Camphill Primary School

Acceptable Use of the Internet & Digital Technologies Policy

May 2018

This Policy is based on and complies with DENI Circular 2007/1 on Acceptable Use of the Internet and Digital Technologies in Schools and DENI Circular 2011/22 on Internet Safety.

1 Introduction

In Camphill Primary School 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 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.

This document sets out the policy and practices for the safe and effective use of the Internet in Camphill Primary School. The policy has been drawn up by the staff of the school under the leadership of the Principal, Mrs. McMaster and the ICT Co-ordinator, Miss Crawford.

The policy and its implementation will be reviewed annually.

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.

2 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 Camphill 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; schools iPads, PCs, laptops and digital video equipment. It should also be noted that the use of devices owned personally by staff and pupils but brought on to school premises (such as mobile phones, camera phones, PDAs) is subject to the same requirements as technology provided by the school.

Miss Crawford (ICT Co-ordinator) will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

1   Code of 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.

Our iPads have been purchased by school but still access the internet via the c2k filtered service using the MERU Wifi Access Points.

At Camphill, we also use the c2k provided Securus software to monitor pupil computer activity.

In addition, the following key measures have been adopted by Camphill Primary School to ensure our pupils do not access any inappropriate material:

1   The school's Code of Practice for use of the Internet and other digital technologies (See Appendix 1) is made explicit to all pupils and is displayed prominently.

2   Our Code of Practice is reviewed each school year;

3   Pupils using the Internet will normally be working in highly visible areas of the school.

4   All online activity is for appropriate educational purposes and is supervised, where possible.

5   Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group.

6   All pupils are educated in the safe and effective use of the Internet, through a number of selected programmes. (for examples see Appendix 3)

It should be accepted, that however rigorous these measures may be, they can never be 100% effective. A filtering service, no matter how thorough, can never be totally comprehensive. If at any time school staff or pupils find themselves able to access from within the c2k system internet sites which they think should

be blocked, they should advise the school Principal or SMT. This should then be reported to the c2k Helpdesk which will then implement agreed procedures for handling such issues. Neither the school nor c2k can accept liability under such circumstances.

During school hours pupils are forbidden to play computer games, digital media devices or access social networking sites, unless specifically assigned by the teacher.

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.

2   Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's Positive Behaviour policy. Minor incidents will be dealt with by the Principal or the SMT 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.

3   Code of Practice for Staff

Staff have agreed to a Code of Safe Practice as detailed in Appendix 2 and to an Acceptable Internet Use Statement in Appendix 4.

3   Internet Safety Awareness

In Camphill Primary School 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 of the Internet 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, all pupils follow a structured programme of Internet Safety Awareness using a range of online resources.

Internet Safety Awareness for Staff

Miss Crawford (ICT Co-ordinator) and Mrs. McLaughlin (Designated Teacher for Child Protection) keep informed and updated on issues relating to Internet Safety and will attend relevant courses. This training is then disseminated to all teaching staff, classroom assistants, supervisory assistants and any extra-curricular leaders.

Internet / E-Safety Awareness for Parents

The E-Safety Policy and Code of Practice for pupils is sent home at the start of P1 year for parental signature. It is available on our website for all parents and pupils. All parents sign and agree to Acceptable Use of the Internet and Code of Practice. (See Appendix 5) Internet safety leaflets for parents and carers are also sent home. Parents will be invited periodically to attend Internet Safety Awareness Sessions.

4 Health and Safety

Camphill Primary School has attempted, as far as possible, to ensure a safe working environment for pupils and teachers using ICT resources in classrooms. Pupils are supervised when Interactive Whiteboards and Digital Projectors are being used.

5 Digital and Video Images of Pupils

Parental permission is sought biennially 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.

<u>School Website</u>

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 minimize risks of any images of pupils on the school website being used inappropriately the following steps are taken:

- Group photographs are used where possible, with general labels/captions;

- At times photographs may be used alongside the child's first name.

- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

Article 16 (right to privacy)
Every child has the right to privacy. The law should protect the child's private, family and home life.

6 <u>Social Software</u>

Chat rooms, blogs and other social networking sites are blocked by the c2k filters so pupils do not have access to them in the school environment.

Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's Positive Behaviour Policy and Child Protection Procedures.

Pupils are aware that any misuse of mobile phones/websites/e-mail should be reported to a member of staff immediately. (See Reporting Procedure, Appendix 6)

This policy was updated in May 2018.

<u>Related Policies:</u>
- Acceptable Use of Mobile Phones and Related Technologies
- E-Safety
- Child Protection
- Positive Behaviour