Mercy Primary School

Acceptable Use of the Internet & Digital Technology E-Safety Policy

February 2014

<u>**Mercy Vision**</u>

"Mercy Primary School is a caring community where every child is valued and respected in an environment which embraces diversity, nurtures talents and celebrates the achievements of all".

This policy is based on and complies with DENI Circular 2007/1 on Acceptable Use of the Internet and digital Technologies in Schools

Introduction

In Mercy Primary School we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform learning and teaching when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. This 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 in a safe, responsible manner.

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 safe and effective use of the internet in Mercy Primary School. The policy has been drawn up by the Vice-Principal (ICT Coordinator) under the leadership of the Principal, with valuable input from the staff.
It has been approved by governors and is made available to all parents.
The policy and its implementation will be reviewed bi-annually.

<u>**ICT Vision**</u>

Mercy Primary School fully acknowledges the role of ICT, digital and multimedia technology in enhancing learning & teaching and empowering learners.

In Mercy Primary School, we believe that:

- ICT is embedded throughout the curriculum and as such supports the raising of standards in literacy and numeracy.
- ICT practice should build upon pupils' prior knowledge and provide opportunities for pupils to develop as independent and collaborative learners commensurate with their age and abilities.
- There is a need for balance between the development of ICT skills and the application of these skills to the curriculum.
- The ICT curriculum is well planned and co-ordinated across the areas of learning demonstrating suitable progression.
- ICT supports the thinking skills & personal capabilities framework within the Revised Curriculum and enables pupils to plan, do and review their work.

Code of Safe Practice

When using the internet, e-mail 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 Mercy Primary School 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 PC's, laptops, digital video equipment and i-pads/tablets. It should also be noted that the use of devices owned personally by staff and *pupils but brought onto school premises – Bring Your Own Device, BYOD (such as mobile phones, camera phones, i-pads, tablets) 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.

*Personal Devices

Pupils are prohibited from bringing personal devices into school.

Code of Practice for Pupils

Pupil access to the Internet is through a filtered service provided by C2K/My School (**see appendix 1**), 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 pupils access the Internet. Both parties sign this ICT Code of Practice Agreement and copies of these are held on file by the ICT Co-ordinator. **(appendix 2)**

In addition, the following key measures have been adopted by Mercy PS 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 is reviewed each school year and 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, however, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor C2K/My School 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. (See Mobile Phone Policy)

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/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:

- 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 are 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 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/My School 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 on a centralised area on the school network, accessible only to teaching staff.
- School systems may not be used for unauthorised commercial transactions.

Internet Safety Awareness

In Mercy PS 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.

What are the Dangers?

The Internet is 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.

Key Concerns are:

Potential Contact

Children may come into contact with someone on-line who may wish to harm them. Some adults use chat rooms or e-mail to communicate with children for inappropriate reasons

Children need to be taught:
- That people are not always who they say they are.
- That "Stranger Danger" applies to the people they encounter through the Internet.
- That they should never give out personal details or
- That they should never meet alone anyone contacted via the Internet

Inappropriate Content
- Through the Internet there are unsuitable materials in many varieties. Anyone can post material on the Internet.
- Some material is published for an adult audience and is unsuitable for children e.g. materials with a sexual content.
- Materials may express extreme views. E.g. some use the web to publish information on weapons, crime and racism which would be restricted elsewhere.
- Materials may contain misleading and inaccurate information. E.g. some use the web to promote activities which are harmful such as anorexia or bulimia.

Children need to be taught:
- That information on the Internet is not always accurate or true.
- To question the source of information.
- How to respond to unsuitable materials or requests and that they should tell a teacher/adult immediately.

Excessive Commercialism
The Internet is a powerful vehicle for advertising. In visiting websites children have easy access to advertising which is very persuasive.

Children should be taught:
- Not to fill out forms with a lot of personal details.
- Not to use an adult's credit card number to order online products.

If children are to use the Internet in places other than at school e.g. – libraries, clubs and at home,

they need to be educated about how to behave on-line and to discuss problems.

There are no totally effective solutions to problems of Internet safety. Teachers, pupils and parents must be vigilant.

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 a structured programme of Internet Safety Awareness using a range of online resources. Eg. CEOP, Think You Know programmes

Internet Safety Awareness for staff

The ICT Co-ordinator keeps 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.

Points for Teachers to Consider
Internet use should be planned, task orientated and educational within a regulated and managed environment.
Supervision is the key strategy. Children should have a teacher or classroom assistant present when using the Internet. Computers should be positioned so that it is possible for adults to see materials on screen.

Children should know why they are using the Internet. Teach children to use the Internet in response to a need. E.g. to answer a question which has arisen from work in class.

Search engines require careful use and planning/supervision. Children can be bombarded with information and yet fail to find the material they need.

Children do not need thousands of website addresses. A small appropriate choice is much more effective.

Individual e-mail addresses may not be considered appropriate for younger children. Class or project e-mail addresses may be used. All incoming and outgoing mail should be checked.

Discuss with pupils the rules for responsible Internet use. It is not enough to protect children from materials, we must teach them to become Internet Wise. Children need to learn to recognise and avoid the risks. Children need to know what to do if they come across inappropriate material or if they are approached by a stranger. Be informed – read about e-safety e.g. – Becta materials: http://schools.becta.org.uk

Internet Safety Awareness for parents

The Internet Safety Policy is available for parents by request and is also posted on the school website. The Code of practice for pupils is sent home at the start of each school year for parental signature. Internet safety leaflets for parents and carers are also sent home bi-annually.

Points for Parents to Consider
It is important to promote Internet Safety in the home and to monitor Internet use.
Keep the computer in a communal area of the home.

- Ask children how the computer works.

- Monitor on-line time and be aware of excessive hours spent on the Internet.

- Take an interest in what children are doing. Discuss with the children what they are seeing and using on the Internet.

- Advise children to take care and to use the Internet in a sensible and responsible manner. Know the SMART tips. (see appendix 2)

- Discuss the fact that there are websites which are unsuitable.

- Discuss how children should respond to unsuitable materials or requests.

- Remind children never to give out personal information on the Internet.

- Remind children that people on line may not be who they say they are.

- Be vigilant. Ensure that children do not arrange to meet someone they meet on line.
  - Be aware that children may be using the Internet in places other than in their own home or at school.

Community Use of School ICT Resources

The school's ICT facilities are sometimes used as a community resource under the Extended Schools programme. Users are issued with separate usernames and passwords by C2K. They must also 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.

Health and Safety

Mercy PS have 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, Digital Projectors and i-pads are being used. (See ICT Health and Safety policy)

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 the local press and for displays etc within school and written permission must be obtained from the parent/carer.

School Website
Our school website promotes and provides up to date information about the school, as well as giving 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 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 pupils or staff.
- Website links selected by teachers may be put on the website for pupils to access outside of school – sites will be previewed and checked regularly.

- Parents'/Carers' permission will be sought to publish pupils work and/or photographs. These will only be published subject to the strict safeguards above.

Storage of images
- Digital and video images of pupils are, where possible, taken with school equipment. Images are stored on a centralised area on the school network, accessible only to teaching staff. Photographs of pupils are removed when they leave the school.

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/i-pads should be reported to a member of staff immediately.

All reasonable and appropriate steps have been taken to protect pupils. The school recognises that despite employing safety procedures, in some circumstances, the Internet may give children access to undesirable information or images.

Children are regularly reminded that should they encounter inappropriate material on line they must immediately
- Leave that website

- Inform an adult

Should a child or teacher encounter unsuitable material through the managed service, this will be reported to C2k via the C2k helpdesk number.

Policy Review

Internet technology and school use of resources will develop and change with time. It is our intention to revise and up-date our Internet Safety Policy as appropriate and where necessary.

Review: 2016

Before using MY-SCHOOL and its associated online services you need to understand and agree to the following:

1. Do not share your password with anyone or log on as someone else.

2. You must not upload, save or share any illegal, obscene, defamatory or offensive material either through MY-SCHOOL or by email.

3. All online contact with other pupils and adults must be polite and sensible. It must not be offensive or racist.

4. You must never harass or cause distress to others. Where such use of MY-SCHOOL is reported, C2k will make best efforts to remove such material pending investigation of the matter. Where appropriate, disciplinary action may be taken against the user concerned to reduce or remove MY-SCHOOL access privileges and a report submitted to the proper authority.

5. Commercial content, provided under licence via MY-SCHOOL has its own Terms and Conditions. You must comply with all such regulations. If you intend to use content in ways other than those expressly permitted you must obtain prior permission from its owner(s). Copyright infringement is a criminal offence.

6. Content within MY-SCHOOL may contain hyperlinks to external resources. C2k is not responsible and shall not be liable for the availability, nature or use of any external content or the policies of linked websites.

7. Personal information about any living person must not be published through MY-SCHOOL or the associated services without express prior permission from the person concerned.

8. Names, images and logos identifying C2k/ MY-SCHOOL or third parties and their products and services are subject to copyright, design rights and trademarks and may not be copied or used without permission. All Rights Reserved.

9. All pupils participating in a video or web conferencing session must have the written parental consent in compliance with the image management section of the school's child protection and data protection policies.

10. Adults should be notified prior to the start of a video or web conferencing session that the session may/will be recorded. By joining a session a participant is accepting these conditions unless they advise the meeting organiser in advance.

11. Video or web conferencing sessions should be terminated once the session has ended and a device secured if left unattended during the session.

12. Online course room tutors should ensure that learner and guest accounts are used appropriately. Supervision of course rooms is the responsibility of the course room tutor(s).

13. C2k is committed to safeguarding each user's privacy online. Notwithstanding, you are notified that Course room tutors may track usage of their course material and that C2k may monitor usage to maintain system integrity and to ensure that the system is used legally. Monitoring, however, cannot be guaranteed in all circumstances.

14. C2k supports the rights of copyright owners and does not tolerate reckless or deliberate copyright infringement. Copyright material of third parties must not be used without specific authorisation. Copying material to a hard disk or removable disk, printing, distributing or sharing copyright material by electronic means may give rise to personal liability, despite the belief that the use of such material was permitted.

15. By using MY-SCHOOL and its associated services you are considered as understanding and agreeing to the terms published here (and any revisions/additions as C2k may post to these Terms & Conditions at any time).

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19th September 2014

Dear Parents/Guardians

Responsible Use of the Internet

In Mercy Primary School pupils have the opportunity to access the Internet. We are currently updating our records to ensure that permission has been given for your child to have supervised access to the Internet in School.

There have been widely publicised concerns about pupils having access to undesirable materials when they use the Internet. Mindful of this, we have taken steps to deal with this.

We obtain our Internet access from C2K who operate a filtering system to block access to inappropriate materials and websites. All computer screens will be in public view and children will be supervised when using the Internet.

No system is perfect, however, and you should be aware that it is not possible to remove entirely the risk of finding unsuitable material. We have set out rules that all pupils are expected to follow. I would ask you to read through these rules and discuss them with your daughter and return the signed form to the class teacher at school.

Yours sincerely

Mrs E Loughran

Principal

Mercy Primary School

Use of Internet – Pupil/School Agreement

At Mercy we expect all pupils to be responsible for their own behaviour on the Internet, just as they are elsewhere in the school. This includes materials they choose to access and the language they use. The rules outlined below will keep pupils safe when using the Internet. Please read them carefully.

Using the Computers/Laptops

- I will only access the computer system with the username and password I have been given;
- I will not access other people's files
- I will not bring in CD's from outside school and try to use them on the school computers

Using the Internet

- I will ask permission from my teacher before using the internet;
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
- I understand that the school may check my computer/i-pad files and may monitor the Internet sites I visit;
- Copyright laws must be respected. Pupils should ask permission before downloading or printing information from the internet.

Using E-Mail

- I will not complete and send e-mails without permission from my teacher;
- I will not give my full name, my home address or telephone number when completing e-mails;
- I will immediately report any unpleasant messages sent to me;
- I will only e-mail people I know, or who my teacher has approved;
- The messages I send will be polite and responsible;
- I understand that the e-mail messages I send or receive may be read by others.

Pupil:

As a school user of the Internet, I agree to follow the school rules on its use. I will use the Internet in a responsible way and observe all the restrictions explained to me by the school.

Pupil's Name: 	Class: ....

Parent:

As a parent or legal guardian of the pupil named above, I understand that pupils will be accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter to follow when selecting, sharing and exploring information and media.

Parent Signature: 	Date: ....

Are you SMART on the internet?

At Mercy Primary School we follow the SMART rules when we use the internet to help to keep ourselves safe.

Read about what they are and maybe you could even download a poster and stick it next to your computer so **everyone** knows how to stay safe online!
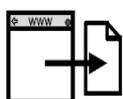
SAFE — Keep safe by being careful not to give out personal information – such as your name, email, phone number, home address, or school name – to people who you don't trust online.

MEETING — Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.
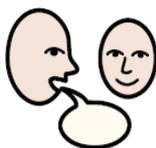
ACCEPTING — Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

RELIABLE — Someone online may be lying about who they are, and information you find on the internet may not be reliable.

TELL — Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried. You can report online abuse to the police at: www.thinkuknow.co.uk.