



E-Safety Policy

Policy reviewed and updated by staff – November 2018

Policy reviewed and ratified by Governors-

Signature of Chair _____

Purpose

At St Mary's Primary School our vision is to provide excellence in learning and teaching, in an inclusive, nurturing and supporting environment. We aspire that our children will be motivated 'life long' learners through the use of ICT to enhance and extend learning and teaching across the whole curriculum. As ICT is continually developing and new technologies are emerging, we as a school will strive to give all pupils the skills to prepare them for a future in which ICT is an integral part of society.

Our vision encompasses the following aims:

- ICT will be embedded into every day school life by enabling pupils to explore, express, exchange, evaluate and exhibit their work.
- To provide opportunities to enable all staff, pupils and parents to be confident, competent and independent users of ICT.
- To provide an environment where access to ICT resources is natural and commonplace.
- To provide an environment where pupils can access technological devices with ease and across all Key Stages.
- To use ICT to develop an online community, sharing ideas and resources between pupils, staff, parents, Board of Governors, other schools and the wider community.
- To ensure that ICT is appropriately used and develop awareness of how to stay safe online.

This policy should be read in conjunction with the document entitled 'Progression in ICT' which sets out in detail what pupils in different classes will be taught and how ICT may facilitate or enhance work in other curricular areas. This is a working document.

Introduction

In St Mary's 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. Therefore ICT prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and

developing technology. We recognize that ICT is an important tool in both the society we live in and in the process of teaching and learning. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discretion.

They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of sources. The uses of ICT throughout the curriculum encourage critical thinking, imagination and creativity, problem solving, initiative and independence, teamwork and reflection. Saint Mary's Primary School meets the requirements set out within the Northern Ireland Curriculum and develops the use of the 5Es within the tasks already being carried out (5 E's are referenced in 2 weekly notes)

- Explore
- Express
- Exchange
- Evaluate
- Exhibit

ICT forms part of the School Development Plan and is reviewed annually.

Saint Mary's Primary School is well equipped with networked laptops, PCs, ipads in each classroom as well as a computer suite containing 4 PC and 8 laptops.

Every class has access to

- A class PC/laptop
- iPads at a ratio of 1:2 which are connected wirelessly to a filtered service provided by c2K.
- Apple TV
- An Interactive Whiteboard
- A printer
- A networked photocopier

- Laptops and workstations which are connected to the internet through the C2K filtered networked system in the ICT suite which is timetabled for every class to use throughout the week
- Bee-Bots
- Microphones
- Sphero (Sprk+, iMat)
- Dot & Dash

ICT Vision

St Mary's Primary School fully acknowledges the role of ICT, digital and multimedia technologies in enhancing learning and teaching and empowering learners.

In Saint Mary's Primary School we believe that:

- ICT is not taught as a distinct subject, but it is a tool to be used throughout the curriculum.
- ICT is embedded through the curriculum and as such supports the raising of standards in literacy and numeracy.
- ICT practice should build upon pupils' prior knowledge and provide opportunities for pupils to develop as independent and collaborative learners commensurate with their age and abilities.
- There is a need for balance between the development of ICT skills and the application of these skills to the curriculum
- ICT supports the Thinking Skills and Personal Capabilities Framework within the Northern Ireland Curriculum and enables pupils to plan, do and review their work.
- The use of ICT away from school- at home/library will continue to be encouraged through homework projects and the use of Google Classroom, NewsDesk - which can be accessed through 'MySchool.', pupils in KS2 are also encouraged to use Goggle Drive to upload their work and work collaboratively with their peers.

ICT co-ordinator

The ICT co-ordinator in consultation and liaison with teachers will:

- Raise standards in ICT as it is an assessed subject within the Northern Ireland Curriculum;
- Facilitate the use of ICT across the curriculum in collaboration with all subject coordinators;
- Provide or organise training to keep staff skills and knowledge up to date;
- Advise colleagues about effective teaching strategies, managing equipment and purchasing resources;
- Monitor the delivery of the ICT curriculum and report to the principal on the current status of the subject.
- Update the ICT policies.
- Keep staff abreast of new developments.

Learners

The Pupils will:

- Acquire a range of up to date multi-media ICT skills and competences and have opportunities to apply these across the curriculum.
- Have equitable access to ICT resources and ICT should be utilized to enable access to the curriculum for children with special needs (an individual iPad will be allocated to the pupil as recommended from their statement of needs) including newcomer and gifted children.
- Have opportunities to engage in the assessment of their own work and others work in ICT.
- Have an understanding of 'internet safety e-learning' and how to remain safe online.

Teachers

The Teachers will:

- Be aware of the contribution of ICT to enrich learning and teaching.
- Use ICT to produce high quality learning materials and support innovative approaches to learning.
- Engage ICT to support whole class teaching via iPads, AppleTV, data projectors and interactive whiteboards.
- Integrate ICT into curriculum planning, classroom teaching and the assessment of pupils' work.

- Ensure that any ICT resources used in the classroom are appropriate to curriculum needs and the learning needs of the pupils.
- Provide opportunities for collaborative work between classes, schools and other organizations.
- Assess ICT in line with the requirements of the Northern Ireland Curriculum and the school uses ICT to record and manage pupil assessment data (P4 and P7).
- Access a support network within the school to develop their knowledge, skills and understanding and confidence in the use of ICT.
- Engage pupils in regular and well informed discussions about their use of ICT and how to improve it.
- Ensure pupils' work is stored on C2k system, Goggle Drive.
- Upload pupils' work to the school website, social media platforms, SeeSaw app.

Parents

The parents will

- Support and understand the 'e-learning' of their children.
- Access information that allows them to support and develop their children's learning via 'My School', the school website and social networking pages.
- Know how to protect their children with online communities - gained via Internet Safety Talks and knowledge shared about social media.

ICT Competences

At Saint Mary's Primary School we endeavor to help our pupils to develop competence in the use of ICT.

ICT competence is concerned with:

- Learning about ICT - developing the knowledge and skills required to use ICT effectively and to apply these in a range of contexts.

- Learning through ICT - developing the skills required to access and use information from a range of electronic sources, interpret it and use it effectively.
- Learning with ICT - applying the skills in their own learning either at school, at home or in the community.

ICT and NI Curriculum

iPads will be incorporated into all areas of the curriculum. We are building up a bank of apps suitable for use in each Key Stage.

Literacy

ICT is a major contributor to the teaching of Literacy

- Children learn how to draft, edit and revise text.
- Children can create, develop present and publish ideas and opinions visually or orally.
- They learn how to improve the presentation of their work by using desk-top publishing and presentational software.

Numeracy

Many ICT activities build upon the mathematical skills of the children.

- Children use ICT in Numeracy to collect data, make predictions, analyse results, and present information graphically.
- They can explore mathematical models e.g. use of BeeBots, Sprk+ and spreadsheets.

Personal Development and Mutual Understanding (PDMU) and Citizenship

ICT makes a contribution to the teaching of PDMU and citizenship as children learn to work together in a collaborative manner.

- They develop a sense of global citizenship by using the Internet.
- Through the discussion of moral issues related to electronic communication, children develop a view about the use and misuse of ICT as exemplified through the use of My School.

- They also gain a knowledge and understanding of the interdependence of people around the world.

Creative and Expressive

ICT offers children the freedom to express their own ideas creatively and to experience the designs of others.

- Children will have the opportunity to develop their creativity through a range of network software and digital technology.
- They can explore the Internet to gain access to a wealth of images and information about world famous pieces.

World Around Us

ICT transcends the barriers of distance and opens up the world as an easily accessible global community allowing children to experience the past, present and future of the world they live in.

Equal Opportunities

The Northern Ireland Curriculum states that

"All pupils, regardless of race, class or gender, should have the opportunity to develop ICT capability."

It is our policy to ensure this by:

- Giving all children access to ICT equipment.
- Keeping a record of children's ICT use to ensure equal access and fairness of distribution of ICT resources.
- Providing curriculum materials and software which are in no way class, gender or racially prejudiced or biased.
- Continually evaluating ways in which parents can be supported in developing their knowledge of curriculum requirements for ICT and how they can support their children.

Inclusion

We recognize that ICT offers particular opportunities for pupils with special educational needs and gifted and/or talented children and/or children with English as an additional language. ICT can be used to cater for the variety of learning styles within a class. Information and Communications Technology is a particularly effective medium for individuals with Specific Literacy Difficulties and should be incorporated into their programme of support. The use of commercial resources combined with a range of Windows built in tools is made available to all our pupils with literacy difficulties. We promote the effective use of our ICT resources where appropriate to support learning. (e.g. reinforce literacy skills, editing and revising text, text to speech).

Using ICT can:

- Increase access to the curriculum;
- Raise levels of motivation and self-esteem;
- Improve the accuracy and presentation of work;
- Address individual needs.

Progression, Monitoring, Assessing and Evaluating

Progression

- All children develop and learn at their own pace.
- Progression is assured through a range of increasingly challenging activities covering all areas of ICT and embedded in the Northern Ireland Curriculum.
- All teachers are encouraged to use the CEEA/ICT Accreditation Tasks as a marker for progression through the levels.
- Pupils in Year 4-7 have an opportunity to apply to become a Digital Leader and participate in training provided by Apple.

Monitoring

The ICT co-ordinator will monitor:

- Planners to ensure continuity and progression.
- Pupils work saved in individual folders, Google Drive and C2k system.
- With SMT the standard of and progress made by pupils through the examination of books, lessons observations and electronic scrapbooks

Assessing

- Evidence gathered each year is assessed by the ICT Co-ordinator/SMT.
- The whole school participates in Standard Setting and Sharing Practice Workshop with CEEA in preparation for internal and external moderation will also be assessed for the Pupil Profile.
- In the Foundation Stage the SeeSaw app is used to communicate to parents their child's learning whilst in school.
- ICT will be assessed for the Pupil Profile a digital copy of their individual profile will be saved.
- ICT Levels are reported to parents for pupils in Year 4 and 7 and submitted to CEEA for reporting average scores in NI.

Evaluating

- The ICT Co-ordinator evaluates the use of ICT in teaching and learning and prepares a report for submission to the SMT/Board of Governors.

Internet Safety

See 'Internet Safety Policy- An Acceptable Usage of the Internet.'

Health and Safety

St Mary's Primary School have attempted, in so far as possible, to ensure a safe working environment for pupils and teacher using ICT resources, both in classrooms and in computer area. Pupils are supervised at all times when Interactive Whiteboards, AppleTv and Digital Projectors are being used.

Each pupil, parent and member of staff is expected to agree and sign 'An Acceptable usage of Internet Policy'- Internet Safety Policy- Appendix 1 and 2.

Digital and Video Images of Pupils

Parental permission will be reviewed at the start of each pupil's entrance year to cover the use of images of pupils, in the website, social media school pages, in local press, prospectus and for displays within school. Written permission must be obtained from parent/carer- Internet Safety Policy- Digital and Video Images of Pupils- Appendix 3.

School Website

The school website was launched in 2015.

Digital and video images of pupils are, where possible taken with school equipment. Images are stored on a centralized area on the school network, accessible only to school staff.

Social Media Platforms

Chat rooms, blogs and other social networking sites are blocked by the C2k/Capita 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 'E-Safety education for pupils. Instances of inappropriate use for e.g trolling, sexting, cyber bullying, online grooming etc. of pupils or staff will be regarded as very serious offences and dealt with according to the school's discipline policy and child protections procedures. Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

Network Administrators

Network administrators reserve the right to review files and communications to maintain system integrity and ensure that the users are using the system responsibly- they will respect the right to privacy whenever possible.

Other Uses of ICT

- Assessment manager- collecting data, tracking progress, setting targets
- Pupil Profile
- SIMS-Attendance, SEN Information
- LMS
- Staff Communication- e-mail
- Online Courses
 - CCEA Assessing Communication in Literacy, Numeracy and ICT
 - SWGFL (South West Grid for Learning) '360 degree safe'

Future Developments

- To develop further the use of emerging Digital Technologies to support and enhance quality teaching, learning and assessment.
- To develop the role of the Online Safety Team
- To apply for a C2k Excellence Award.

Mobile Phones and iPads

Rationale

Mobile phones, digital cameras, ipods, iPads, tablets and game consoles such as Nintendo Switch, PSP, XBox are now a feature of modern society and many of our pupils own one or more of these devices. Increasing sophistication of mobile phones and other technological devices present a number of issues for schools:

- The high value of many phones and such devices indicated above.
- The integration of cameras into phones and other devices leading to potential child protection and data protection issues.
- The potential to use the phone e.g. for texting whilst on silent mode.

Aims

Our core business of teaching and learning needs to be free from unnecessary distractions and interruptions. In order that the safety of all pupils is protected mobile phones, cameras and game consoles will not be permitted to be used on the school premises. Should parents feel that their child requires a mobile phone to ensure their safety whilst travelling to and from school they are required to complete the contract attached which both parent and pupil must sign and return to the school. The phone will be handed to the secretary at the beginning of the school day; the child's name marked on the phone, and will be secured in the office until the close of the school day. The phones will be returned to the children by the class teacher at the end of the day.

**If a pupil breaches these rules the phone/electronic device will be confiscated and given in to the office. It will be returned to the pupil the following day on receipt of a letter from parents.*

GUIDELINES ON MOBILE PHONE USE:

ALL STAFF:

- Except in urgent or exceptional circumstances mobile phone use is not permitted during teaching time, while on playground duty or in meetings.

PUPILS:

- There are no reasons why a pupil should have a mobile phone or other similar communication devices.
- If a pupil needs to contact his/her parents/guardians the necessary arrangements can be made through the office.
- If parents need to contact children urgently they should phone the school office and a message will be relayed promptly.

APPROPRIATE USE OF MOBILE PHONES

Generally, a mobile phone will be used appropriately if it:

- Does not disrupt or is likely to not disrupt the learning environment or interfere with the operation of the school; or
- Does not threaten or is likely not to threaten the safety or well-being of any person.

GUIDELINES ON IPAD USE

Care of iPad

- User must use protective covers/cases for their iPad.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screening solution is to be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- You will not 'jailbreak' the device.
- In the case of loss, theft or other damage occurring outside of school, users accept full responsibility to repair, replace or make good the iPad to its original state.

Acceptable Use

- Use of the iPad should be considered the same as any other technology tool provided by the school.
- The user will abide by the schools Internet Acceptable Usage policy with regard to iPad usage.

- E-mail list of apps needed to ICT co-ordinator and they will consult the principal before purchasing.
- To ensure that all apps meet with the requirements of the schools Internet Safety-AUP (Acceptable Usage Policy) and ICT Policy.
- To inform the ICT co-ordinator of any apps that do not meet said requirements and remove them from your device.
- The iPad will not be synched or attached to your home or personal computer.
- To not use the device to store personal documents such as video or audio material other than which is directly related to your school needs.
- Use of the camera only permitted in line with the Child Protection Policy.
- You will not remove profiles or restrictions placed on the device.

Security

- To not allow any pupil to use the iPad for any purpose except for curricular purpose under a controlled environment in the presence of a member of staff

Safeguarding and Maintaining as an Academic Tool Each iPad

iPads should be charged and ready to use in school every day. When the iPads are charging they will be saving all information onto iCloud. Any items that are deleted from the iPad cannot be recovered. The memory space on the iPads, are limited, so only school documents/materials should be stored. Each member of staff should know the whereabouts of their iPads at all times. It is their responsibility to ensure that the iPad is kept safe and secure. If an iPad is found unattended, it should be given to the ICT co-ordinator or SMT member straight away.

Lost, damaged or stolen iPad

If the iPad is lost, stolen or damaged, the ICT co-ordinator should be notified immediately. iPads that are believed to be stolen can be tracked through iCloud.

Prohibited Uses of iPads

- **Accessing Inappropriate Materials** - All material on the iPad must adhere to the 'Internet Safety - An Acceptable Usage of the Internet.' Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.
- **Illegal Activities**- Use of the school's internet/ e-mail accounts for financial or commercial gain or for any illegal activity.
- **Violating Copyrights**- Users are not allowed to have music and install apps on their iPad. An email should be sent with relevant apps to the ICT co-ordinator who will ask permission from the Principal/Vice Principal.

- Cameras- Users must use good judgement when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing room, regardless of intent, will be treated as a serious violation.
- Images of other people may only be made with the permission of those in the photograph.
- Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of a member of the Senior Management team.
- Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.
- Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.
- Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- Jail breaking is the process which removes any limitations placed on the iPad by apple. Jail breaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo. Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school.
- Users should be aware of and abide by the guidelines set out by the 'E-Safety Policy- An Acceptable Use of the Internet.'
- The Principal/Vice Principal/Designated teacher reserves the right to confiscate and search an iPad to ensure compliance with this acceptable Use of Internet Policy.



Adult Users must read and sign below:

I have read, understand and agree to abide by the terms of the iPad and ICT Acceptable Use Policy.

Name: _____

Signature: _____

Date: _____



Adult Users must read and sign below:

I have read, understand and agree to abide by the terms of the iPad and ICT Acceptable Use Policy.

Name: _____

Signature: _____

Date: _____



Student Pledge for iPad Use.

- I will take good care of the iPad.
- I will never leave the iPad unattended.
- I will keep food and drinks away from the iPad since they may cause damage to the device.
- I will not remove any part of the iPad or attempt any repairs.
- I will use the iPads in ways that are appropriate.
- I understand that the iPad is subject to inspection at any time and without notice.
- I will only use the camera or the microphone with my teacher's permission.
- I will only photograph/ audio record people with their permission.

I agree to abide by the statements of this iPad acceptable use policy.

Pupil Name: _____
Class: _____
Pupil Signature: _____
Parent Signature: _____
Date: _____



Mobile Phone Contract

I require the use of my mobile phone to ensure my safety to and from school.

- I understand that the use of mobile phones is prohibited during the school day.
- I agree to hand my mobile phone in to the office if requested and to retrieve it from the office after dismissal from class.

Pupil Name: _____

Class: _____

Pupil Signature: _____

Parent/Guardian Name: _____

Parent/Guardian

Signature: _____

Date: _____

An Acceptable Use of the Internet

With the installation of C2K computers, interactive whiteboards and iPads in classrooms, children and teachers now have increased access to the Internet. There is a need to provide pupils with as safe an Internet environment as possible and a need to teach them to be aware of and respond responsibly to the risks.

It is therefore important that schools have in place an Internet Safety policy with clear rules for an acceptable use of Internet resources.

It is essential that teachers, parents, Board of Governors and pupils are all aware of Internet safety of all users.



What is the Internet?

The Internet is a huge network of computers making a worldwide community. It is a way of connecting computers together so that people using them can:

- talk to each other
- send and receive messages
- obtain information and resources
- publish information
- buy and sell things
- have fun

Its most frequently used facilities include:

The World Wide Web (www)

The World Wide Web (www) or Web provides easy access to the vast quantity of information and resources available on the Internet and is the facility which people use to 'surf' for information. It is made up of millions of screens or pages of information.

The collection of pages created by one individual or organisation is known as a website. Each page can include text sound, images, animation and video and has its own unique address.

E-Mail

E-mail allows users to send and receive written messages.

Chat Rooms

Chat rooms allow a number of people to 'meet' on the Internet. It is similar to having a telephone conversation with a number of people at one time except that the participants type instead of talk.

The Internet is often described as being like a vast city. It is an exciting place with a great variety of places to visit. There are shops, entertainment areas, educational areas and people to meet. But it also contains dangers. There are areas that we do not want to go to and that we certainly would not want children to visit.

Privacy notice for pupils & parents/families/carers/legal guardians regarding use of personal information (GDPR)

The school has a Data Protection Policy and staff are regularly reminded of their responsibilities.

Staff in particular must ensure that they:

- at all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- transfer data using encryption and secure password protected devices.

When personal data is stored on any portable computer system, memory stick or any other removable media, it is advisable that:

- the device is password protected
- the device offers approved virus and malware checking software
- the data is securely deleted from the device, in line with school policy once it has been transferred or its use is complete

Google Apps for Education

The school is developing its use of Google Apps for Education for staff use. The following services are available to each member of staff and hosted by Google as part of the school's online presence in Google Apps for Education:

- Drive - an online storage facility used for storing documents and collating portfolios of evidence of T&L.
- Classroom - a free web service developed by Google for schools that aim to simplify creating, distributing and grading assignments in a paperless way.
- Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office
- Sites - an individual and collaborative website creation tool.

How valuable is the Internet in Education?

The Internet is an unique and exciting resource. It brings the world into the classroom by giving children access to a global network of educational resources.

- It gives children opportunities to locate, retrieve and exchange information.
- It encourages the development of ICT skills that are vital to life-long learning.
- It takes learning beyond the classroom.
- It allows access to stores of information that might otherwise be unavailable in school.
- It provides up-to-date information.
- It is a fast and efficient way of communicating and retrieving information.
- It encourages independent learning.
- Children enjoy using it.
- It is part of their life experience. It is 'cool'.

The Internet is increasingly forming part of our work, home, social and leisure activities. There is no doubt that the use of the Internet is an essential skill for children as they grow up in the modern world.

What are the Dangers?

The Internet is an open communications channel, available to all. Anyone can send messages, discuss ideas and publish materials with little restrictions. This brings young people into contact with people from all sectors of society and with a wide variety of materials some of which could be unsuitable.

Key Concerns are:

- **Content Risk**- Children may be exposed to harmful material. Through the Internet there are unsuitable materials in many varieties. Anyone can post material on the Internet. Some material is published for an adult audience and is unsuitable for children e.g. materials with a sexual content. Materials may express extreme views. E.g. some use the web to publish information on weapons, crime and racism which would be restricted elsewhere. Materials may contain misleading and inaccurate information E.g. some use the web to promote activities which are harmful such as anorexia and bulimia.

Children need to be taught:

- ❖ That information on the Internet is not always accurate or true.
 - ❖ To question the source of information
 - ❖ How to respond to unsuitable materials or requests and that they should tell a teacher/adult immediately.
- **Contact Risk**- Children may participate in adult initiated online activity. Some adults use chat rooms or e-mails to communicate with children for inappropriate reasons. Children may come into contact with someone on-line who may wish to harm them.

Children need to be taught:

- ❖ That people are not always who they say they are.
 - ❖ That 'Stranger Danger' applies to the people they encounter through the Internet.
 - ❖ That they should never give out personal details or
 - ❖ That they should never meet alone anyone contacted via the Internet.
- **Conduct Risk**- Children may become a perpetrator or victim in peer-to-peer exchange. Children need to be aware of the impact that their online activity can have on both themselves and other people, and the digital footprint that they create on the internet.

Children need to be taught:

- ❖ To keep their personal information safe.
- ❖ That people are not always who they say they are.
- ❖ That the information they have posted may be viewed and potentially shared with others at a later date.
- ❖ How to report inappropriate conversations, messages, images and behaviours.

- **Commercial Risk-** Children may become exposed to inappropriate commercial advertising, marketing schemes or hidden costs. The Internet is a powerful vehicle for advertising. In visiting websites children have easy access to advertising which is very persuasive.

Children need to be taught:

- ❖ Not to fill out forms with a lot of personal details.
- ❖ Not to use an adult's credit card number to order online products.

If children are to use the Internet in places other than at school e.g. libraries, clubs and at home, they need to be educated about how to behave on-line and to discuss problems.

There are no totally effective solutions to problems of Internet safety. Teachers, pupils and parents must be vigilant.

Steps We Take to Protect Children in School

Use of a Filtered Service

Access to the Internet on computers and laptops is provided through a filtered service. All access is provided through the C2k service which is designed to filter out unsuitable materials. Access to the Internet on iPads is provided through a filtered service provided by C2k.

Planned Activities

Use of the Internet is a planned activity. Aimless surfing is not allowed. Children are taught to use the Internet in response to a need e.g. a question which has arisen from work in class.

Websites are previewed by teachers and revisited to ensure that they are suitable for children's curriculum needs and ability levels.

Search engines are used selectively. Teachers will choose the search engine and topic and discuss sensible search words which have been tried out beforehand.

Restrictions on E-mail

KS2 children are given individual web based e-mail addresses. These accounts are filtered by Capita. The children would only be accessing emails when supervised by teacher/adult.

Use of Agencies: PSNI; CEOPS; SWGFL

Our pupils are regularly instructed on how to stay safe on the Internet and how to use communicative technology appropriately. Each year we celebrate Internet Safety Day and

organise appropriate talks with external agencies. During curriculum meetings we provide information to parents on how to stay safe on the internet. Our P7 children also participate in the PSNI Bee Safe Program. Staff of St Mary's follow the recommendations from The Safeguarding Board (Northern Ireland) Act and use the SWGFL '360 degrees safe' online safety self-assessment tool to help review our online safety policy and practice.

Internet Safety Rules

Children are taught to be Internet Wise (netiquette). Children are made aware of Internet Safety Rules and are encouraged to discuss how to cope if they come across inappropriate material.

In February 2019 our Digital Leaders and Online Safety Team launched our online Safety Mascot 'S.M.A.R.T Shark', and explained their thinking behind this idea.

Children and their parents will be expected to agree to and sign 'An Acceptable Internet Policy' (Appendix 1/2) and Digital and Video Images (Appendix 3).

All reasonable and appropriate steps have been taken to protect pupils. The school recognises that despite employing safety procedures, in some circumstances, the Internet may give children access to undesirable information or images.

Children are regularly reminded that should they encounter inappropriate material on line they must immediately:

- Leave that website
- Inform an adult

Should a child or teacher encounter unsuitable material on the internet, this will be reported to the ICT co-ordinator and Principal. This information will then be logged with C2k via the C2k helpdesk number.

Mobile Phones & Social Networking Sites

Many mobile phones now provide access to the internet and social networking sites and for this reason and for the protection of the entire school community. We would ask parents to note that mobile phones are not permitted on school, premises unless a prior written agreement exists between parents and the Principal.

As a school we recognise that technology is fast-paced and ever-evolving. We encourage the responsible use of computers technologies as a valid communication and research tool

however, we do not encourage pupils (nor legally should pupils) under 16 years become members of any social networking site.

We would strongly advise parents against allowing pupils to access sites such as Facebook or Twitter etc.

Obviously, this is a decision that parents must make and police for themselves but we, as a school, actively discourage this use until such times as pupils are mature enough to use this method of communication appropriately.

Inappropriate use of social networking sites or mobile phones which could cause offence or reflect negatively on any pupil or member of staff will be taken very seriously.

Any pupils found to be using social networking sites inappropriately (whether inside or outside school) will lose ICT privileges within school and further action, if deemed appropriate, may be taken.

Points for Teachers to Consider

Internet use should be planned, task orientated and educational within a regulated and managed environment.

- Supervision is the key strategy. Children should have a teacher or classroom assistant present when using the Internet. Computers should be positioned so that it is possible for adults to see materials on screen.
- Children should know why they are using the Internet. Aimless surfing should never be allowed. Teach children to use the Internet in response to a need e.g. to answer a question which has arisen from work in the class.
- Children do not need thousands of website addresses. A small appropriate choice is much more effective. 'Favourites' is a useful way to present this choice. Sites should always be previewed and revisited to be checked out. Consider off-line viewing.
- Discuss with pupils the rules for responsible Internet use. It is not enough to protect children from materials; we must teach them to become Internet Wise. Children need to learn to recognise and avoid the risks. Children need to know what to do if they come across inappropriate material or if they approached by a stranger.
- They should ensure that the privacy settings are correct and that their account does not compromise their professional position. It is therefore essential that staff do not make any disparaging remarks about employer/colleague/ parents or pupils. Doing so in presence of others may be deemed as bullying and/or harassment. This may result in disciplinary action.
- Be informed - read e.g. NGfL Superhighway Safety. <http://safety.ngfl.gok.uk>

- Discuss Internet Safety with colleagues and as a staff.
- All members of staff are expected to agree and sign 'A Staff Acceptable Use of Internet Policy' (Appendix 4)

Points for Parents to Consider

It is important to promote Internet Safety in the home and to monitor Internet use.

- Keep the computer in a communal area in the home.
- Ask children how the computer works.
- Monitor on-line time and be aware of excessive hours spent on the Internet.
- Take an interest in what children are doing. Discuss with the children what they are seeing and using on the Internet.
- Advise children to take care and to use the Internet in a sensible and responsible manner. Know the Smart tips.
- Discuss the fact that there are websites which are unsuitable.
- Discuss how children should respond to unsuitable material or requests.
- Remind children never to give out personal information on the Internet.
- Remind children that people on line may not be who they say they are.
- Be vigilant. Ensure that children do not arrange to meet someone they meet on line.
- Be aware that children may be using the Internet in places other than in their own home or school.

Filtering for the Home Computer

Parents may wish to invest in security software for their children's computers. Some of this software works by monitoring all internet activity for trigger words.

There are many types of security software available.

Examples include:

- Net Nanny www.netnanny.com
- Cyber Patrol
- Surfwatch www.safesurf.com
- Or parents may wish to make use of the AOL children's selection at www.aol.com

Points for Children to Consider
Follow these SMART TIPS

S.M.A.R.T Shark

- **S** - Secret, keep your personal information private.
- **M** -Never meet anyone you have met online without your parents permission.
- **A** - Don't Accept emails or open files from people you don't know.
- **R** - Remember someone on line may be lying and not who they say they are.
- **T** - Tell your parents if something makes you uncomfortable or worried.



SMART Tips from:- Helping your parents be cool about the Internet, produced by Northern Ireland Area Child Protection Committee.

SMART Shark - Designed by Digital Leaders and Online Safety Team 2018-2019 St Mary's P.S, Killyleagh

On our School Website/Social Media Pages:

- Any images of children will only be uploaded with parental permission (Appendix 3)
- No close-up pictures of children will be made available online.
- Children and teachers will not reveal their personal details, home addresses or telephone numbers on the website.
- Website links selected by teachers, (with prior approval from Principal/ Vice Principal) may be put on the website for pupils to access outside of school- sites will be previewed and checked regularly.

Parents'/Carers' permission will be sought to publish pupils work and/ or photographs. These will only be published subject to the strict safeguards above.

Guidance Material on Internet Safety

DE Circular 2017/04- Safeguarding and Child Protection in Schools - A Guide for Schools

DHSPSS Co-operating to Safeguard Children and Young People in Northern Ireland (2016)

DE Circular 2016/27- Online Safety

DE Circular 2013/25-eSafety guidance

DE Circular 2011/22- Internet Safety guidance

DE Circular 2007/01- Acceptable use of the Internet and digital technologies in schools

Child Exploitation and Online Protection (CEOP)

www.thinkuknow.co.uk

NSPCC Internet Safety Training

www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course/

Examples of advice for staying safe online for children are also available from:

www.saferinternet.org.uk/advice-centre/young-people/resources-3-11s

www.getsafeonline.org

Monitoring and Evaluating Policy

The ICT Policy will be reviewed annually by the On-line Safety Team.

The policy's effectiveness will be evaluated in the event of a change of legislation or training.

Last Reviewed	October 2017	
Reviewed	January 2018	Updated to: Reflect changes to resources Reference change of Wi-Fi provider to C2K (Page 2) Reference change to Inclusion (Page 8) Reference Privacy notice for pupils & parents/families/carers/legal guardians regarding use of personal information (GDPR) (Page 20) Reference Google Apps (Page 21)
Date Ratified by BoG:		
Date of next Review:		

(APPENDIX 1)

ICT Code of Practice Agreement for Pupils and Parents

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

- I will access the system with my login and password, which I will keep secret.
- I will not access other people's file without permission.
- I will ask a teacher or a suitable adult if I want to use the computers.
- I will ask permission from a member of staff before using the Internet.
- I will only use the computers for school work and homework.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or a sensible adult if I am not sure what to do or if I think I have done something wrong.
- I will not bring an iPad, phone or technological device into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- I will not open e-mails sent by someone I don't know.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I will report any unpleasant materials or messages sent to me.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I will not use Internet chat-rooms in school.
- I will never give out personal information or passwords.
- I know that if I break the rules I might not be allowed to use a computer.

Signed by child _____

Signed by parent/guardian _____

Date _____

APPENDIX 2

ICT Code of Practice Agreement for Individual Pupils who have access to an iPad as a recommendation from the Statement of Needs.

To help ensure that e-learning is successful and safe, we ask you to commit to the principles outlined in this agreement. As a school we are prepared to provide the support and resources necessary to make this work, but we also require the commitment of parents and pupils.

As you read through this leaflet you will see a summary of the e-learning commitment that the school is making to the pupils, and to you as parents. It also outlines the commitment that will be needed from the home, and from the children themselves, to make this work.

When you have read these sections please sign the agreement. This will help to ensure that we are all working together to achieve success.

THE SCHOOL WILL...

- Give the pupil an introduction to using and caring for the iPad.
- Teach pupil to use the iPad safely.
- Monitor the use of the iPad both remotely and directly in and around school.

AT HOME WE WILL...

- Ensure that our child understands how to care for and protect their iPad.
- Report any faults with the iPad promptly.
- Understand that the iPad remains the property of individual and as such should be respected.
- Make sure the iPad is not used for any illegal and/or anti-social purpose, including access to inappropriate Internet sites and chat rooms.
- Ensure that our child understands that the device is important for educational purposes.
- Ensure that Apps and resources that are provided by the school are not removed from the iPad.
- Remind our child to bring it to school each day.
- Understand that the iPad may be inspected by the teacher upon request and that the iPad and its contents (whether created at home or school) can be viewed by the teacher at any time.
- Take responsibility for any inappropriate use of the iPad at home.

AS A PUPIL I WILL...

- Look after the iPad very carefully all the time.
- Ensure it is within a case when at school.
- Not use the iPad for any form of cyber-bullying, harassing, insulting or attacking others.
- Bring it to school every day.

- Transport the iPad as securely as possible (e.g. not visible in a vehicle; not advertise ownership of my iPad).
- Ensure that the iPad is only used for educational purposes whilst in school.
- Make sure the iPad is not used for illegal and/or anti-social purpose.
- Not physically decorate, customise or graffiti the iPad or its case.
- Allow staff to access the iPad to check for materials at any time.
- Not download apps without teacher permission.
- Not take photographs or movies without the permission of the person.
- Not upload photos/movie from the iPad to online media sharing sites, such as Facebook, YouTube etc or a public space on the Internet.
- Be mindful of the time that I spend on my iPad. I will always act on the advice of the school in the use of this advice.

PLEASE SIGN AND RETURN THIS TO THE SCHOOL AS SOON AS POSSIBLE:-

PUPIL'S AGREEMENT

I agree to abide by these terms in my use of the iPad

Name:

Class:

Signed:

Date:

PARENT'S/CARERS AGREEMENT

I agree to my child having the use of the iPad on these terms

Name:

Signed:

Date:

PRINCIPAL'S AGREEMENT

I agree on behalf of the school to provide an iPad on these terms

Signed:

Date:

Terms and Conditions

Failure to take such reasonable care or to abide by the other conditions listed in this document may result in the user not being able to use the iPad at home. Persistent misuse or failure to adhere to the conditions may result in the iPad being kept at school and not allowed at home.

The school will not be responsible for any outcomes which may occur if guidelines are not followed.

The iPad should be re-charged at home overnight, but the school cannot accept responsibility for the electrical costs involved.

The iPad (and software, services and applications provided by the school) will remain the property of the school.

(APPENDIX 3)

Digital and Video Images of Pupils Agreement

I have read the school's Acceptable Use of the Internet and Digital Technologies policy and have circled below how I wish images of my child to be used.

Images of _____ (pupil's name) may be published in the following ways		
On the school web site	Yes	No
On the school social media pages (twitter/facebook)	Yes	No
On SeeSaw app (Foundation Stage Pupils)	Yes	No
In the school prospectus/flier	Yes	No
In the press	Yes	No
For displays within school	Yes	No

Signed: _____ (Parent/Guardian) Date: _____

(APPENDIX 4)

Staff Acceptable Use Policy Agreement

- I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.
- I recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT.
- I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE, iPads etc) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I will not accept any friend requests from pupils.
- I will always ensure that I have watched completely any videos downloaded from sites such as 'You Tube' prior to use, to ensure they are appropriate.
- I will not use personal email addresses during contact teaching time.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will ensure that my data is regularly backed up

- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and Principal and in the event of illegal activities the involvement of the police.
- I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date