**St. Patrick’s Primary School, Legamaddy**

**ONLINE SAFETY POLICY**

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ICT Coordinator**

**ONLINE SAFETY POLICY**

1. Rationale

Boards of Governors have a duty to:

• Safeguard and promote the welfare of pupils (Article 17 of the Education and Libraries N. I. Order 2003).

• Determine the measures to be taken at a school to protect pupils from abuse (Article 18 of the Education and Libraries N.I. Order 2003).

In the exercise of those duties, Boards of Governors must ensure that their schools have a policy on the safe, healthy, acceptable and effective use of the Internet and other digital technology tools. They must also actively promote safe and acceptable working practices for all staff and pupils: these will serve to reassure parents and guardians.

***What is E-Safety?***

E-Safety is short for electronic safety. It highlights the responsibility of the school, staff, governors and parents to mitigate risk through reasonable planning and actions. E-Safety covers not only Internet technologies but also electronic communications via mobile phones, games consoles and wireless technology. E-Safety in the school context is:

• Concerned with safeguarding children and young people in the digital world; emphasises learning to understand and use technologies in a positive way;
• Less about restriction and focuses on education about the risks as well as the benefits so that users feel confident online;
• Concerned with supporting pupils to develop safer online behaviours both in and out of school;
• Concerned with helping pupils recognise unsafe situations and how to respond appropriately.

The rapidly changing nature of the Internet and new technologies means that e-Safety is an ever growing and changing area of interest and concern. This Online Safety policy reflects this by keeping abreast of the changes taking place. The school has a duty of care to enable pupils to use on-line systems safely. This e-Safety policy contains aspects in relation to use of the internet, use of mobile phones and use of digital/photographic images of children. It is largely based on DENI Circular 2007/1 “Acceptable Use of the Internet and Digital Technologies in Schools”, DENI Circular 2011/22 “Internet Safety” and DENI Circular 2013/25 “e-Safety Guidance”. It should also be read in conjunction with the School’s Safeguarding Policies.

ICT is a compulsory element of the NI Curriculum and schools must ensure acquisition and development by pupils of these skills. 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 pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them.

The DENI circular 2007/01 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 and digital technologies in St. Patrick’s Legamaddy, Primary School. We aim to develop systems of safety awareness, so that users can easily adapt their behaviours and become responsible users of any new technologies. The policy has been drawn up by the staff of the school under the leadership of Mrs Mc Dowell (Principal) and ICT Co-ordinator (Miss Nugent). It has been approved by the Board of Governors and is available to all parents via the school website and as a hard copy, if requested. The policy and its implementation will be reviewed annually.

**Internet Services**

***Connectivity and Filtering***

Internet access is filtered for all users. The school has 1 internet system and illegal content is filtered by this provider.

***C2k***

Classroom 2000 (C2k) is the project responsible for the provision of an information and communications technology (ICT) managed service to all schools in Northern Ireland. It provides a safety service which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse. Some of these safety services include:

• Providing all users with a unique user names and passwords
• Tracking and recording all online activity using the unique user names and passwords
• Scanning all C2k email and attachments for inappropriate content and viruses

***Filters access to web sites***

• Providing appropriate curriculum software. Should the school decide to access online services through service providers other than C2k then we will ensure that effective firewalls, filtering and software monitoring mechanisms are in place.

***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. We have a Code of Safe Practice for staff (Appendix 1) containing e-Safety Rules which 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, iPads 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) is subject to the same requirements as technology provided by the school.

The ICT Co-ordinator and the Senior Management Team will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

***Code of Safe Practice for Pupils***

A parental/carer consent letter (Appendix 2) accompanied by the Online Safety Rules, is sent out annually to parents/carers at the beginning of the school year and for any child in Years 1 – 7 who joins the school throughout the school year. This consent must be obtained before the pupil accesses the internet.

In addition, the following key measures have been adopted by St. Patrick’s Legamaddy Primary School to ensure our pupils do not access any inappropriate material:

• The school’s e-Safety code of practice for Use of the Internet and other digital technologies is made explicit to all pupils and e-Safety guidelines are displayed prominently throughout the school;
• E-safety guidelines are displayed prominently throughout the school;
• 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 Years 1 -7 are educated in the safe and effective use of the Internet, through the E-Safety Lessons and a number of selected websites;
• Pupils will not access social networking sites in school.

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. The use of mobile phones by pupils is not permitted on the school premises.

***Pupil Sanctions***

Incidents of technology misuse which arise will be dealt with in accordance with the school’s Discipline/ Positive Behaviour Policy. Minor incidents will be dealt with by class teachers along with Miss Nugent and Mrs McDowell and may result in a temporary or permanent ban on Internet use.

Incidents involving child protection issues will be dealt with in accordance with the school’s Child Protection Policy.

***Code of Practice for Staff***

The following Code of Safe Practice has been agreed with staff:

• Pupils accessing the Internet should be supervised by an adult at all times.
• Staff will make pupils 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.
• 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/ class iPad and images should be stored on a centralised area on the school network, accessible only to teaching staff or under supervision for pupil work.
• School systems may not be used for unauthorised commercial transactions.

***Internet Safety Awareness***

In St. Patrick’s Legamaddy, we believe that, alongside having a written Online 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 both inside and outside the school. 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. E-safety awareness will be fully embedded in all aspects of the curriculum.

***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 are made aware and discuss Internet Safety through structured lessons using a range of on line resources e.g. ThinkUKnow, Child Exploitation and Online Protection (CEOP), KidSMART. All children in the school are taught a range of 6 lessons over the course of a year on E-Safety.

***Internet Safety Awareness for staff***

The ICT Co-ordinator keeps informed and updated on issues relating to Internet Safety. All teaching staff, classroom assistants and supervisory assistants are in turn made aware of the Departments policy and strategy on ICT use in teaching and learning and updated in relation to relevant changes.

The Child Exploitation and Online Protection Centre (CEOP) run regular one-day courses for teachers in Northern Ireland. Teachers can download lesson plans, teaching activities and pupils' worksheets by registering with the Thinkuknow website.

***Internet Safety Awareness for Parents***

The Online Safety Policy and Online Safety Rules for pupils is sent home at the start of each school year for parental and pupil signature. Miss Nugent organises Internet Safety workshops and talks Internet Safety, usually delivered by PSNI for the children and their parents.

***Health and Safety***

In St. Patrick’s Legamaddy Primary School, we have attempted, in so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources in classrooms which has been designed in accordance with health and safety guidelines. Pupils are supervised at all times when iPads, Interactive Whiteboards and Digital Projectors are being used. Guidance is also issued to pupils in relation to the safe use of computers, interactive whiteboard and projectors. Such guidance includes advice concerning correct posture, positioning of screens, ensuring pupils do not stare directly into the beam of a projector etc. We are also mindful of certain medical conditions which may be affected by use of such equipment e.g. photosensitive epilepsy.

***Risk Assessments***

Life in the 21st century presents dangers including violence, racism and exploitation from which pupils need to be protected. The school, through c2K / Capita and to the best of its knowledge, has considered all new technologies wisely to ensure that it is fully aware of and can mitigate against the potential risks involved with their use. In doing so, pupils are informed of what to do if they come across inappropriate material on line.

***Use of Mobile Phones***

Most modern mobile phones have internet connectivity but in St. Patrick’s Legamaddy, no mobile phone or personal device are connected through our school WIFI system.

***Digital and Video Images***

Parental permission is gained when publishing images and videos on the website or other publications. Images are stored on a centralised area on the school network or individual teacher / class ipad.

***Wireless Networks***

The Health Protection Agency has advised that there is no consistent evidence of health effects from radio frequency exposures below guideline levels and therefore no reason why schools and others should not use WiFi (Wireless Fidelity) equipment. Further information on WiFi equipment is available at the Health Protection Agency website.

***School Web Site***

The school web site <http://stpatrickspslegamaddy.com> promotes and provides up to date information about the school as well as is used to celebrate pupils' achievements. Editorial guidance will ensure that the Web site reflects the school's ethos that information is accurate and well-presented and that personal security is not compromised. Each teacher ensures common values and quality control. As the school's Web site can be accessed by anyone on the Internet, the school has to be very careful to safeguard the interests of its pupils and staff. The following rules apply.

• The point of contact on the Web site should be the school address, school email and telephone number. Staff or pupils' home information will not be published.
• Web site photographs that include pupils will be selected carefully. Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site (see Digital Images policy section).
• Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
• The Principal or ICT Coordinator will take overall editorial responsibility and ensure that content is accurate and appropriate.
• The Web site should comply with the school's guidelines for publications.
• The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

***Cyber Bullying***

All staff at St. Patrick’s Legamaddy are aware that pupils may be subject to cyber bullying via electronic methods of communication both in and out of school. This form of bullying is addressed within our school’s Anti-Bullying Policy, Pastoral Care Policy as well as the e-Safety /Internet Policy.

Cyber Bullying can take many different forms and guises including:
• **Email** – Nasty or abusive emails which may include viruses or inappropriate content.
• **Instant Messaging (IM) and Chat Rooms**- Potential to transmit threatening or abusive messages perhaps using a compromised or alias identity.
• **Social Networking Sites** – Typically includes the posting or publication of nasty or upsetting comments on another user’s profile.
• **Online Gaming** – Abuse or harassment of someone using online multi-player gaming sites.
• **Mobile Phones** – Examples can include abusive texts, video or photo messages.
• **Abusing Personal Information** – May include the posting of photos, personal information, fake comments and blogs or pretending to being someone online without that person’s permission.

Whilst cyber-bullying may appear to provide anonymity for the bully, most messages can be traced back to their creator and pupils should be reminded that cyber-bullying can constitute a criminal offence. While there is no specific legislation for cyberbullying, the following legislation covers different elements of cyber-bullying behaviour:
• Protection from Harassment (NI) Order 1997
• Malicious Communications (NI) Order 1988
• The Communications Act 2003

At St. Patrick’s Legamaddy Primary School, pupils are encouraged to report incidents of cyber-bullying to their parents and the school. If appropriate the PSNI may be informed to ensure that the matter is properly addressed and the behaviour ceases. The school will keep records of all cyber- bullying.

***Social Media***

This is a generic term for community networks, chatrooms, instant messenger systems, online journals, social networks and blogs (personal web journals). Social environments enable any community to share resources and ideas amongst users. Such software allows users to exchange resources, ideas, pictures and video. The majority of activity in these on-line social sites usually causes no concern. C2k and iTeach filters out these social networking sites and blocks attempts to circumvent their filters leaving it relatively safe in the school environment. Concerns in relation to inappropriate activities would tend to come from use outside the school environment. 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. Appropriate information and indeed education will also be provided for our parents. 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.

***Monitoring and Evaluation***

The policy will be reviewed and amended in light of updated technologies or new DE Guidance.

**ICT Code of Safe Practice for Staff (Appendix 1)**

**eSafety Rules**

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 Mrs McDowell (Principal) or Miss Nugent (ICT Coordinator).

• I will only use the school’s email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed ‘reasonable’ by the Principal or Board of Governors.

• 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/parents.

• 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 Miss Nugent / Mrs McDowell

• 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 the ICT Coordinator or 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.

***User Signature***

I agree to follow this code of practice and to support the safe and secure use of ICT throughout St. Patrick’s Legamaddy.

Signature …….………………….…………………………………………………. Date ……………………………….…………

**Pupils**

**The school computers are installed with Internet access to help our learning. These rules help us to be fair to others and keep everyone safe.**

**General Rules**

• **I am responsible for my own behaviour on the computer, just as I am anywhere else in school. I will follow my class and the school rules.**

• **I will respect the hardware and software that is available to me.**

• **I will respect the work of others.**

• **I will use only my own network login and password, which is secret.**

• **I will only use computers for schoolwork and home learning unless permission has been granted.**

• **Personal printing is not allowed on our network for cost reasons.**

• **I will use a password**

• **I understand that I must never give my name, home address or phone number,**

**school name, address or phone number, or email address, or arrange to meet someone.**

• **I will only look at or delete my own files.**

• **I will not access other people’s files unless permission has been given.**

• **I will not bring in media or disk from home or outside school for use in school.**

• **I will not use storage devices unless permission has been given.**

• **I will not play computer games unless specifically assigned by the teacher.**

• **I will get the teacher, parent or carer to check the content if I create my own website.**

• **If I need help I know who to ask.**

• **If I see anything on the Internet or in an e-mail that makes me uncomfortable, unhappy or something I do not like, I will tell a teacher immediately.**

• **I know that I can go to www.thinkuknow.co.uk for help.**

**Internet use**

• **I will ask permission from my teacher before using the Internet and will only**

**access those services I have been given permission to use.**

• **I will use the Internet to help me learn and I will learn how to use the Internet**

**safely and responsibly.**

• **I will not deliberately seek out offensive materials. Should any appear accidentally I will report it to a teacher immediately.**

• **I understand that the school may check my computer files and the Internet sites I visit.**

• **I will never post photographs or video clips without permission and never**

**include names with photographs.**

• **I will not copy text, images, sounds, animation, videos or music that breaks copyright laws.**

• **I will not sign up for any services or buy any goods.**

**Email use**

• **I will ask for permission before opening an e-mail or an e-mail attachment sent**

**by someone I do not know.**

• **I will only e-mail people I know, or my teacher has approved.**

• **I will not be involved in sending chain letters.**

• **The messages I send will be polite, friendly and sensible.**

• **If I see anything I am unhappy with or I receive messages I do not like, I will**

**tell a teacher immediately.**

**File sharing**

• **I will not use file sharing software or services.**

**Mobile phone and hand held gaming devices**

• **I will not bring a mobile phone to school unless instructed by my parent and**

**agreed by the school.**

• **I will switch my phone off on entering school grounds.**

• **I will not bring hand held gaming consoles to school.**

**Video Conferencing**

• **I will not initiate, make or answer a video conferencing call**

• **I will follow agreed rules for video conferencing and class rules**

• **I will maintain acceptable standards of manners, behaviour and language**

**throughout**

• **I will avoid causing disruption by**

• **I will listen to whoever is speaking / Take turns to speak / Respect what others say**

**Consequences**

**I understand that if I deliberately break these rules, I may not be allowed to use**

**email, the Internet or computers.**

**There may be additional consequences in line with class rules on inappropriate**

**language or behaviour.**

**Where applicable, police or local authorities may be involved.**