**CARNAGHTS PRIMARY SCHOOL**

**E-SAFETY, ACCEPTABLE USE OF THE INTERNET &**

**DIGITAL TECHNOLOGIES POLICY 2019**

INTRODUCTION

Carnaghts Primary School encourages pupils to use the vast array of information resources available on the Internet. It is our belief that while no technical solution can completely guarantee the restriction of pupils to unwanted Internet material, we must address this issue through education and parental involvement. The Internet is provided for pupils to conduct research and communicate with others. The DENI Circular 2007/1 on Acceptable Use of the Internet and Digital Technologies in Schools 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.”*

The development and implementation of this 'E-Safety Policy’ takes into account guidance from DE Circulars 2013/25, 2016/26 and 2016/27, and along with good practice and parent/school contracts, address safe and effective use with respect to CONTENT, CONTACT, CONDUCT & COMMERCIAL RISKS.

This document sets out the policy and practices for the safe and effective use of the Internet in Carnaghts Primary school. The policy has been drawn up by the staff of the school under the leadership of the Principal and ICT Co-ordinator, Mrs L McKean. It has been approved by governors and circulated to all parents. The policy and its implementation will be reviewed annually. We want pupils to have the opportunity to avail of all the positive benefits that come from learning, exploring and connecting with each other on line. In Carnaghts PS, pupils ‘look back with pride’ in P7 regarding ICT work.

PUPIL ACCESS TO THE INTERNET AND DIGITAL TECHNOLOGIES.

Carnaghts Primary School encourages the pupils to use the information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the future employment of our pupils.

Access to the Internet will enable pupils to explore thousands of libraries, databases, museums and other sources of information and to exchange personal communication with other Internet users around the world. Access to the Internet will be via a special filtered educational web site provided by C2K appointed by DENI. While the purpose is to use Internet resources for constructive educational goals, there is always the unlikely possibility that pupils may find ways to access other materials. We believe that the benefits to pupils from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

In addition, to making use of technologies provided by the school, all staff and pupils must adhere to school policy on using personal equipment including phones. **Mobiles phones are not permitted to be brought to school by pupils and will be confiscated if found to be so.** The ICT Co-ordinator will monitor the effectiveness of our pupil agreement forms, particularly in the light of new developments in technology.

Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. As a school we are required under the ICT initiative to seek parental permission before children are allowed to use the Internet.

Therefore, we support and respect the right of each family to decide whether or not to apply for access.

MOBILE DIGITAL DEVICES (iPads)

Our piloting of the use of iPads has highlighted how mobile devices can be integrated into teaching and learning by capturing & collecting information, communicating & collaborating, critiquing in the form of peer editing of work and constructing & creating. Training for staff will be disseminated to parents regarding issues and concerns relating to the educational use of mobile devices.

SCHOOL PROCEDURES

Pupils are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature, general school rules for behaviour and communications apply.

The pupils are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

The following key measures have been adopted in Carnaghts Primary School to help ensure that our pupils are not exposed to unsuitable material:

* Children using the Internet will normally be working in the classroom, resource area during lesson time and will be supervised by an adult member of staff.
* Pupils should only use computers or access the Internet at lunchtime when given permission by lunchtime supervisor.
* Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
* Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan;
* Pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
* The school Agreement for Responsible Internet Use and Other Technologies will be posted near computer systems.
* E-safety and effective use of the Internet is embedded across teaching and learning in Carnaghts. This ensures all pupils have opportunities to discuss and develop their knowledge and understanding of e-safety relating to their conduct online, their contact with others and the content they access. Discussions and activities are supported by a number of selected programmes e.g. <http://www.kidsmart.org.uk/> and [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk) , at an age appropriate level.
* The ICT co-ordinator will monitor the effectiveness of internet access strategies and keeps informed and updated on issues relating to Internet safety by attending regular courses. This training is then disseminated to staff.
* The Principal and ICT Co-ordinator will ensure that the policy is implemented effectively;
* Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the EA, C2K and DENI.
* Digital and video images of pupils are taken with school equipment. Images are stored on pen drives which stay in each teacher’s classroom and do not leave the school building. These are accessible to teaching staff and classroom assistants. Photographs of pupils are deleted when they leave school. Hard copies are destroyed internally by shredding.
* Social networking sites are blocked by the C2K filters so pupils do not have access to them in the school environment.
* The use of mobile phones or personal ICT equipment by pupils is not permitted on the school premises during school hours, unless in exceptional circumstances pre-arranged by the Principal.

Due to the international scale and linked nature of information available via the Internet, it is not possible to fully guarantee that particular types of material will never appear on a computer screen. The school can not accept liability for material unlawfully accessed, or any consequences thereof.

The school has developed a set of guidelines for the use of the Internet and Digital Technologies by pupils. These rules are enclosed for your child and will be kept under constant review. We would advise these rules should be discussed with your child at home.
All members of staff are responsible for explaining the rules and their implications to pupils.

Cyber Bullying

Cyber bullying can take the following forms:

*Abusive e-mails that can include viruses or inappropriate content;*

*Threatening or abusive messages sent or shared through any chat room or social messaging network;*

*Abuse or harassment of someone using online multiplayer gaming sites;*

*Texts, video, photos or sexting using mobiles phones;*

*Abusive personal information in the form of posting of photos, personal content, untrue/fabricated comments/blogs, posting malicious/vexatious allegations or pretending to be someone online without that person’s permission.*

Sanctions

* Violation of the school rules will result in a temporary or permanent ban on Internet use.
* Additional disciplinary action may be added in line with existing school rules on inappropriate language or behaviour.
* Parents of those suspected of cyber bullying will be informed.
* Where applicable, police or local authorities may be involved.
* The Chair of Governors, EA and Police will be informed if cyber bullying is against a member of staff.

Reporting & Recording

An important element of our ‘Agreement for Responsible Internet Use and Digital Technologies’ is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable or become aware of any misuse of digital technologies. 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.

The Principal can request an Internet Usage Report for any pupil or member of staff using the core C2k EnNI service.

The school would assure pupils and parents that if a child innocently and unintentionally accesses inappropriate material and immediately reports this to a teacher, then provided the teacher is satisfied the material was not accessed intentionally, the child will not be subject to the sanctions mentioned above.

In line with DE Circular 2016/27, an **Online Safety Risk Register** will be maintained by the ICT coordinator regarding breaches/potential breaches of E-safety.

INFORMATION FOR TEACHERS

An important educational goal for all staff in Carnaghts Primary School, is to ensure all users of the Internet and Digital Technologies are taught and learn to use these facilities effectively, appropriately and appreciate why the rules exist. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

1. All children using the Internet in school must have written permission from their parents.
2. Do not disclose your password or login name to anyone other than the persons responsible for running and maintaining the system.
3. Do not give the personal addresses, telephone numbers or fax numbers of any adult working at the school or any children at the school.
4. Discuss with your children the rules for Acceptable Use of the Internet. Ensure that children are aware of the risks and know what to do if they come across inappropriate content.
5. Do not download, use, or upload any material, which is copyright. Always seek permission from the owner, before using any material from the Internet. If in doubt, or you cannot obtain permission, do not use the material.
6. Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate sexual content.
7. Any web sites to be visited in a lesson by the children must have been thoroughly checked in their entirety by a member of staff. These sites should be vetted regularly to check for unsuitable alterations. If at all unsure, the site should not be used.
8. Always respect the privacy of files of other users. Do not enter the file areas of other staff without their express permission.
9. 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.
10. 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.
11. Arrange for suitable monitoring of the children in your class by an adult.
12. Photographs of pupils should be taken with a school camera or i-Pad and images should be stored on a memory pen given to each class teacher, accessible only to teachers and classroom assistants. This memory pen should be kept in school at all times and be password protected were possible.
13. School systems may not be used for unauthorised commercial transactions.
14. Ensure that all children have followed the correct procedures:
* *Before starting the session, they should be aware of exactly what is expected and which sites they are visiting. Aimless surfing should never be allowed.*
* *During each session, they should be monitored closely and only allowed to visit the sites identified by the teacher*
* *On completion of the session they should shut down the system correctly.*
1. Report any incident which seriously breaches the Acceptable Rules Policy immediately to the I.C.T. Co-ordinator / Principal.
2. It is strongly advised that staff should not use personal e-mail accounts for school business.

**INFORMATION FOR PARENTS**

At home we encourage the importance of involving child/ren when thinking about safe and secure use of the Internet and Digital Technologies for your family. When devising your own code of Internet use with child/ren, make sure that the code is appropriate for their individual ages and levels of maturity.

The following guidance has been given by Carnaghts Primary School to help make the Internet Safer for your child. It is recommended that:

1. A home computer, with Internet access should be situated in a location where parents can monitor access.
2. Parents and children decide together when, how long, and what comprises appropriate use.
3. Parents discuss with their children the school rules for using the Internet and implement these at home.
4. Parents get to know the sites their children visit, and talk to them about what they are learning.
5. Parents consider using appropriate Internet filtering software for blocking access to unsavoury materials.
6. Parents ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet or other digital technologies, 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.
7. Parents encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell 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.

It is not recommended that any child under 16 should be given unmonitored access to newsgroups, game time with friends or chat facilities.

Parents are informed in writing of the school policy on E-safety acceptable use of the Internet and Digital Technologies, and asked to give permission for their child/ren to use the Internet for the duration of their child’s attendance at Carnaghts Primary School.

Year 4 to year 7 pupils are also required to sign an undertaking agreeing to their proper use of the Internet and other technology during their time at Carnaghts Primary School (parents sign form for P1-3).

**Further free advice for parents is available from the following sources:**

<http://www.parentscentre.gov.uk/usingcomputersandtheinternet/>

<http://www.childnet-int.org/kia/parents/>

<http://www.kidsmart.org.uk/>

<http://www.nch.org.uk/information/index.php?i=209>

www.childnet.com

HEALTH AND SAFETY

Carnaghts PS have attempted, so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources, both in classrooms and in the ICT area, 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 in school. Risk assessments are in place regarding use of electrical equipment.

**DIGITAL AND VIDEO IMAGES OF PUPILS**

The use of photographs can promote learning in all aspects of school life. At various times throughout the academic year photographs of your child may be taken. Here is some information about how we use photographs.

Parental permission is sought when each child starts Carnaghts PS to cover the use of photographs of pupils on the school website, on social media, in the local press, in school publications, on display boards or for classroom use etc. within school. Written permission must be obtained from parent/carer.

Photographs/ video images of children will be removed when they leave school.

No adult will take photographs of children in school with prior consent or knowledge of the Principal or ICT coordinator. Staff must check use of images summary sheet before allowing local press to photograph any child at events.

**Can parents and Guardians take photographs at events in school?**

We want parents and guardians to have a record of their child’s life in school. However, we ask that you be very careful and exercise wisdom.

* If you photograph your own child only and use the picture in an album or website for home purposes, that’s fine.
* If you photograph other children directly or intentionally, technically, you should have the consent of everyone in the picture (as this involves children, that would mean parental consent) to do so. Problems could arise if such consent was not obtained and the photographs were published publicly or put on social media websites. In such instances, if challenged, the photographer could be held personally accountable.

As with comments and conversations posted on social media, the publisher can be held accountable in a court of law.

**Disclaimer**

This information is in no way intended to be, nor should be interpreted as, definitive legal advice. It is intended, however, to make you aware of some instances where the issue of consent and publication could be challenged.

SCHOOL WEBSITE

Our school web site is intended to:

* provide accurate, up-to-date information about our school;
* celebrate good work;
* provide pupils with the opportunity to showcase their work on the internet;
* promote the school and aspects of school life.

Parents’ permission will be needed before a child’s image can be published on the Internet. Conditions of use on our school website

* 1. The school will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image or video or scanned piece of work. General labels and captions will apply.
	2. The school will not include personal e-mail, postal addresses or telephone numbers of any pupil or staff member.
	3. The school will only use images of pupils who are wearing school uniform or the appropriate costume/kit relating to the activity being photographed.

The ICT co-ordinator and other members of staff are responsible for up-loading pages to the school web site, ensuring that the links work and are up-to-date.

The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils’ full names or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

School website address: [www.carnaghtsps.weebly.com](http://www.carnaghtsps.weebly.com)

Updated December 2018

**Policy Review**

The Acceptable use of the Internet and Digital Technologies Policy will be revised and updated regularly to take account of changing technologies and methods of Internet access.