



## Camphill Primary School

### ICT Code of Practice Agreement for Pupils and Parents

Children should know that they are responsible for their use of the Internet in school and that they do so in a safe and appropriate manner. Please discuss these guidelines with your child and stress the importance of safe use of the Internet.

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

Any breach of this Code of Practice will be dealt with in line with our Positive Discipline Policy.

- I will access the system with my login and password, which I will keep private.
- I will not access other people's files without permission.
- I will not change or delete other people's files.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will use the internet for research and school purposes only.
- I will not bring in software, memory devices or CDs into school without permission.
- I will only send e-mail in school to people I know, or my teacher has approved, when directed by the teacher as part of ICT lessons. I will make sure that messages I send are polite and responsible.
- I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using e-mail etc.
- I will not open e-mails sent by someone I don't know.
- I will not give my home address or telephone number, or arrange to meet someone.
- I understand that I am not allowed to enter Internet Chat Rooms while in school.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files/e-mails and may monitor the Internet sites I visit.
- I will never give out personal information or passwords.
- I will use iPads responsibly.
- I will report deliberate/accidental access to inappropriate materials or any other breaches of the school Code of Practice to a teacher or member of staff immediately.
- I will not make comments about staff or post images of them on social networking or similar sites. I am aware that such actions will be subject to disciplinary procedures in line with the school Positive Discipline Policy.
- I will report cyber bullying to The Principal or SMT, including Mrs Woods the Designated Teacher for Child Protection. I am aware that if I engage in cyber bullying it will be dealt with in line with the school Anti-Bullying/Positive Discipline Policies.
- I understand that if I deliberately break these rules I could be stopped from using the Internet/e-mail and my Parent / Guardian will be informed.

#### **Article 13** (freedom of expression)

Every child must be free to say what they think and to seek and receive all kinds of information, as long as it is within the law.

#### **Article 17** (access to information from mass media)

Every child has the right to reliable information from the media. This should be information that children can understand. Governments must help protect children from materials that could harm them.



**Camphill Primary School**  
**Code of Practice for Staff**

Staff have agreed to a Code of Safe Practice as follows:

Any breach of this Code of Practice will be dealt with in line with our Positive Discipline Policy.

- 1 Pupils accessing the Internet should be supervised by an adult at all times.
- 2 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.
- 3 All pupils using the Internet must have written permission from the parents.
- 4 Recommended websites are regularly disseminated among 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.
- 5 Deliberate/accidental access to inappropriate materials or any other breaches of the school Code of Practice should be reported immediately to Mrs McMaster or the SMT.
- 6 In the interests of system security, staff passwords should only be shared with the ICT Curriculum Leader.
- 7 Staff 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.
- 8 Staff 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.
- 9 Photographs of pupils should be taken with a school camera or iPad and images should be stored on a centralised area on the school network, accessible only to staff.
- 10 School systems may not be used for unauthorised commercial transactions.
- 11 Staff should be aware that it is inappropriate to communicate with pupils via Facebook or other programmes outside of school. When using Facebook, Twitter, etc outside of school staff should take care not to post items which may reflect negatively upon the school or any personnel associated with the school. Staff should be aware that such actions will be subject to disciplinary procedures in line with school policies.
- 12 Staff should report cyber bullying to The Principal, SMT, including Mrs Woods the Designated Teacher for Child Protection and should be aware that if they engage in cyber bullying it will be dealt with in line with the school Anti-Bullying/Positive Discipline Policies.



**Camphill Primary School**

In Camphill Primary School we educate our pupils and staff in the safe and effective use of the Internet using aspects of programmes delivered through the following websites:

[www.childnet-int.org](http://www.childnet-int.org)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.achance2talk.com](http://www.achance2talk.com)

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

[www.chatdanger.com](http://www.chatdanger.com)

<http://schools.becta.org.uk>



## CAMP HILL PRIMARY SCHOOL

### Acceptable Internet Use Statement ~ For Staff

The computer system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's Acceptable Use of the Internet Policy has been drawn up to protect all parties – the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff requesting Internet access should sign a copy of this Acceptable Internet Use Statement and return it to the Principal for approval.

- All Internet activity should be appropriate to staff professional activity or the pupil's education;
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is forbidden;
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Staff Member's Signature: ..... Date: .....

Principal's Signature: ..... Date: .....

ICT Co-ordinator's Signature: ..... Date: .....



**CAMP HILL PRIMARY SCHOOL**

I have read the ‘Acceptable Use of the Internet and Digital Technologies’ Policy and the ‘Acceptable Use of Mobile Phones and Related Technologies’ Policy with my child \_\_\_\_\_ . He/she agrees to adhere to the ICT Code of Practice Agreement for Pupils and Parents. I, therefore, permit my child to use the internet in accordance to the terms of the Policy.

Signed: \_\_\_\_\_

Parent/Person with Parental Responsibility

Date: \_\_\_\_\_



**REPORTING PROCEDURE**

I wish to report a serious concern eg

- Inappropriate behaviour of a pupil/staff member.
- Cyber bullying etc.



I can talk to Mrs Woods, Designated Teacher for Child Protection  
Or Mrs McMaster, The Principal and  
Deputy Designated Teacher for Child Protection  
Or Miss Scott & Mrs McLarnon (SMT).



I can also talk to other agencies  
eg my union representative, PSNI or seek legal advice.

The principal will be informed of any report of a serious concern which has been received by the Designated Teacher or SMT. Each concern will be addressed in line with school policies.