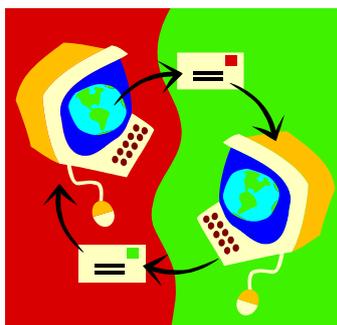# WOODS PRIMARY SCHOOL
ONLINE SAFETY POLICY

ACCEPTABLE USE OF THE INTERNET AND DIGITAL TECHNOLOGIES

INTRODUCTION

In Woods 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 Woods Primary School. The policy has been drawn up by the staff of the school under the leadership of the Principal/ICT co-ordinator.

It has been approved by Governors and circulated to all parents.

The policy and its implementation will be reviewed on a regular basis.

CODE OF SAFE PRACTICE

When using the Internet, e-mail 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 Woods 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; school PCs, iPads, laptops, tablets, digital cameras 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, iPads) is subject to the same requirements as technology provided by the school. This policy runs alongside our Safeguarding Policy, with regard to safe use of mobile devices. Under Child Protection, devices owned personally by pupils should not be brought into school and should not be used to record/store still or moving images in school. Any storage devices containing school data should be password protected.

◆ **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.

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

o   The school's Code of Practice for use of the Internet and other digital technologies is made explicit to all pupils and is displayed prominently, i.e. SMART Rules.

o   Our code of Practice is reviewed each school year and signed by pupils/parents.

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

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

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

- o All children are taught to be Internet wise. They are made aware of the safe use of the Internet rules and are encouraged to discuss how to cope if they come across inappropriate material and what to do. Pupils are educated in the safe and effective use of the Internet, through a number of selected activities including Police visits, PDMU lessons, Child Protection Assemblies and Safer Internet Day.

It must be accepted that, however rigorous these measures may be, they can never be 100% effective, therefore all children's use of the Internet is supervised by an adult. Neither Woods PS nor C2K can accept liability under such circumstances.

The use of mobile phones by pupils is not normally permitted on the school premises during school hours or on school trips, unless in exceptional circumstances, where permission may be granted by the Principal or Vice-Principal.

During school hours pupils are forbidden to play computer games or access social networking sites, unless specifically assigned by the teacher. Pupils should not bring electronic devices to school.

◆ **Sanctions**

Incidents of technology misuse which arise will be dealt with in accordance with the school's Discipline policy. Minor incidents will be dealt with by the Principal and may result in a temporary or permanent ban on Internet use.

Incidents involving child protection issues will be dealt with in accordance with our school Child Protection Procedures and will be reported to the Principal or Designated teacher for Child Protection.

◆ **Code of Practice for Staff**

Staff have agreed to the following Code of Safe Practice:

- o Pupils accessing the Internet should be supervised by an adult at all times.

- o 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.

- o All pupils using the Internet have written permission from their parents.

o   Deliberate/accidental access to inappropriate materials or any other breaches of the school Code of Practice should be reported immediately to the Principal/ICT coordinator.

o   In the interests of system security, staff passwords should only be shared with the network manager.

o   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.

o   Teachers should also 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.

o   Photographs of pupils should, where possible, be taken with a school camera and images should be stored on school memory pens or on the school network, accessible only to teaching staff.

o   School systems may not be used for unauthorized commercial transactions.

o   Websites/YouTube/BBC iplayer used by pupils should be checked beforehand by teachers, where possible, to ensure there is no unsuitable content and that material is age-appropriate.

INTERNET SAFETY AWARENESS

In Woods 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. This education is as important for staff and parents as it is for pupils.

o   **Internet Safety Awareness for Pupils**

Rules for the Acceptable Use of the Internet are discussed with all pupils and are prominently displayed in classrooms. Children will be given opportunities to explore various Internet Safety sites, to increase awareness of potential dangers and to give them the skills necessary to divert from dangerous and unsuitable websites. Pupils complete Internet Safety Awareness using a range of online resources and visits from PSNI, during assemblies, PDMU and a special focus on Safer Internet Day.

o   **Internet Safety Awareness for Staff**

The ICT co-ordinator keeps informed and updated on issues relating to Internet Safety and attends regular courses. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants.

o   **Internet Safety Awareness for Parents**

The Internet Safety Policy and Code of Practice for pupils are sent home at the start of each school year for parental signature. An advice sheet on the 'Safe Use of the Internet at Home' is also forwarded to parents at the start of each school year.

HEALTH AND SAFETY

We have attempted, as far as possible, to ensure a safe working environment for pupils and teachers using ICT resources, which has been designed in accordance with health and safety guidelines. Pupils are supervised at all times when Interactive Whiteboards and Digital Projectors are being used.

DIGITAL AND VIDEO IMAGES OF PUPILS

Parental permission is sought at the start of each school year to cover the use of photographs of pupils on the school website, in the local press and for displays etc within the school and written permission must be obtained from parent/carer.

♦   **School Website**

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. No close-up pictures of children will be made available online.

- Names and images are kept separate – if a pupil is named their photograph is not used and vice versa.

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

♦   **Storage of Images**

Digital and video images of pupils are, where possible, taken with school equipment. Images are stored on the school network, accessible only to teaching staff. Photographs of pupils are removed when they leave the school.

USE OF iPADS AS TEACHING TOOLS

Access to the internet on iPads is provided through the C2k Managed Service which is designed to filter out unsuitable material. Any apps which teachers wish to install must be authorized by the principal.

SOCIAL NETWORKING SITES

It is important to recognise that there are issues regarding the appropriateness of some content and contact in relation to social net-working sites. Staff are therefore encouraged to think carefully about the way that information can be added and removed by all users, including themselves, from these sites. Images once on-line can never be removed.

- Access to social net-working sites using C2K computers is forbidden.

- Staff should not discuss any school related business on social net-working sites.

- Images of pupils or the school environment are not permitted to be uploaded on to social net-working sites.

- Images of staff are not to be uploaded on to social net-working sites without the permission of the staff member/s involved.

- It is strongly recommended that staff do not engage with parents on social net-working sites.

- Under no circumstances should staff engage with pupils in any way on-line.

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 through PDMU lessons, visits from the Community Police Officer and the P7 "Bee Safe" programme and Safer Internet Day activities each February.

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.

<u>Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.</u>

E-MAIL

The use of e-mail within school is an essential means of communication for staff.

- The school gives all staff their own e-mail account to use as a work-based tool. By using your own school e-mail account, you are clearly identified as the originator of a message.

- It is the responsibility of each account holder to keep their password secure. For the safety and security of users and recipients all mail is filtered and logged. If necessary e-mail histories can be traced.

- Under no circumstances should staff contact pupils, parents or conduct any school business using personal (non c2k) e-mail addresses.

- E-mails created or received as part of your school job will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000.

- Staff must inform the Principal if they receive an offensive e-mail/attachment. Such emails/attachments/offensive photos should not be forwarded to any other person.

- However, you access your c2k e-mail (whether directly, through web mail when away from school or on non-school hardware) all the school e-mail policies apply.

PESONAL MOBILE DEVICES (INCLUDING PHONES)

- The school allows staff to bring in personal mobile phones and devices for their own use during non-contact time with pupils.

- The school discourages members of staff contacting a parent/carer using their personal device.

- The school is not responsible for the loss damage or theft of any personal mobile device.

- The sending of inappropriate text messages between members of the school community is not allowed.

- Permission must be sought before any image or sound recordings are made on these devices of any member of the school community.

- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device, e.g., on phones, memory sticks or external hard drives.

- Staff should not store pupils' personal data or photographs on memory sticks, mobile phones, cameras or other personal devices.

- Pupils are not allowed to use personal mobile phones during class.

Where the school provides mobile technologies such as phones, laptops and PDA for off-site visits and trips, only these devices should be used. If a parent has a concern about any aspect of this policy, he or she is invited to contact Mrs White.

All reasonable and appropriate steps have been taken to protect pupils. The school recognizes 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 online they must immediately:

- Leave that website
- Inform an adult

Should a child or teacher encounter unsuitable material through the managed service, this will be reported to C2k via the C2k helpdesk number, where the call will be logged.

LINKS WITH OTHER POLICIES

This policy complements and supports a range of other school policies including:

- Behaviour Policy

- Anti-Bullying

- Child Protection/Safeguarding Policy

- ICT Policy

These policies are available to parents and any parent requiring a copy should contact the School Principal.

- **This policy will be reviewed annually in light of technological advances.**

Guidance Material on Internet Safety

http://schoolsl.becta.org.uk

www.ceop.gov.uk

http://www.kented.org.uk/ngfl/policy

www.digital-literacy.org.uk (Digital Literacy and Citizenship)

Fronter – C2K – Online Safety room for advice for teachers

Internet Safety Sites for children:

www.thinkuknow.co.uk

www.bbc.co.uk/cbbc/help/web/staysafe

www.kidsmart.org.uk

www.netsmartzkids.org - Guidelines on keeping safe online and offline

Resources and websites to support parents and carers:

www.parentscentre.gov.uk/usingcomputersandtheinternet

www.childnet-int.org/kia/parents

www.kidsmart.org.uk/parents

www.nch.org.uk/information/index

www.btbetterworld.com

Woods Primary School

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 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 files without permission.

- I will only use the computers for school work and homework.

- I will not bring software or CDs into school without permission.

- I will not bring any personal mobile device without the Principal's or Vice Principal's permission.

- I will ask permission from a member of staff before using the Internet.

- I will not disclose my home address or telephone number, or arrange to meet anyone.

- I will report any unpleasant material 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 Social Media sites on any school machine and I will only use websites approved by my teacher.

- I will not take photographs from the school website and upload on any social media site

- I will never give out personal information or passwords.

Signed by child (P4-P7): _____

Signed by parent/guardian: _____ Date: _____

Acceptable Use Agreement/E-Safety Rules (Staff)

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 policy is designed to ensure that all staff and Governors are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents.

- I will only use the schools e-mail/internet/and any related technologies for professional purposes or for uses deemed 'reasonable' by the Principal.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or C2k.
- I will ensure that all electronic communications with 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.
- I have been advised not to give out my own personal details such as mobile phone number and personal e-mail address to parents/carers.
- I will ensure that school personal data is kept secure and is used appropriately, whether in school taken off the school premises or accessed remotely. All personal or sensitive data taken off-site must be encrypted on a teacher laptop (provided by C2k or on an encrypted external drive provided by the school.
- I will not install any hardware or software without the permission of the Principal/ICT co-ordinator.
- 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 in line with school policy and with written consent of the parent/carer or staff member.
- I will support the school approach to online safety and not deliberately share or upload any images, video or text that could upset or offend any member of the school community.
- 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 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 Woods PS or my professional role into disrepute.
- I will support and promote the school's online safety policy and help pupils to be safe and responsible in their use of ICT and related technologies in the context of school.
- I understand the sanctions related to breaches of the above.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school.

Full Name (Printed) _____

Signature _____ Date _____