Acceptable use of the Internet Policy
(Pastoral Care)

2015

Ashgrove Primary School

"Learning, Caring, Growing Stronger Together."

Agreed by Staff	
Agreed by Governors	

Use ICT, don't abuse ICT

"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.
Where deliberate misuse occurs, schools' rules and the law apply."
DENI Circular 2007/01

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

The purpose of this policy is to:
- Establish the ground rules we have in Ashgrive Primary for using the Internet;
- Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence.

In Ashgrove Primary School we believe that the Internet and digital technologies are 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. This school provides pupils with opportunities to use excellent resources on the Internet, and to develop the skills necessary to access, analyse and evaluate them safely.

The resources used by pupils in school are carefully chosen by the teacher, determined by curriculum policies. Use of the Internet, by its very nature, will provide access to information which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher.

This document sets out the policy and practices for the safe and effective use of the Internet in Ashgrove Primary School.

Internet Safety Awareness
In Ashgrove we believe that it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. We see the educated use of the Internet as an appropriate, effective, safe and essential element of the school curriculum. Education in the safe and appropriate use of the Internet 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. The local PSNI supports Internet safety in Key Stage 2.

Internet Safety Awareness for Staff
The ICT Leader is kept informed and updated on issues relating to Internet safety. Any training on Internet safety is disseminated to all teaching staff, classroom assistants and supervisory assistants on a regular basis.

Internet Safety Awareness for Parents
The Internet Safety Policy and Code of Practice for pupils are sent home for parental signature. Internet safety leaflets for parents and carers are also sent home annually. We will continue to hold UICT meetings for parents, as appropriate, when Internet safety is one of the issues addressed.

Code of Safe Practice
When using the Internet, email systems and digital technologies, users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. The Code of Safe Practice for Ashgrove Primary School makes explicit to all 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 etc.) is subject to the same requirements as technology provided by the school.

The UICT Leader will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology such as ipads.

Code of Safe Practice for Pupils
Pupil access to the Internet is through a monitored and filtered service provided by C2K, which should ensure educational use of resources is safe and secure, while protecting users and systems from abuse. However, rigorous as these measures are, they can never be 100% effective and neither the school nor C2K can accept liability for images, words or other material that might get through the C2K filter. Consequently, parental permission is sought from parents before pupils' first access the Internet.

In addition to the C2K filter the following key measures have been adopted by Ashgrove Primary to minimise the risk of pupils accessing inappropriate material:

- Pupils using the Internet should be working in highly-visible areas of the school;
- Ashgrove Primary offers special roles and responsibilities to a group of P7 pupils through our Digital Champions programme. Digital Champions help set up computers, monitor equipment and help model best practice;
- All online activity is supervised and based on appropriate educational objectives;
- Pupils will, where appropriate, use sites pre-selected by the teacher and appropriate to their age group;
- The school's Code of Practice for use of the Internet and other digital technologies is made explicit to all pupils and displayed prominently;
- Pupils in Key Stage 2 are educated in the safe and effective use of the Internet, through a number of selected programmes;
- 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.
- During school hours pupils are forbidden to play computer games, unless specifically assigned by the teacher. Social networking sites such as Facebook are not available to pupils are these are filtered and monitored by C2k.
- The usernames and passwords of leavers will be disabled promptly. Accounts must not be created for fictitious children or groups.
- Any attempts to bypass filtering or to access inappropriate or illegal material may be dealt with as a disciplinary matter.

The Code of Practice is reviewed each school year and signed by pupils and parents.

Sanctions
Depending upon their seriousness, any incidents of technology misuse which might arise will be dealt with in accordance with the school's discipline policy by the class teacher, the UICT Co-ordinator or the Principal. Serious misuse may result in a temporary or permanent ban of Internet use. Incidents involving Safeguarding/Child Protection issues will be dealt with in accordance with school Safeguarding/Child Protection Policy.

Code of Safe Practice for Staff
Members of 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 will be made 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 must have written permission from their parents;
- Recommended websites for each year group are available under "Favourites". Any additional websites used by pupils will be checked beforehand by teachers to ensure there is no unsuitable content and that material is age-appropriate;
- Deliberate or accidental access to inappropriate materials or any other breaches of the school Code of Practice will be reported immediately to the UICT Leader and/or Principal, depending upon their seriousness;
- 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. The images must remain in school, be stored in a centralised area on the school network, and be accessible only to teaching staff. Staff must not take photographs on their own Mobile Phones. An external hard drive backs up all folders nightly;
- All use of the Internet must be on sites appropriate to a primary school. (Teachers are reminded that the C2K system tracks Internet use and records every site visited. The system also logs emails and messages sent and received by individual users);
- Any attempts to bypass filtering or to access inappropriate or illegal material may be dealt with as a disciplinary matter;
- Emails may occasionally be blocked because of the C2K filtering system. If access is possible it is only with permission of the principal/system manager;
- Only appropriately licensed software may be added to the school's network; C2K's permission is required for the connection of additional devices;
- The usernames and passwords of leavers (and anyone under investigation) will be disabled promptly; accounts must not be created for fictitious staff;
- School systems may not be used for unauthorised commercial transactions.

Health and Safety

Ashgrove Primary School has attempted, so far as is possible, to ensure a safe working environment for all pupils and teachers using UICT resources (computers, interactive whiteboards, projectors, etc). To promote safety, pupils will be supervised at all times. Children and staff are required to take regular breaks if working at a computer screen for a prolonged period. Drinks and snacks must not be placed near electrical equipment.

Digital and Video Images of Pupils

Parental permission is sought in writing to cover the use of children's photographs in displays, on the school website, on the Facebook page of the Parent Teacher Association, in the local press, etc. It is the parent's responsibility to inform school of any changes in permission.

Our school website (www.ashgroveprimary.com) provides on-going information about the school, as well as showcasing children's work and other aspects of school life. =

- Group photos are used where possible, with only general labels or captions;
- Names and images are kept separate – if a pupil is named, their photograph is not used and vice- versa;
- Digital and video images of pupils are taken with school equipment whenever possible. Images are stored on the school network in areas accessible only to teaching staff.

School Website www.ashgroveprimary.com

The guidelines listed below will be adhered to concerning the school website.

A web site can celebrate good work, promote the school, publish resources for projects and homework, and link to other sites of interest.

- No names and photographs that identify individual children will appear on the web site.
- Home information and email identities will not be included - only the point of contact to the school i.e. school telephone number, school address and email address;
- Group photographs will not contain a names list.
- Work displayed will be of the highest quality and reflect the status of the school

Social Networking Software

Pupils are made aware that any misuse of mobile phones, websites, email, etc. should be reported to a member of staff immediately. The cyber-bullying of pupils or staff is regarded as very serious and instances will be dealt with according to the school's Anti-Bullying Policy and Safeguarding Policy.

Chat rooms, blogs and other social networking sites are blocked by C2K filters so that pupils cannot have access to them in the school environment using our C2K provider. Vetted versions of such communication are maintained within the educational learning environment on the C2K system, e.g. through Learning NI. Parents are responsible for any use of Learning NI outside of school.

Internet Agreement

All staff, pupils and their parents / guardians will be asked to read and sign an Acceptable Internet Use Agreement.

Ashgrove Primary School

Acceptable Internet Use Agreement – PUPIL GUIDANCE

This is to be read through with your parent(s) and then signed. Internet access will only be granted after this document is signed and returned to school.

- Ashgrove Primary School uses an approved C2K filtered Internet Provider. This provider filters any unsuitable material i.e. pornography, racism, or politically extreme views and violence.

- At Ashgrove Primary School, we expect all pupils to be responsible for their own behaviour on the Internet. This includes materials they choose to access, and any language they use.

- Pupils using the WWW (World Wide Web) are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher.

- Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. It is forbidden to be involved in sending chain letters.

- Pupils must ask permission before accessing the Internet.

- Pupils should not access other people's files unless permission has been given.

- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.

- When appropriate, homework completed at home, may be brought in on pen-drive, but this will have to be virus scanned by the class teacher before use.

- Personal printing is not allowed on our network for cost reasons (e.g. pictures of pop groups / cartoon characters).

- No personal information such as telephone numbers and addresses should be given out and no arrangements to meet someone unless this is part of an approved school project.

- Pupils consistently choosing not to comply with these expectations will be denied access to Internet resources.

Appendix 1

Ashgrove Primary School

Acceptable Internet Use Agreement – PUPIL USAGE

Please complete Part A & B

Name of Child: _____

PART A
As the parent / guardian of (child's name) _____, I have read through this Internet Agreement. I agree that access to the Internet (when usingPrimary School computers) is designed for educational purposes.

I recognise that it is not possible to restrict access to all controversial materials, and I will not hold Ashgrove Primary School responsible for any improper or illegal use of the Internet by my child.

I hereby give permission to permit Internet access for my child and agree to the safety restrictions listed in this agreement.

Print Name:_____ (Parent / Guardian)

Signed: _____ (Parent / Guardian)

Date: _____

Part B

Please delete as appropriate:

I agree/do not agree to my child's photograph appearing on a school web site.

Please note that at no time will your child's name appear with the photograph.

Print Name: _____ (Parent / Guardian)

Signed: _____ (Parent / Guardian)

Date: _____