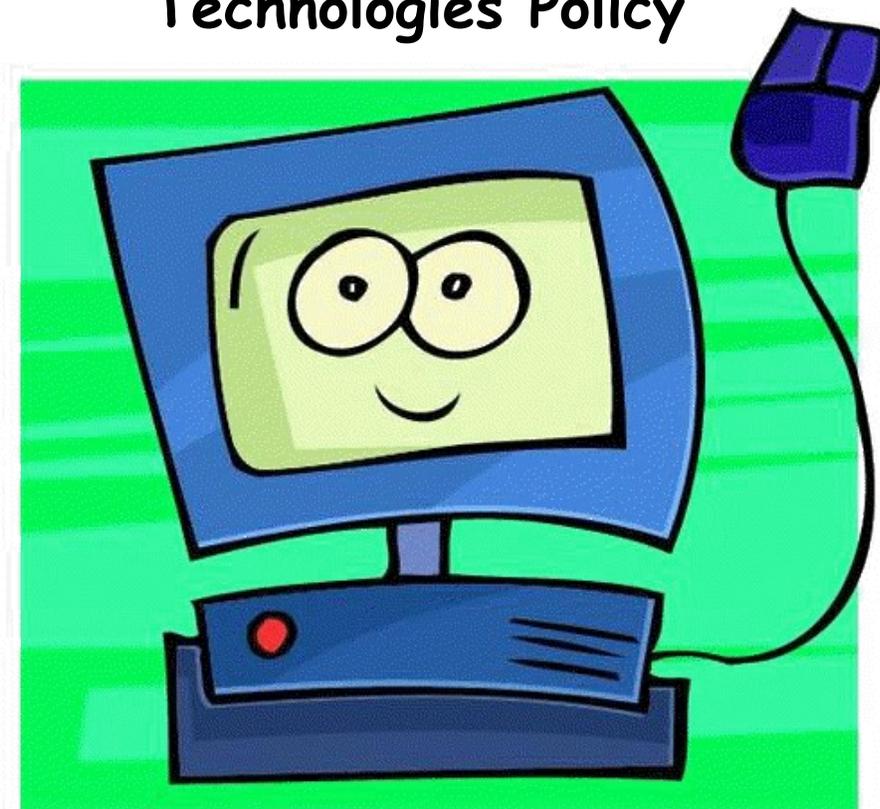


St. Mary's Primary and Nursery School

Acceptable use of 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

1. Introduction

In St. Mary's Primary and Nursery School we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. Our school provides children with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

The above circular states that:

"Used well, digital technologies are powerful, worthwhile educational tools; technical safeguards can partly protect users, but education in safe, effective practices is a key goal for schools."

This document sets out the policy and practices for the safe and effective use of the Internet in St. Mary's Primary and Nursery school. This policy has been drawn up by the staff of the school under the leadership of the ICT Co-ordinator.

This policy and its implementation will be reviewed annually.

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 Agreement for children and parents makes explicit to all users 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 brought onto school premises (such as mobile phones, 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 Agreement, particularly in the light of new developments in technology.

Code of Practice for Children

Children's access to the Internet is through a filtered service provided by c2K, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse. Parental permission is sought from parents on an annual basis before children access the Internet.

In addition, the following key measures have been adopted by St, Mary's Primary and Nursery School to ensure our children do not access any inappropriate material:

- ◇ The school's Code of Practice Agreement for use of the Internet and other digital technologies is made explicit to all children and is displayed prominently in all classrooms and the computer suite.
- ◇ Our Code of Practice Agreement is reviewed each school year and signed by parents.
- ◇ Children using the Internet will be working in highly-visible areas of the school.
- ◇ All online activity is for appropriate educational purposes and is supervised.
- ◇ Children will, where possible, use sites pre-selected by the teacher and appropriate to their age group.
- ◇ Children make use of the www.thinkuknow.co.uk website at Foundation Stage, Key stage one and key stage two.
- ◇ Children are only permitted to use the search engine 'google' which c2k have advised is the safest search engine.
- ◇ Children will be reminded regularly during weekly PDMU assemblies about the importance of keeping safe online and about cyber bullying.

It should be accepted, however, 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

Children are not permitted to bring mobile phones to school. In the event of children being in possession of a mobile phone, it will be removed by an adult in school immediately. It will then be sent to the office for safe keeping and it can only be returned on collection by a parent from the school office.

During school hours children are forbidden to play computer games or access social networking sites.

Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's discipline policy. Incidents will be dealt with by the Principal/ICT Co-ordinator 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:

- ◇ Children accessing the Internet should be supervised by an adult at all times.
- ◇ All children are aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with pupils.
- ◇ All children using the Internet have written permission from their parents.
- ◇ Recommended websites for each year group are available under Favourites. Any additional websites used by children should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age-appropriate.
- ◇ Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal/ICT Co-ordinator.
- ◇ 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.
- ◇ Staff are aware they must not engage in social networking sites with pupils and their parents.

- ◇ Staff review ICT policies and procedures regularly.
- ◇ 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 children will be taken with a school camera and images should be stored in the staff folder area on the school network, accessible only to teaching staff.
- ◇ School systems may not be used for unauthorised commercial transactions.

Internet Safety Awareness

In St. Mary's Primary and Nursery School we believe that, alongside having a written safety policy and Code of Practice Agreement, 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 children.

- **Internet Safety Awareness for children**

Rules for the Acceptable use of the Internet are discussed with all children and are prominently displayed in classrooms and in the computer suite. In addition, all children, make use of the 'think u know' website which informs children about Internet Safety Awareness using a range of online resources. Children also hear this message through weekly PDMU assemblies. The school take part each year in the Internet Safety Week and participate in the online activities.

- **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, learning support and supervisory assistants on a regular basis.

- **Internet Safety Awareness for parents**

The Code of Practice Agreement for children is sent home at the start of each school year for parental signature. Internet safety leaflets for parents and carers are also sent home annually. We hold regular ICT mornings for parents

where Internet safety is one of the issues addressed. Parents are also given a list of informative websites for their own research.

Health and Safety

St. Mary's Primary and Nursery School have attempted as far as possible to ensure a safe working environment for children and teachers using ICT resources, both in classrooms and in the computer suite, which has been designed in accordance with health and safety guidelines. All computers are properly set up and positioned to ensure correct posture. Children are supervised at all times when Interactive Whiteboards, internet, webcams are being used.

Digital and Video Images of Children

Parental permission is sought at the start of each school year to cover the use of photographs of children 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 promotes and provides up to date information about the school, as well as giving children an opportunity to showcase their work and other aspects of school life. In order to minimise risks of any images of children on the school website being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions;
- Names and images are kept separate - if a pupil is named their photograph is not used and vice-versa;
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about children or staff.

◆ Storage of images

Digital and video images of children are taken with school equipment. Images are stored in the staff folder area on the school network, accessible only to teaching staff. Photographs of children are removed when they leave the school.

Software Licensing

A range of legislation relates to both copyright and to intellectual property. St. Mary's Primary and Nursery School wishes to adhere to this legislation at all times so that we are not in breach of the law. In order to ensure this, all staff have agreed and adhere to the following:

- Ensure there is no breach of copyright or theft of the intellectual work of others, however published, including digital music, clip-art images and software in either digital teaching resources and/or pupil coursework/ homework.
- Ensure that any software used in school is properly licensed for the level of use intended.

Social Software

Chatrooms, blogs and other social networking sites are blocked by the c2K filters so children do not have access to them in the school environment. However, we regard the education of children on the safe and responsible use of social software as vitally important and this is addressed through our Internet Safety Education for children.

Cyberbullying

DEFINITION OF CYBER-BULLYING

Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend himself/herself.

By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation
- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, social networking sites
- Using e-mail to message others
- Hijacking/cloning e-mail accounts
- Making threatening, abusive, defamatory or humiliating remarks on LNI module areas.

Instances of cyber bullying of children or staff will be regarded as very serious offences and dealt with according to the school's discipline policy and child protection

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

Management Information Systems

St. Mary's Primary School is aware that storage and processing of personal data should be in line with Data Protection Act 1998. Data Protection legislation also applies to the school information management systems (SIMS).

❖ School e-portfolios

Schools holding E-portfolios for children and all learning environment facilities e.g. notice boards/chat rooms come under this legislation

❖ Computer misuse in schools:

addressed in school code of practice.

❖ Use of school systems for commercial purposes:

School systems may not be used for unauthorised commercial transactions.

Neither teachers nor children should use the ICT facilities for private financial gain or for commercial purposes. Systems must not be used to offer, provide, or purchase products or services unless prior approval to do so has been given.

This policy should be read along with The ICT Policy and Code of Practice Agreement.

The Internet Policy has been reviewed September 2012 and is due to be reviewed September 2013.

