

St Joseph's Primary School Slate Street



**ACCEPTABLE USE OF THE INTERNET  
AND DIGITAL TECHNOLOGIES  
Policy**

## ACCEPTABLE USE OF THE INTERNET AND DIGITAL TECHNOLOGIES

Through embracing Catholic values, in an atmosphere of inclusivity and care, St. Joseph's is committed to outstanding practice in teaching and learning as the gateway to success, personal and community development.

St. Joseph's Primary School is steeped in the Catholic value system which nurtures and develops the unique giftedness of each child and empowers them to reach their potential. It embraces outstanding teaching and learning as a force for positive change and works in partnership with families to develop a community of learning with the child at the centre of a circle of love.

The school takes seriously the values addressed in Circular 2016/27-

"The Circular provides a set of guiding principles for keeping pupils and the wider school community safe online and for prioritising online safety within the school's preventative education curriculum and overall Safeguarding Policy".

### Introduction

In St. Joseph's PS 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 21<sup>st</sup> 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.

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. Joseph's Primary school. The policy has been drawn up by the staff of the school under the leadership of the Principal/ICT Co-ordinator.

CCEA currently state that in Northern Ireland we want to ensure our learners become:

- Digital Citizens- with the skills that will enable them to take part in digital aspects of society, safety and without hindrance

The policy and its implementation will be reviewed annually.

## 1. 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. Joseph's PS 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, camera phones, Personal digital assistants (PDAs)) 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 Safe 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. 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. Joseph's 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 must be aware of how and whom to report a problem
- Pupils at all times use own usernames

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 are handed in at the school office on arrival at school in the morning and they are collected again at home time. (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.
- A book detailing any untoward incidents will be recorded and stored by the Principal and OR DT/DTT.

## **Code of practice for staff:**

Staff have agreed to the following Code of Safe Practice and netiquette:

- 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
- All pupils using the Internet have written permission from their parents
- Recommended websites for each year group are shared amongst teaching staff. 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 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
- Photographs put on to school website should not be linked to pupil Christian names
- School systems may not be used for unauthorised commercial transactions

## **2. Internet Safety Awareness**

In St. Joseph's 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.

### **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. All pupils participate in internet safety and this is discussed in assembly

### **Internet Safety Awareness for staff**

The ICT Co-ordinator keeps informed and updated on issues relating to Internet Safety and disseminates information to staff.

Staff are aware of the following statements from the circular:

- **Content risks:** The child or young person is exposed to harmful materials.
- **Contact risks:** The child or young person participates in adult-initiated online activity and/or is at risk of grooming.
- **Conduct risks:** The child or young person is a perpetrator or subject to bullying behaviour in peer-to-peer exchange and/or is at risk of bullying, entrapment and/or blackmail.
- **Commercial risks:** The child or young person is exposed to inappropriate commercial advertising, marketing schemes or hidden costs/fraud.

### **Internet Safety Awareness for parents**

The Internet Safety Policy and Code of practice for pupils is sent home at the start of each school year for parental signature.

### **Community Use of School ICT Resources**

If the school's ICT facilities are used as a community resource under the Extended Schools programme users 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.

## **3. Health and Safety**

St. Joseph's PS have attempted, on 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.

#### **4. Digital and Video Images of Pupils**

Parental permission is sought annually at the start of each academic 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 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.

#### **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.

#### **5. 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.

## **6. Removable devices**

The purpose of this policy is to protect the integrity of the data resides within the St. Joseph's Primary School. This policy intends to:

- Portable USB-based memory pens, also known as flash devices, thumb drives, jump drives or key drives are password protected and cannot be unauthorised assessed.