ST MARY'S PRIMARY SCHOOL

UICT & e-Safety Policy 2023

Introduction

This policy is based on and complies with DENI Circulars 2007/1, 2011/22, 2013/25 and 2017/27 on Acceptable Use of the Internet and Digital Technologies in Schools.

In St. Mary's P.S we believe that the internet and other digital technologies are very useful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The internet is an essential element of the 21st century life for education, business and social interaction. St. Mary's P.S provides pupils and staff with opportunities to use the excellent resources on the internet, along with developing the skills necessary to access and evaluate them.

Whilst these ICT resources can be exciting and beneficial both in and out of the context of education, all users need to be aware of the range of risks associated with the use of Internet Technologies.
In St. Mary's P.S we understand the responsibility to educate our pupils in e-Safety issues. We aim to teach our children appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

This policy sets out the policy and practices for safe and effective use of the internet in St. Mary's P.S

The policy and its implementation will be reviewed annually.

Code of Safe Practice.

When using the internet, email system and digital technologies, all users must comply with all the relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. The Code of Safe Practice for St. Mary's P.S makes it clear to all users, staff and pupils what is safe and acceptable and what is not.

The Code covers fixed and mobile internet, school PCs, laptops and digital video equipment. It should be noted that the use of devices owned personally by staff and pupils but brought into school premises 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.

Code of Safe Practice for Pupils.

Pupils access to the internet is through a filtered service provided by C2K, which ensures educational use made of resources is safe and secure, while protecting users and systems from abuse. Parental permission is sought from parents on an annual basis before pupils access the internet.

In addition the following key measures have been adopted by St. Mary's P.S to ensure our pupils do not access inappropriate material:

- The school's Code of Practice for use of the Internet and other digital technologies is made clear to all pupils and is displayed prominently.
- Our Code of Practice is reviewed annually.
- Pupils using the internet will be working in highly visible, communal areas.
- All online activity is for appropriate educational purposes and is supervised.
- Pupils will where possible use sites pre-selected by the teacher/staff and appropriate to their age.
- Pupils 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 100% effective. Neither the school nor C2K can accept liability under such circumstances.

Mobile Phones/Computer Games

Refer to Mobile Phone Policy

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 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 of 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.

Rules for save use of the internet are broadly speaking similar to the ones listed below, however they may change slightly from year to year as they are formulated at the start of each year by the children themselves in each class.

Staff must ensure that pupils know and understand that no Internet user is permitted to:

- ❖ retrieve, send, copy or display offensive messages or pictures;
- ❖ use obscene or racist language;
- ❖ harass, insult or attack others;
- ❖ damage computers, computer systems or computer networks;
- ❖ violate copyright laws;
- ❖ use another user's password;
- ❖ trespass in another user's folders, work or files;
- ❖ intentionally waste resources (such as on-line time and consumables);
- ❖ use the network for unapproved commercial purposes.

- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the principal or Mr Prunty designated Child protection teacher.
- In the interests of system security, staff passwords should only be shared with the network manager. (See Do's & Don't Data Protection)
- 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 the copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- Photographs of pupils should where possible be taken with a school camera/ipad and images should be stored on the school network, accessible to staff and pupils under supervision.
- School systems may not be used for unauthorised commercial transactions.

Internet Safety Awareness

In St. Mary's P.S 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.

The UICT co-ordinator is registered member of Child exploitation and Online Protection (CEOP) website with access to all available teaching resources. www.thinkuknow.co.uk Other useful websites used for upskilling parents and staff as well as educating children include www.childnet.com   www.nspcc.org.uk www.saferinternet.org.uk

Internet Safety Awareness for Pupils.

Rules for the acceptable use of the Internet are discussed with all pupils and are displayed prominently in classrooms.

Internet Safety Awareness for Staff.

The UICT Co-ordinator keeps informed and updated on issues relating to Internet Safety and attends regular courses. This training is disseminated to all staff on a regular basis.

Internet Safety Awareness for Parents.

The Internet Safety Agreement for pupils is sent home at the start of each school year for parental signature. Pupils are also made aware of the UICT Code of Practice in our school. Internet safety leaflets for parents and carers are sent home on a regular basis. PSNI Internet Safety Presentations are publicised and facilitated in school. The school website, app, monthly newsletters and school text service make parents/carers aware of where to read the school's updated UICT and eSafety policies as well as informing them of relevant training and eSafety awareness evenings being presented.

Advice for Parents

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

- Appropriate home use of the internet by children can be educationally beneficial and can make a useful contribution to home and schoolwork. However, we advise parents that this use should be supervised. Parents should be aware that they are responsible for their children's use of internet resources at home.

Our advice to parents is that it is good practice to provide filtered and monitored access to the internet for your children. We ask you to consider the following guidance and advice on its use that you might find helpful at home.

Parents should:

- ✓ discuss with their children the rules for using the Internet/apps and decide together when, how long, and what comprises appropriate use;
- ✓ get to know the sites/apps their children visit, and talk to them about what they are learning;
- ✓ ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet/app, such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud;
- ✓ encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. If the message comes from an Internet service connection provided by the school they should immediately inform the school.

Please note that nowadays there are a lot of social communication sites where people can communicate with their peers. Sites such as Facebook, Twitter, Snapchat, Instagram TikTok are not suitable for primary aged children and in fact most of these sites are age restricted. A lot of the content and conversations on these sites are inappropriate for young children. We advise parents to monitor which sites your children are visiting at home.

St. Mary's P.S parents can be assured that their children are only using the Internet in school for educational reasons. Educational games nowadays are so advanced that pupils are enjoying a useful learning experience. Nevertheless, should your child report any seemingly inappropriate materials on the computers, please contact us immediately and we shall look into the matter if it is within our jurisdiction. All users must be aware that their use of the Internet is monitored and that action will be taken to counter any abuse.

Health and Safety

St. Mary's P.S have attempted in so far as possible, to ensure a safe working environment for pupils and teachers while using ICT resources in classrooms. Pupils are supervised at all times when using UICT equipment.

Digital and Video Images of Pupils

Parental permission is sought at the start of each school year to cover the use of photographs of pupils on the school website, in local press and for displays etc, written permission must be obtained from parent/carer.

Storage of images

Digital and video images of pupils, where possible, are taken with school equipment. Images should only be stored and accessed through the school network.

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. P.6 & & children will under very strict supervision be permitted to use c2k emails.

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 Policy 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 procedures.

Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

Monitoring, Evaluation and Reviewing

As the UICT landscape is constantly changing it is very important to review the e-Safety Policy and its effectiveness every two years.

Next review due in March 2023.

Signature:

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Principal

Signature:

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Chair, Board of Governors

ST MARY'S PRIMARY SCHOOL RULES FOR ONLINE SAFETY

- I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.

- I will tell my parents right away if I come across any information that makes me feel uncomfortable.

- I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.

- I will never send a person my picture or anything else without first checking with my parents.

- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the service provider.

- I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.

- I will not give out my Internet password to anyone (even my best friends) other than my parents.

- I will always show respect for other people on internet/apps. I know whatever I write can be copied/screen shot and sent on to lots of other people including my parents and my school.

- If someone online makes me feel uncomfortable or scared, I will leave the chat/group, switch off the computer and tell a responsible adult.

- I will not open email attachments from people I don't know.

ST MARY'S PRIMARY SCHOOL STAFF RULES FOR ONLINE SAFETY

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This code of practice is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT.

All staff are expected to agree to this code of practice and adhere at all times to its contents. Any concerns or clarification should be discussed
WITH THE PRINCIPAL

- I will only use the school's Learning Platforms and related technologies for professional purposes or for uses deemed 'reasonable' by the Principal.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, C2k, secure e-mail system for any school business.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Principal or Board of Governors. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware of software without permission of Mr. Prunty.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes online with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Principal.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Principal.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

These rules help us to stay
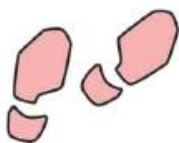safe on the Internet

Think then Click

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.

Kent Community Network

Advisory Service Kent
ASK
Learning Together

Kent County Council

Think then Click

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 accessible through c2k system.

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.