



# **Omagh Integrated Primary School and Nursery**

## **Acceptable Use of the Internet and Digital Technologies Policy**

**April 2022**

Date ratified by Board of Governors: \_\_\_\_\_

Date of Review: \_\_\_\_\_

## Introduction

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

*'A school's paramount consideration should always be the safety of pupils and staff.'* (DE Circular 2011/22)

## Pupils

Pupil access to the internet on desktop machines and laptops is through a filtered service provided by C2K. Pupils will use Applications on iPads and have access directly to the internet through the 'C2K Wireless' service which allows for pupils to access the network more freely. Teachers will need to monitor much more closely iPad use during this time, especially during independent or paired work.

For pupils in Years 4 - 7, both parents and pupils sign the Code of Practice Acceptable Use Agreements whilst parents agree to the policy on their child's behalf in Nursery to Year 3. Copies of these are held on file by the ICT Co-ordinator. Pupils are taught to care for equipment and what to do if they see or hear something that upsets them. In addition, the following key measures have been adopted by Omagh Integrated Primary to ensure our pupils do not access inappropriate material:

- 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 in suitable locations, such as the ICT Suite.
- Our Code of Practice is reviewed each school year and signed by pupils/parents.
- Pupils using the internet will normally be working in highly-visible areas of the school.
- All online activity is for appropriate educational purposes and is supervised, where possible.
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group. Where the task involves pupils locating suitable websites themselves, explicit instruction will be provided by teachers of how best to locate appropriate sites, and how to evaluate their authenticity and appropriateness.
- Pupils in all Key Stages are educated in the safe and effective use of the internet.

It should be accepted that however rigorous these measures may be, they can never be 100% effective. Neither the school, nor C2K, can accept liability under such circumstances.

## Staff

Staff are aware of the important role they play in promoting and protecting pupils' safe use of digital technologies. Each year members of staff using the school's ICT systems sign and agree to the Acceptable Use Agreement for Staff. Staff agree that:

- Pupils accessing the internet should be supervised by an adult.

- All pupils are aware of the rules for the safe and effective use of the internet. These are displayed in prominent locations within the school and discussed with pupils.
- All pupils using the internet have written permission from their parents.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the ICT Co-ordinator.
- In the interests of system security, staff passwords should not be shared.
- Staff are aware that the C2K My School system tracks all internet use and records the sites visited. The system also logs emails and messages sent and received by individual users. It is important that users are aware that a request may be made by the Principal to access such tracking information, and by signing the Acceptable Use Policy for Staff, members of staff authorise such information to be released to the Principal/Board of Governors.
- While normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on the C2K servers to be absolutely private.

### **Examples of Acceptable and Unacceptable Use**

On-line activities which are encouraged include, for example:

- The use of e-mail and computer conferencing for communication between pupil(s) and teacher(s), between pupil(s) and pupil(s) and between schools.
- Use of the Internet to investigate and research school subjects and cross-curricular themes.
- The development of pupils' competence in ICT skills and their general research skills.

On-line activities which are not permitted include, for example:

- Searching, viewing and/or retrieving materials that are not related to the school curriculum.
- Playing computer games or using other interactive 'chat' sites, unless specifically assigned by the teacher.
- Using social network sites e.g. Facebook, Twitter etc...
- Sharing any personal information about a user (such as: home address; e-mail address; phone number, etc.).

### **Advice for Parents**

While in school, teachers will guide pupils toward appropriate materials on the Internet. Outside school, parents or guardians bear the same responsibility for such guidance.

Appropriate home use of the Internet by children can be educationally beneficial, and can make a useful contribution to home and school work. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of Internet resources at home.

Parents are advised that the school provides filtered and monitored access to the Internet for pupils. The school would draw to parents' attention the following guidance and advice on Internet use which they might find helpful at home:

Parents should:

- Discuss with their children the rules for using the Internet and decide together when, where, how long, and what comprises appropriate use.
- Get to know the sites their children visit, and talk to them about what they are learning.
- Advise children to take care and to use the Internet in a sensible and responsible manner.
- Discuss the fact that there are websites which are unsuitable.
- Discuss how children should respond to unsuitable materials or requests.

- Remind children never to give out personal information on the Internet.
- Remind children that people online may not be who they say they are.
- Be vigilant. Ensure that children do not arrange to meet someone they meet online.
- Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images.
- Be aware that children may be using the internet in places other than in their own home or at school.
- Be aware of the vast array of Apps available to pupils on mobile phones and other mobile technical devices, with particular attention to the minimum age for such software.
- Check parental control settings on devices which connect to the internet.
- Consider keeping your Wi-Fi password private from children, so they cannot share it with their friends when they visit your house. Remember that any activity which visitors to your home undertake whilst using your internet access point is traceable to your address and thus may be deemed your responsibility.

## **Conclusion**

There is no doubt that there can be dangers associated with the use of the Internet as, *'No matter how rigorous such measures may be, they will never be completely effective.'* (DE Circular 2007/1). We feel that, given the safeguards we have in place as set out in this Policy, these are outweighed by the potential benefits. It is vital that all children are made aware as soon as possible of the benefits and dangers, which the technology brings.

Each child in school must have a completed Permission form signed by their Parent/Guardian in order to use the Internet and E-mailing facilities in school.



## OMAGH INTEGRATED PRIMARY SCHOOL & NURSERY

Children should know that they are responsible for the use of the Internet and digital technology in school and that they must use it in a safe and appropriate manner.

Omagh Integrated Primary School has a networked computer system, which is filtered and controlled by C2K. We require parental consent for children to use the network and, where appropriate, to access information on the Internet.

Pupils in Nursery and Years 1, 2 and 3 Parents should read, discuss and agree but only the Parent's signature is required.

### CODE OF PRACTICE

#### Acceptable Use of the Internet and Digital Technologies for Pupils

- ✓ Pupils will take very good care of all equipment they use in school, treating it with respect.
- ✓ Pupils will only use the ICT equipment (computers/tablets etc.) for school related work.
- ✓ Pupils will ask permission from a member of staff before using the Internet.
- ✓ Pupils will only email people within school whom their teacher has approved.
- ✓ Any messages which pupils send will be polite, responsible and respectful to others.
- ✓ Pupils will not bring in software or pen drives from home to use in school unless they have been given permission by the class teacher.
- ✓ Pupils will not reveal their home address, phone number etc. or the personal details of others whilst online.
- ✓ Pupils will report to their teacher, immediately, anything they are uncomfortable with when they are online.
- ✓ Pupils will never use mobile phones or other personal devices in school to access the internet, take photographs or to video their friends or others.
- ✓ Pupils will not bring wearable technology that can take photographs, such as Apple watches, to school.
- ✓ Pupils understand that the school may check their computer files and may monitor the sites which they visit.
- ✓ Pupils understand that if they deliberately break these rules they could be stopped from using the internet/email/digital technologies and their Parent/Guardian will be informed and sanctions will apply.

I have discussed the above *Acceptable Use of the Internet and Digital Technologies Rules* with my child. I understand that my child will be required to comply with the guidelines set out above.

Name of child: \_\_\_\_\_ Class Teacher: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_



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**Pupils in Year 4, 5, 6 and 7 and their parents should read discuss, agree and both sign the form below.**  
For younger pupils, read, discuss and agree but only the parent's signature is required.

### CODE OF PRACTICE

#### Acceptable Use of the Internet and Digital Technologies for Pupils

- ✓ I will take very good care of all equipment I use in school, treating it with respect.
- ✓ I will only use the ICT equipment (computers/tablets etc.) for school related work.
- ✓ I will ask permission from a member of staff before using the Internet.
- ✓ I will only email people within school whom my teacher has approved.
- ✓ I will only use Microsoft Teams when this is arranged by my teacher.
- ✓ I will not use Internet chat rooms in school.
- ✓ I will always use language that is supportive and kind when online, respecting the feelings of others.
- ✓ I will not bring in software or pen drives from home to use in school unless I have been given permission by the class teacher.
- ✓ I will not reveal my home address, phone number etc. or the personal details of others whilst online.
- ✓ I will report to my teacher, immediately, anything I am uncomfortable with I am are online.
- ✓ I will never use mobile phones or other personal devices in school to access the internet, take photographs or to video my friends or others.
- ✓ I will not bring wearable technology that can take photographs, such as Apple watches, to school.
- ✓ I understand that the school may check my computer files and may monitor the sites which I visit.
- ✓ I understand that if I deliberately break these rules I could be stopped from using the internet/email/digital technologies and my Parent/Guardian will be informed and sanctions will apply.

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

**(Year 4 to Year 7 pupils only)**

I have discussed the above *Acceptable Use of the Internet and Digital Technologies Rules* with my child.  
I understand that my child will be required to comply with the guidelines set out above.

Name of Child: \_\_\_\_\_ Class Teacher: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_



## Staff Acceptable Internet Use Statement

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

By signing this agreement, you recognise and accept that the school reserves the right to examine or delete any files that may be held on its computer system, to monitor any Internet sites visited and to monitor and review the use of the school's digital technology. The system also logs emails and messages sent and received by individual users and log all activity.

Staff should sign a copy of the Acceptable Internet Use Statement and return it to the ICT Co-ordinator. By signing, members of staff accept and agree that:

- ✓ All Internet activity and use of digital technology should be appropriate to staff professional activity or the pupils' 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's 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 email 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 internet to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- ✓ Images, sound recordings or videos taken of school events or activities on a personal device must be authorised by the School Principal. Images, videos and data should be uploaded onto school approved sites and immediately deleted from personal devices.
- ✓ When using school's social media accounts all posts and activity must be appropriate and acceptable, reflecting the ethos and the values of the school and be approved by Principal.
- ✓ Members of staff agree to maintain the confidentiality of records and information held digitally within the school, insuring they meet the requirements of the GDPR and the Data Protection Act.
- ✓ Use of social networking sites should be used appropriately acknowledging your own professional reputation.

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

BLOCK CAPITALS: \_\_\_\_\_