school website, the safety committee, school council and school newsletters. Rules for the Acceptable Use of the Internet (which have been drawn up with the aid of pupils) are discussed with all pupils and are prominently displayed in classrooms and in the Computer Suite. Pupils are made aware of copyright and plagiarism. Pupils are encouraged to validate the accuracy of information which they



Other Resources:

Child Exploitation and Online Protection (CEOP) resources: a useful teaching tool looking at Internet safety and incorporated into our PDMU and ICT programme. Keeping Safe NSPCC Materials

Childnet International www.childnet.com has produced materials to support the teaching of e-safety at Key Stage One and Two. They have materials for parents and staff too.

Other pupil resources available:

Superclubs, 360 e Safety Tool, Signposts to Safety, KidSMART, Know ITAllfor Schools, ThinkU1<now

## 3.2 Internet Safety Awareness for Staff/ Professional Development

Teachers are the first line of defence in e-safety; their observation of behaviour is essential in recognising concerns about pupils and in developing trust so that issues are reported. e-safety training is therefore an essential element of our staff induction and part of an ongoing Continuous Professional Development programme. Through our e-safety policy, the school can ensure that all reasonable actions are taken and measures put in place to protect all users.

e-safety training is linked with Safeguarding Training. Training needs are informed through audits. The induction programme for new staff includes e-safety. The ICT Coordinator keeps informed and updated on issues relating to Internet Safety. All teaching staff, classroom assistants and supervisory assistants are in turn made aware of the Department's policy and strategy on ICT use in teaching and learning and are updated in relation to relevant changes. Staff uphold copyright regulations and intellectual property rights.

The Child Exploitation and Online Protection Centre (CEOP) runs regular one-day courses for teachers in Northern Ireland. Teachers can download lesson plans, teaching activities and pupils' worksheets by registering with the Thinkuknow website.

3.3 Internet Awareness for Governors

Dr.(O’Neill keeps governors updated on e-safety and e-safety issues.

# Health and Safety

We have attempted, in so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources, both in classrooms and the ICT suite, which has been designed in accordance with health and safety guidelines and where pupils are supervised at all times. Guidance is issued to pupils in relation to the safe use of computers, interactive whiteboard and projectors. Such guidance includes advice concerning correct posture, positioning of screens, ensuring pupils do not stare directly into the beam of a projector etc. We are mindful of certain medical conditions which may be affected by use of such equipment e.g. photosensitive epilepsy.

4.1 Risk Assessments

Life in the 21st century presents dangers including violence, racism and exploitation from which pupils need to be reasonably protected. The school considers all new technologies wisely to ensure that it is fully aware of and can mitigate against the potential risks involved with their use. In so doing, pupils are informed of what to do if they come across inappropriate material or situations online.

4.2 Use of Mobile Phones

Pupils do not bring mobile phones to school.

## 4.3 Digital and Video Images

Parental permission is gained when publishing personal images on the website or other publications. All members of the school understand their rights and responsibilities in the taking, use, sharing, publication and distribution of images (and in particular the risks attached). The school gains parental/carer permission for use of photographs or video images. Staff are allowed to take images to support educational aims, Staff must follow school policies concerning the distribution and publication of such. Pupil names associated with images will not be shared on the school website. Digital images are securely stored on the system in a secure folder name 'staff and disposed of in accordance with the Data Protection Act.

## 4.4 Wireless Networks

The Health Protection Agency has advised that there is no consistent evidence of health effects from radio frequency exposures below guideline levels and therefore no reason why schools and others should not use WiFi (Wireless Fidelity) equipment. Further information on WiFi equipment is available on The Health Protection Agency website.

4.5 Personal Data

The school ensures all staff know and understand their obligations under the Personal Protection Act and comply with these to ensure the safe keeping of personal data, minimising the risk of loss or misuse of personal data. Staff have enhanced password protection with at least one capital letter and one number.

## 4.6 Data Protection Act

Staff are regularly reminded of the Data Protection Policy.

In particular staff must ensure that they:

* Take care to ensure the safe keeping of personal data, minimising the risk of its loss and nature.
* Ensure they are properly logged off at the end of a session and devices are password protected.
* Transfer personal data using encryption and secure password protected devices.
* Data is securely deleted from the device, in line with school policy, once it has been transferred or its use complete

## 4.7 Cloud Storage

Data and information is stored on the Cloud, meaning it can be securely accessed from any location removing the need to carry data and files on secure USB memory pens and portable devices.

4.8 Social Media

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

### 4.9 Cyber Bullying

Staff are made aware that pupils may be subject to cyber bullying via electronic methods of communication both in and out of school. This form of bullying is considered within the schools overall Anti-Bullying policy and Pastoral Care Policy as well as the e-safety Policy. Cyber Bullying can take many different forms and guises including:

* Email — nasty or abusive emails which may include viruses or inappropriate content.
* Instant Messaging (1M) and Chat Rooms — potential to transmit threatening or abusive messages perhaps using a compromised or alias identity.
* Social Networking Sites — typically includes the posting or publication of nasty or upsetting comments on another user's profile.
* Online Gaming— abuse or harassment of someone using online multi-player gaming sites.
* Mobile Phones — examples can include abusive texts, video or photo messages.
* Abusing Personal Information — may involve the posting of photos, personal information, fake comments and blogs, or pretending to be someone online without that person's permission. 
* Whilst cyber-bullying may appear to provide anonymity for the bully, most messages can be traced back to their creator. Pupils will be reminded that cyber-bullying can constitute a criminal offence.

While there is no specific legislation for cyber-bullying, the following covers different elements of cyber-bullying behaviour:

Protection from Harassment (NI) Order 1997 http://www.legislation.gov.uk/nisi/1997/1180

Malicious Communications (NI) Order 1988 http://www.legislation.gov.uk/nisi/1988/1849

The Communications Act 2003 http://www.legislation.gov.uk/ukpga/2003/21

Pupils are encouraged to report incidents of cyber-bullying to their parents and the school. If appropriate, the PSNI may be informed to ensure the matter is properly addressed and behaviour ceases. The school will keep records of cyber-bullying incidents to monitor the effectiveness of their preventative activities, and to review and ensure consistency in their investigations, support and sanctions.

5. School Website

The school website stpatricksmullanaskea.com is used to celebrate pupils' work, promote the school and provide information. The website reflects the school's ethos. Information is accurate well presented and personal security is not compromised. The principal edits the website. The following rules apply:

* The point of contact on the website is the school address, school e-mail and telephone number.
* Staff or pupils' home information will not be published.
* Website photographs that include pupils will be selected carefully. Parents who prefer their child's photographs to not appear on the school website is respected.
* Pupils' full names will not be used in association with photographs; parents' permission will be sought if names are to accompany to accompany special photographs such as personal awards.
* The Principal will take overall editorial responsibility and ensure content is accurate and appropriate.
* The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

## 6. Social Media

Community networks, chatrooms, instant messenger systems, online journals, social networks and blogs, enable sharing of resources, ideas, pictures and video amongst users, the majority of which, usually causes no concern. Concern, in relation to inappropriate activities, tends to emanate from use outside school. C2k filters out social networking sites and blocks attempts to circumvent their filters leaving it relatively safe in the school environment.

Safe and responsible use of social media is vitally important. It is addressed through our Internet Safety Education Programmes. We make staff, pupils and parents aware of the risks associated with the use of social media and encourage responsible use outside school. Information and education is provided for parents on the school website, school newsletter and at parent and P.S.N.I. internet safety meetings. Instances of pupil/staff cyber bullying will be regarded as serious offences and dealt with according to the school's discipline policy and child protection procedures.

1. Google Apps for Education

The school uses Google Apps for Education with staff and pupils. As part of the Google terms and conditions, schools are required to seek parental permission for a child (under 13 years old) to have a Google Apps for Education account, permission is sought at the beginning of the school year (Appendix 4).

The following services are available to each pupil and hosted by Google as part of the school's online presence in Google Apps for Education:

* + Mail - an individual email account for school use managed by the school
  + Calendar - an individual calendar providing the ability to organise schedules, daily activities, and assignments
  + Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
  + Sites - an individual and collaborative website creation tool

1. Actions and Sanctions

### 8.1 Pupil Incidents

We believe it is important that the school has a culture under which users understand and accept the need for e-safety regulations and adopt positive behaviours, rather than one in which attitudes are determined solely by sanctions.

### 8.2 Reporting Pupil Incidents

Users will understand their responsibilities to report e-safety incidents. They will know and understand that there are clear systems for reporting abuse and understand that the processes must be followed rigorously.

Incident reports will be logged for future auditing, monitoring, analysis and for identifying serious issues or patterns of incidents. This will allow the school to review and update e safety policy and practices.

Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately. Users will have an understanding of how to report issues online, including to CEOP.

8.3 STEPS TO FOLLOW WITH PUPIL INCIDENTS l. In the first instance, issues should be reported to and documented by Mrs McVitty. (E-safety Co-ordinator)

1. The issue should be relayed to the Principal (Dr.O'Neill) and, where necessary, the Child Protection Officer (Mrs O'Connor) and (or e-safety Committee.
2. Minor issues will be dealt with by Mrs McVitty and the SLT, according to the school's

Positive Discipline Policy.

8.4 Sanctions for Pupils Incidents

Minor school related incidents (whether in school or out of school) will be dealt with by Mrs McVitty and Dr. O'Neill. This may result in parents being informed, a temporary ban on Internet or device use and/or a loss of Golden Time. Incidents of technology misuse which arise will be dealt with in accordance with the school's Positive Discipline Policy. This may involve the pupil being supervised I-I for an agreed period following a breach of Contract. Parents will be informed of breaches of contract and [or failure to handle devices carefully.

### 8.5 Incidents involving Child Protection Issues

Incidents involving child protection issues will be dealt with in accordance with the school's Safe Guarding Child Protection Policy. Parents and where necessary, PSNI Social Services, Governors will be informed.

### 8.6 Staff Incidents and Reporting

All new staff, volunteers and students on work experience are provided with an induction programme. This includes child protection, code of conduct and e-safety.

The Code of Conduct is brought to all staff on an annual basis. The school's safety policy is reviewed on an annual basis and attention is drawn to the staff code of conduct and Acceptable Use Agreement for Staff. Any breach of the staff Acceptable Use Agreement for Staff will be dealt with by the principal and/or governors.

8.7 Staff Sanctions

Governors will deal with breaches of policy by the staff.

Governors will refer to the DE Governor's Handbook.

Governors will take advice from appropriate authorities.

**Supporting children in school through the COVID 19 Crisis**

St. Patrick’s Mullanaskea is committed to ensuring the safety and wellbeing of all its students.

St. Patrick’s Mullanaskea will continue to be a safe place for all children to attend and flourish. The Principal, Ms O’Neill will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

St. Patrick’s Mullanaskea will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow advice from the Public Health Agency on handwashing and other measures to limit the risk of spread of Covid-19.

St. Patrick’s Mullanaskea will ensure that where we care for children of key workers and vulnerable children on site, appropriate support is in place for them.

**Physical, Mental and Emotional Health and Wellbeing of Pupils & Staff**

St. Patrick’s Mullanaskea understands that negative experiences and distressing life events, such as those that may lead to the need to self-isolate at home and school closures, can affect the mental health of pupils and their parents. The school will provide additional wellbeing resources to parents.

For children returning to school after a period of absence, staff will be aware of the possible effects that this period may have had on pupils’ mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, you help identify where support may be needed.

Where possible, St. Patrick’s Mullanaskea will continue to offer our current support for pupil mental health for all pupils.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children’s and adult’s mental health. The staff of St. Patrick’s Mullanaskea will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures.

At St. Patrick’s Mullanaskea, we are committed to supporting the positive mental health and wellbeing of our whole school community (children, staff, parents & carers). We recognise that mental health and emotional wellbeing is just as important to our lives physical health.

At St. Patrick’s Mullanaskea, we endeavour to ensure that children are able to manage times of change and stress. We aim to ensure that the children are supported to reach their potential or access help when they need it. We also have a role to ensure that children learn about what they can do to maintain positive mental health, what affects their mental health, how they can help reduce the stigma surrounding mental health issues, and where they can go if they need help and support.

At St. Patrick’s Mullanaskea, we take a whole school approach to promoting positive mental health, aiming to help children become more resilient, happy and successful and to work in a proactive way to avoid problems arising. We do this by:

* Creating and applying consistent ethos, policies and behaviours that support mental health and resilience, and which everyone understands
* Helping children to develop social relationships, support each other and seek help when they need it.
* Promoting self-esteem, and ensuring children understand their importance in the world.
* Helping children to be resilient learners and to manage setbacks
* Teaching children social and emotional skills and an awareness of mental health.
* Identifying children who have mental health challenges and planning support to meet their needs
* Supporting and training staff to develop their skills and their own resilience
* Developing an open culture where it’s normal to talk about mental health.

We promote a mentally healthy environment through:

* Promoting our school values and encouraging a sense of belonging
* Promoting pupil voice and opportunities to participate in decision-making
* Celebrating academic and non-academic achievements
* Promoting opportunities to develop a sense of worth through taking responsibility for themselves and others.
* Promoting opportunities to reflect

Supporting and promoting mental health and wellbeing of staff is an essential component of a healthy school. At St. Patrick’s Mullanaskea we promote opportunities to maintain a healthy work life balance. Staff are supported pastorally and have access to enriched opportunities.

We believe that all staff have a responsibility to promote positive mental health and to understand the protective and risk factors for mental health

**The Promotion of Healthy, Respectful Relationships including the use of Language, Behaviours and Consent**

The school promotes healthy relationships in all of its practices and policies. Healthy relationships are manifested by how we treat each other through our use of tolerant language, appropriate behaviours and consent. This pervades through all of school life including at extra-curricular activities, school trips, class time, play time and at other social events such as dinnertime in the canteen. This value set is also appropriate when children are online. Any contravention of these basic rules is considered disrespectful, and reminders will be constantly issued on how to be the appropriate.

Each week at assembly, examples of good behaviours are promoted and rewarded through the Pupil of the Week Certificate as well as by the Principal in her weekly address to the staff and children. This transcends to all classes where each staff member reiterates these values. School policies reflect this and are shared accordingly with the parents and Governors.

**Operation Encompass**

We are an Operation Encompass school. Operation Encompass is an early intervention partnership between local Police and our school, aimed at supporting children who are victims of domestic violence and abuse. As a school, we recognise that children’s exposure to domestic violence is a traumatic event for them.

When the police have attended a domestic incident and one of our pupils is present, they will make contact with the school at the start of the next working day, to share this information with a member of the safeguarding school. This will allow the school safeguarding team to provide direct or indirect support to this child and family.

This information will be treated like any other child protection information as per DE Circular 2020/07. It will only be shared outside of the safeguarding team on a proportionate and need to know basis. All members of the safeguarding team will complete the online Operation Encompass training, so they able to take these calls. Any staff responsible for answering the phone will be made aware of Operation Encompass and the need to pass these calls on with urgency.

### 9. Monitoring and Self Evaluation

The school's wider self-evaluation processes (such as for an incoming School

Development Plan) address e-safety in the overall ICT and Safeguarding Child

Protection Policy reviews. All key stakeholders are part of the self-evaluative review and participate in questionnaires and surveys. Pupils offer a voice through school council meetings. Monitoring records of e-safety incidents are presented to the Governors. This policy will be reviewed and amended in light of evidence provided by monitoring, updated technologies or new DE Guidance.

This policy should be read alongside thefollowing schoolpolicies: acceptable Use Policy the Internet and Digital Communications, Pastoral Care Policy, Positive Discipline Policy, Safeguarding Child Protection Policy, Anti Bullying Policy, Health and Safety Policy, Data Protection Policy and the ICT Policy.

Keep Safe. . .

Never tell someone on the internet or on a mobile phone your full name, your address or your telephone number.

Never meet up with an online friend. If somebody asks to meet you, tell and adult. Never go alone.

Never accept emails or text messages from people you do not know.

#### Reliable

Never rely on what you see on the internet. It’s not always true. Don’t rely on people you meet online they may lie to you about who they are.

Tell

Always tell an adult if somebody upsets you. Tell and adult if you see something on the computer that makes you sad.

Smile and Stay Safe Poster 

e-safety guidelines to be displayed throughout the school

# and stay safe

Staying safe means keeping your personal details private, such as full name, phone number, home address, photos or school.

## Never reply to ASL (age, sex, location)

Meeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you.

## Information online can be untrue, biased or just inaccurate. Someone online my not be telling the truth about who they are they may not be a 'friend'

Let a parent, carer, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online.

Emails, downloads, 1M messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply.

## Rules For The Computer

1. . No more than two/three pupils at the computer at any time.
2. No eating/drinking at or near the computer.

3.Always have clean hands at the computer.

4. Remember to save your work.

5.Always remember to log off after completing a piece of work.

6. Only use internet under adult supervision.

## Think then Click

e-safety Rules for Key Stage 1

These rules help us to stay safe on the Internet

* We only use the internet when an adult is with us
* We can click on the buttons or links when we know what they do.
* We can search the Internet with an adult.
* We always ask if we get lost on the Internet.
* We can send and open emails together.
* We can write polite and friendly emails to people that we know.

Think then Click

e-safety Rules for Key Stage 2

* We ask permission before using the Internet.
* We only use websites that an adult has chosen.
* We tell an adult if we see anything we are uncomfortable with.
* We immediately close any webpage we are not sure about.
* We only e-mail people an adult has approved.
* We send e-mails that are polite and friendly.
* We never give out personal information or passwords.
* We never arrange to meet anyone we don't know.
* We do not open e-mails sent by anyone we don't know.
* We do not use Internet chat rooms.

Mobile Phone

St. Patrick's P.S. Mullanaskea

Mobile Phone Policy at St. Patrick's P.S. Mullanaskea Mobile phone usage is generally prohibited by children at St. Patrick's Primary School Mullanaskea.

* Exceptions to this would be in an emergency situation and with the express approval of a teacher or where a written request has been received from the parent/carer.
* Should parents need to contact pupils, or vice versa, this should be done following the usual school procedures: via the school office. (Tel: 02866326539)
* Where a pupil is found by a member of staff to be using a mobile phone, the phone will be taken from the pupil, handed to a teacher who will record the name of the child and attach it to the phone. The mobile phone will be stored in school and the parent of the child may collect the phone at the end of the school day.
* If a pupil is found taking photographs or video footage with a mobile phone of either pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the school's Positive Discipline Policy.
* If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until images have been removed by the pupil in the presence of a teacher.
* Parents are advised that St.Patrick's Primary School accepts no liability for the loss or damage to mobile phones which are brought into the school or school grounds.
* There are limited occasions when mobile phones are permitted at school. One established occasion is when the P.7. class go on their annual residential. On this occasion, the children can take their mobile phones to school where they will be passed onto a designated teacher. The teacher will pass the phones to the children whilst they are on the trip at a specific time to make a phone call home. The phones will then be returned to the teacher. They will be returned to the children on arrival back at school at home time.

St Patrick's P-S Mullanaskea

An Acceptable Use of the Internet

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 keep my username and password private.

I will not access other people's files without their permission.

I will not 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 use the Internet for research and school purposes only.

I will only send e-mail which my teacher has approved. I will make sure that the messages I send are polite and responsible.

I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using e-mail etc.

When sending e-mail 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 I receive messages I do not like, I will tell a teacher immediately

I will not bring in memory sticks or CD Roms from home to use in school unless I have been given permission by my class teacher.

I understand that the school may check my computer files/Emails and may monitor the Internet sites that I visit.

I will always quote the source of any information gained from the Internet i.e. the web address, in the documents I produce.

I understand that if I deliberately break these rules I could be stopped from using the Internet/E-mail and my parents/cares will be informed.



St. Patrick's Primary School Mullanaskea

Acceptable Use Agreement For Pupils

Please complete and return this form to your child's class teacher

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pupil's  Name |  | | Class  Teacher |  |
| As a school user of the Internet, I agree to follow the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to be by my school | | | | |
| Pupil Name (Print) | | |  | |
| Pupil Signature | | | Date |  |
| Parents Name | |  | | | |
| As the parent or legal guardian of the pupil above, I give permission for my son or daughter to use the Internet, including Email. I understand that pupils will be held accountable for their own actions. I also understand that some of the materials on the Internet may be unsuitable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information. | | | | | |
| Parents Name (Print) | | | | | |
| Parents Signature | | | | | |



St. Patrick's Primary School

Mullanaskea

Acceptable Use Agreement

For Staff

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all partiesaflies — the students, the staff and the school.

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 should sign a copy of this Acceptable Internet Use Statement and return it to the Principal.

> All Internet activity should be appropriate to staff professional activity or the pupils' education.

> Access should only be made via the authorised 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 e-mail sent and for contacts made that may result in email being received

> Use of personal financial gain, gambling, political purposes or advertising is forbidden

 Copyright of materials must be respected

> Posting anonymous messages and forwarding chain letters is forbidden

As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of 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 |  |  |
| Date |  | Signed |

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### St. Patrick's P.S. Mullanaskea ICT Code of Practice Agreement for Pupils and Parents

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

* I will access the system with the login and password which I will keep private.
* I will not access other people's files without permission.
* I will only use the computers for school work and homework.
* I will not bring in memory sticks/pens without permission.

I will ask permission from a member of staff before using the Internet.

* I will not open e-mails sent by someone I do not know.
* The messages I send will be polite and responsible.
* I will not give my home address or telephone number, or arrange to meet someone.
* I will report any unpleasant material or messages sent to me.
* I understand that the school may check my computer files and may monitor the Internet sites I visit.
* I will not use Internet chat-rooms without permission.
* I will not use social media sites in school.
* I will never give out personal information or passwords.

|  |
| --- |
| Signed By Child•  Parental Signature• |

* In the event of accessing school via video conferencing platforms at home I will switch the cameras off if my teacher directs me to do so and I will follow any other specific instructions that are asked of me.

This is how I stay safe when I use the iPad:

1. I will protect the iPad and carry it carefully in its case
2. I will keep food and drinks away from the iPad as they may damage it
3. I will not change the settings on the iPad without adult permission
4. I will only use activities on the iPad that a teacher/classroom assistant had allowed me to use
5. I will tell a teacher or classroom assistant if I see something that upsets me on the screen
6. I will use the camera when the teacher tells me and photograph people with permission
7. I will never share images or movies on the internet, unless I am instructed to by my teacher v'/ I will abide by the school's e-safety rules
8. I know that if I break the rules, I might not be allowed to use the iPad for some time.

Child's Name

Child's Signature

Parental Signature

Date:

St Patrick's Primary School

Mullanaskea

22 Feddan Road

Garvary

Tempo

BT74 4FD

Telephone No: 028 66 326539

Fax No.: 028 66 326689

#### Email: info@mullanaskea.enniskillen.ni.sch.uk

Principal: Dr. L. O'Neill

Dear Parent,

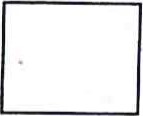
I am issuing you with our Mobile Phone Policy, the e-Safety Policy, our Acceptable Use Agreement and our Acceptable Use of the Internet and Digital Technologies Policy. Please read these and return the attached tab to the school by.

Best Wishes,

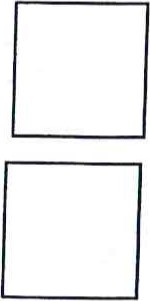
Ms. O'Neill.

I have received the school's Acceptable Use Agreement.

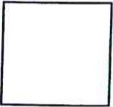
I have received the school's e-Safety Policy.



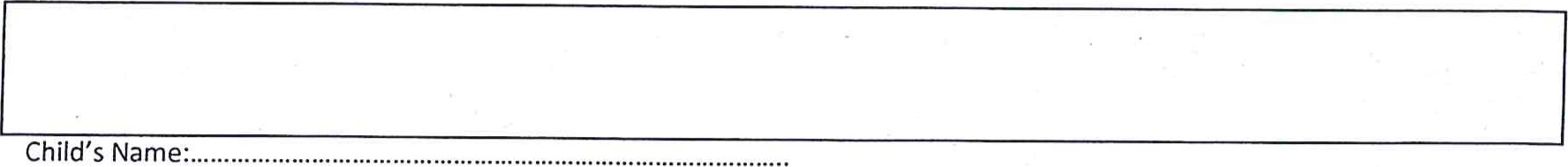
I have received the school's Acceptable Use of the Internet and Digital Technologies Policy.

I have received the school's Mobile Phone Policy.

I have received the school's Remoter teaching and Learning Policy.

I have received the school's Safe Use of iPad Agreement.

Please add any related comments into this open style box.



Parental Signature:..............

St Patrick's Primary School

Mullanaskea

Garvary

Enniskillen

BT94 3AX

Telephone No: 028 66 326539

Fax No.. 028 66 326689

#### Email: info@mullanaskea.enniskillen.ni.sch.uk

Principal: Dr. L. O'Neill

Dear Parent,

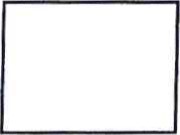
The school has reviewed its Acceptable Use of the Internet and Digital Technologies policy. Naturally, your child will have to access the Internet to support his/her learning in school. However, it is our priority that your child's safety remains paramount when accessing this worldwide system.

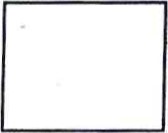
The Internet can contain material that is inappropriate for school purposes. There is a system in place that helps to filter such material from the school. Please read the policy and return the tab to the school by

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,

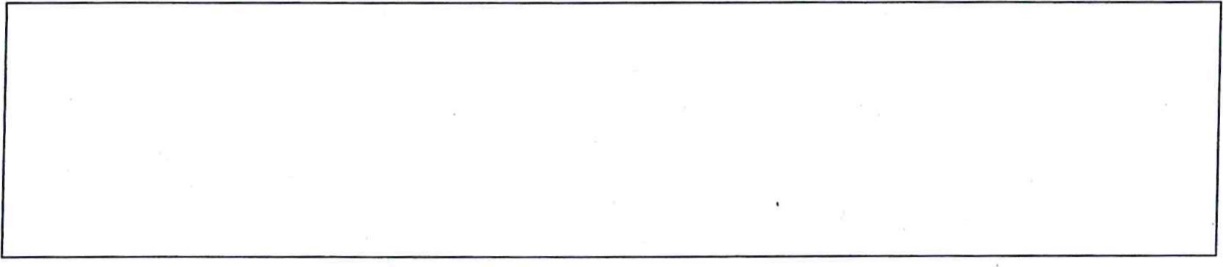
Ms.O'Neill

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: 