



# Using ICT Policy

Reviewed: Jan 2019

Review Date: Jan 2022

Chair of Board of Governors	Date
Principal	Date

*We care ~ We share ~ We learn*

*We care – We share – We learn*

Our vision is to enable independent and happy pupils to acquire a capacity for lifelong learning in a Christian atmosphere that translates into daily life by promoting a learning environment which motivates creativity and achievement in an atmosphere of respect and responsibility while highlighting and nurturing strengths and celebrating successes through fostering successful, productive and enjoyable partnerships: within school, between home and school, and with the community in which our school belongs.

# Contents:



- (1) Using ICT Policy
- (2) Acceptable Use Policy
- (3) Online Safety Policy
- (4) Digital Devices Policy
- (5) Social Media Policy

### Using ICT Vision:

“Utilize emerging technologies to develop the child’s ability to become effective learners and provide them with the life skills for modern society.”

*New Row Primary School*

ICT allows all pupils to gain confidence and ability in an ever-changing society and prepares them for the challenge of a rapidly developing and evolving technological world. Our vision is:

- To provide opportunities to enable all our 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 ensure ICT has a fundamental role in developing and enhancing our school’s key learning aims in promoting the pupils’ educational, physical and social needs.
- ICT encourages our staff and pupils to work collaboratively.

### Introduction:

Information and Communications Technology (ICT) is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

ICT is a generic term used to denote the convergence of computers, video and telecommunications, as seen in the use of multi-media computers, mobile phones, gaming consoles etc. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole.

We aim to enable our pupils to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to use information in a discriminating and effective way.

New Row PS meets the requirements set out within the Northern Ireland Curriculum and develops the use of the 5Es within the tasks already being carried out.

- Explore
- Express
- Exchange
- Evaluate
- Exhibit

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

New Row PS is well equipped with networked PCs, laptops and iPads in all classrooms.

## **Rationale:**

Why should our pupils use ICT?

- ICT can enhance the learning process across all areas of the curriculum.
- ICT enables pupils to undertake activities which would be difficult to pursue in any other way.
- ICT takes the laborious routine out of some text and information tasks giving greater scope for pupils' creativity.
- ICT can motivate and enthuse pupils.
- In the information society in which we live, pupils need to develop ICT skills in order to access relevant information.
- ICT gives pupils immediate access to richer source materials.
- ICT has the flexibility to meet the individual needs and abilities of each pupil catering for both weak and high achievers.
- ICT promotes access for pupils with learning difficulties.
- ICT offers potential for effective group work and collaborative learning.
- ICT supports different types of learners – audio, visual and kinesthetic.

## **Aims:**

Our aims in using ICT are to:

- extend and enhance learning across all areas of the curriculum.
- encourage pupils to select and use ICT appropriate to the task.
- develop practical skills in the use of ICT and the ability to apply these skills to the solving of relevant and worthwhile problems.
- give children access to a variety of sources of information.
- instill in children a sense of confidence, achievement and enjoyment.

## **Strategies for use of ICT:**

- ICT is not taught as a distinct subject, but it is a tool to be used as appropriate throughout the curriculum. It should be integrated into each area of study to support and enrich children's learning.
- All pupils are given equal access to all aspects of ICT in our school.
- ICT is an entitlement for all pupils - it should not be perceived as a punishment or reward.
- We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child.
- Use of ICT at home will continue to be encouraged through projects, home works and the use of online learning websites which can be researched through a home computer system or at the local library.
- Children should continue to be encouraged to access and make use of the school website which is regularly updated – [www.newrowps.com](http://www.newrowps.com)

### **Access:**

Pupils have access to ICT through class-based network PCs and laptops. All classrooms have an interactive whiteboard and a set of 6+ iPads. All other equipment such as Bee Bots are stored in the Year 2 store and are easily accessed by all staff when required.

The school takes appropriate account of children's ICT experiences. Teachers often avail of the experience of the digital leaders or other older pupils to help guide less experienced users. Teachers may also group children to complete ICT tasks using mixed or similar ability. The school provide a range of opportunities for pupils to develop their skills through after school clubs such as coding.

All pupils have access to the internet through a filtered system. For further information relating to this see the Online Safety Policy.

### **Inclusion:**

The school's ICT facilities are available for use by all pupils and staff. All children will be given access to ICT regardless of gender, race, physical or sensory disability.

For pupils with learning difficulties and/or physical or sensory disability appropriate use of ICT can often enhance access to aspects of the curriculum. In co-operation with the SENCo we will endeavour to provide, wherever and whenever possible, appropriate software and hardware to enable such access.

### **Internet:**

The school has internet access in every classroom. Any use of the Internet will be strictly in accordance with the school's Acceptable Use Policy, which has been communicated to staff, pupils, governors and parents. Annual permission is sought from parents for internet use.

## **ICT and the Northern Ireland Curriculum:**

### **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 Bee Bots, Roamers, Black Cat Logo 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 LNI.
- 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.

### **Progression, Monitoring & Evaluating:**

#### ▪ **Progression**

Pupils' ICT skills and competencies will be developed from Year One to Year Seven. These will cover all areas of ICT and be embedded in the Northern Ireland Curriculum. Staff are currently working towards developing suitable lines of progression for a range of desirable features. This includes a line of progression for Online Safety through a range of structured lessons to be completed throughout the year.

#### ▪ **Monitoring**

It is currently the responsibility of the ICT team to monitor the standard and progress made by each pupil by gathering appropriate evidence termly during each school year. This is in preparation for the statutory assessment of Using ICT by every teacher from P3-P7.

#### ▪ **Evaluating**

Children complete self-assessment records at the end of each stage. Evidence gathered each year is summarized within a report which is then presented to the Board of Governors.

### **School Development Plan:**

The school's action planning for ICT forms part of the overall School Development Plan, identifying and prioritising areas for development. This is reviewed on an annual basis.

### **Staff Development:**

Opportunities for continuing professional development of all staff, including non-teaching staff as appropriate, will be provided in accordance with the school development plan.

### **Online Safety:**

Schools play a key role in equipping pupils to stay safe online, and whole-school planning in this area is essential. The Levels of Progression for Using ICT include this statement:

**'Pupils should demonstrate, when and where appropriate, knowledge and understanding of e-safety including acceptable online behaviour.'**

E-safety is not a separate assessment criterion; rather, schools must integrate it across the curriculum at a level appropriate to each pupil. It should be embedded across teaching and learning, not 'bolted on', to ensure that pupils have opportunities to develop their knowledge and understanding in this area. This includes a focus on:

- pupils' **conduct** online;
- their **contact** with others; and
- the **content** they access and produce.

**Netiquette** is sometimes used to describe acceptable and appropriate online behaviour. It covers, for example:

- being courteous;
- being diplomatic;
- showing sensitivity to others (including cultural awareness);
- using acceptable, appropriate language; and
- using and publishing acceptable, appropriate content.

**Review:** because of the rapidly changing nature of technology this policy will be updated on an annual basis by ICT coordinator, in consultation with the Principal, teaching staff and Governors.

## **Acceptable use of the Internet and Digital Technologies:**

### **Introduction:**

In New Row PS 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 21<sup>st</sup> 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.

The DENI Circular 2007 / 1 states that:

*“Used well, digital technologies are powerful, worthwhile educational tools; technical safeguards can partly protect users, but education in safe, effective practices is a key goal for schools.”*

This document sets out the policy and practices for the safe and effective use of the Internet in New Row Primary School. The policy has been drawn up by the staff of the school under the leadership of the Principal / ICT coordinator.

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

The policy and its implementation will be reviews annually.

### **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 New Row PS 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, laptops, 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, PDAs) is subject to the same requirements as technology provided by the school.

The ICT Co-ordinator will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

### **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 before pupils access the Internet.

In addition, the following key measures have been adopted by New Row PS to ensure our pupils do not access any 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;
- 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;
- All pupils are educated in the safe and effective use of the Internet.

It should be accepted, however, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor C2K can accept liability under such circumstances. During school hours pupils are forbidden to play computer games or access social networking sites.

### **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/ICT Co-ordinator 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.

### **Code of practice for staff:**

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet should be supervised by an adult at all times.
- 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 (see Appendices).
- All pupils using the Internet have written permission from their parents.
- Recommended websites for each year group are available under Favourites.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal/ICT Co-ordinator.
- In the interests of system security staff passwords should only be shared with the network manager.
- 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.
- Teachers should be aware of copyright and should be careful not to download or use any materials which are in breach of these.
- Photographs of pupils should, where possible, be taken with a school ipad and images should be stored on a centralised area on the school network, accessible only to teaching staff.
- School systems may not be used for unauthorised commercial transactions.

## **Internet Safety Awareness:**

In New Row PS 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 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, Key Stage 2 pupils follow a structured programme of Internet Safety Awareness using a range of online resources.

### ▪ **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 on a regular basis.

### **Internet Safety Awareness for parents:**

The Internet Safety Policy and Code of practice for pupils is sent home at the start of each school year for parental signature. Internet safety leaflets for parents and carers also are sent home.

### ▪ **Wider Use of School ICT Resources:**

Users are issued with separate usernames and passwords by C2K. They must also agree to the school's Acceptable Use of the Internet policy.

## **Health and Safety:**

New Row PS, in so far as possible, ensures 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 using ICT resources and equipment.

## **Digital and Video Images of Pupils:**

- Parental permission is sought to cover the use of photographs of pupils on the school website, twitter, in the local press and for displays etc within school and written permission must be obtained from parent/carer (see Appendices).

### ▪ **Storage of images**

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

Photographs of pupils are removed when they leave the school.

## **Social Software:**

Chatrooms, blogs and other social networking sites are blocked by the C2K 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 Internet Safety Education for pupils.

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.

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

## ONLINE SAFETY POLICY

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 Circulars 2011/22, 2013/25 and 2016/27 on Online Safety. This document sets out the policy and practices for the safe and effective use of the Internet and related technologies in New Row Primary School. It also links to Article 17 from the UN Convention on the Rights of the Child which states:

*“You have the right to get information that is important to your well-being, from radio, newspaper, books, computers and other sources. Adults should make sure the information you are getting is not harmful, and help you find and understand the information you need.”*

New Row’s Online Safety Policy reflects the importance we place on the safe use of information systems and electronic communications. It highlights the responsibility of the school, staff, governors and parents to mitigate risk through reasonable planning and actions. Online safety encompasses not only Internet technologies but also electronic communications via mobile phones, games consoles and wireless technology. It highlights the need to educate children and young people about the benefits, risks and responsibility of using information technology.

### **Online Safety:**

- is concerned with safeguarding children and young people in the digital world;
- emphasizes learning to understand and use technologies in a positive way;
- is less about restriction and focuses on educating children about the risks as well as the benefits so that users feel confident online;
- is concerned with supporting children and young people to develop safer online behaviours both in and out of school;
- prepares pupils to recognize unsafe situations and how to respond to risks appropriately.

The Internet is a unique and exciting resource. It brings the world into the classroom by giving children access to a global network of educational resources. There is no doubt that the use of the Internet is an essential skill for children as they grow up in the modern world. The Internet is, however, an open communications’ channel, available to all. Anyone can send messages, discuss ideas and publish materials with little restriction. 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.

The rapidly changing nature of the Internet and new technologies means that Online Safety is an ever growing and changing area of interest and concern. Our school policy reflects this by keeping abreast of the changes taking place. We as teachers have a duty of care to enable pupils to use on-line systems safely. This policy operates in conjunction with other school policies including Positive Behaviour, Child Protection/Safeguarding Children and Anti-Bullying. Online Safety must be built into the delivery of the curriculum. ICT is a compulsory cross-curricular element of the Northern Ireland curriculum and schools must ensure acquisition and development by pupils of these skills.

Online Safety in New Row depends on effective practice at a number of levels:

- responsible ICT use by all staff and students; encouraged by education and made explicit through published policies;
- sound implementation of e-Safety policy in both administration and curriculum, including secure school network design and use;
- safe and secure internet provision by C2K and Classnet (provided by ToDo Tech)

### **Roles and Responsibilities:**

Online Safety is an important aspect of Child Protection/Safeguarding Children within the school therefore, the school's Online Safety officer, ICT Co-ordinator, Principal and Board of Governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. It is the role of the online safety officer and/or ICT Co-ordinator to keep abreast of current online safety issues and guidance through organisations such as CEOP (Child Exploitation and Online Protection) and Childnet. This team has the responsibility for leading and monitoring the implementation of online safety throughout the school.

The Online Safety Team have the responsibility to update staff and Governors with regard to Online Safety and all governors should have an understanding of the issues relevant to our school in relation to local and national guidelines and advice.

### **ICT Co-ordinator:**

Our ICT coordinator is the person responsible for the day-to-day issues relating to Online Safety.

- takes day to day responsibility for Online Safety issues and has a leading role in establishing and reviewing the school Online Safety policies/documents,
- ensures that all staff are aware of the procedures that need to be followed in the event of an incident,
- provides training and advice for staff,
- receives reports of Online Safety incidents and creates a log of incidents to inform future developments,
- receives appropriate training and support to fulfil his/her role effectively,
- passing on requests for blocking/unblocking to the C2K and/or Classnet helpdesks.

### **The Board of Governors:**

- are responsible for the approval of this policy and for reviewing its effectiveness. The governors should receive regular information about Online Safety incidents and monitoring reports.

### **The Principal:**

- is responsible for ensuring the safety (including online safety) of members of the school community, though the day-to-day responsibility for online safety is delegated to the online safety co-ordinator;
- and the Vice-Principal should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff. Refer to staff disciplinary procedures, and/or Child Protection/Safeguarding Children Policy.

### **Teaching and Support Staff must:**

- have an up-to-date awareness of online safety matters and of the current school online safety policy and practices;
- embed online safety issues into the curriculum and other school activities as appropriate;
- have read, understood and signed the school's Acceptable Use of the Internet Policy for staff;
- report any suspected misuse or problem to the school's online safety co-ordinator;

### **Professional Development of Staff:**

Teachers are the first line of defence in online safety. Our observation of behaviour is essential in recognizing concerns about pupils and in developing trust so that issues are reported. Online Safety training is an essential element of staff induction and should be part of on-going Continuous Professional Development programme. Through this policy, we aim to ensure that all reasonable actions are taken and measures put in place to protect all users. All staff will receive regular information and training on Online Safety issues through the ICT co-ordinator at staff meetings. All staff must be made aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any member of the school community.

### **Cyber Bullying:**

Staff should be aware that pupils may be subject to cyber bullying via electronic methods of communications both in and out of school. This form of bullying is also referenced to within our school's overall Anti-Bullying and Pastoral Care Policies. Whilst cyber bullying may appear to provide anonymity for the bully, most messages can be traced back to their creator and pupils should be reminded that cyber bullying can constitute a criminal offence. It is important that pupils are encouraged to report incidents to both school and, if appropriate, to the PSNI to ensure the matter is properly addressed and the behavior ceases. We will also keep a record of cyber-bullying incidents to monitor the effectiveness of our preventative activities and to review and ensure consistency in our investigations, support and sanctions.

### **Communication of our Online Policy:**

This policy, supported by the school's Acceptable Use Agreement for staff, pupils and visitors, is to protect the interests and safety of the whole school community. All teachers and parents have received a copy and thereafter parents of Year 1 will receive a copy included in their welcome pack. A copy of the policy will also be available on the school's website. This policy and its implementation will be updated on a regular basis.

Online safety rules will be discussed in all classrooms at the beginning of every academic year. Lessons from the whole school programme will be delivered at relevant times throughout the year and feedback provided during staff meetings. Parents/Carers are asked to read through and sign the acceptable use agreement on behalf of their child. The school's website also provides links to sites highlighting online safety issues.

### **Internet Security:**

Staff and pupils accessing the internet via the c2k network will be required to authenticate using their c2k username and password which provides filtering via the c2k education network solution. Access to the internet will be supervised at all times. Access via the c2k network is also fully auditable and reports are available to the school principal.

## Digital Devices Policy

### **Introduction:**

The pervasiveness of mobile digital devices (such as tablet computers and smart phones) in schools provides both educational opportunities (for learners and teachers alike) as well as management challenges which are different from those afforded by desktop and laptop computers. Research and advice indicates that, provided that those affordances are well understood by teachers and school leaders, and the deliberate use of digital tools, social communication environments and online resources which are easily accessed by mobile devices, is well prepared and planned, it can benefit learning and teaching inside and beyond the classroom. Similarly, there can be advantages for teachers' own professional learning from the use of mobile learning devices and for management and administration. Online safety, in all cases in schools and elsewhere, remains a paramount concern. It is essential not only that pupils and adults are kept safe online whilst in school and on school-organised activities, but that schools are energetic in teaching pupils how to act responsibly and keep themselves safe in the digital world.

(Department of Education Circular 2016/26)

### **Making and Storing of digital and video images:**

When using digital devices, staff should inform and educate pupils about the risks associated with the taking, use of, sharing, publication and distribution of images. In particular they should recognize the risks attached to publishing their own images on the internet e.g. on social networking sites.

Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images.

Staff members should where possible use school equipment. They may use personal digital cameras on field trips but any images should be appropriately transferred back to a centralised area in the staff folder and deleted from their personal camera.

Care should be taken when digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or school into disrepute.

All images will be deleted when they are no longer required.

### **Use on School Website:**

Including images of pupils on the school website can be motivating for the pupils and provide good opportunities to celebrate and promote the work of the school.

- Parental consent will be requested to cover the use of such photos throughout the school year before using images on website or elsewhere.
- Where possible, group photos will be used rather than full-face photos of individual children.

- Names and images will be kept separate

## **Use of Mobile Phones and other digital devices:**

### **Rationale:**

The policy provides teachers, pupils, parents/guardians with guidelines and instructions for their appropriate use during school hours. This policy also applies to students during school excursions and extra-curricular activities.

### **Pupils:**

- New Row Primary School does not allow pupils to bring mobile phones to school.
- The school takes no responsibility for mobile phones. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- Should parents need to contact pupils during the school day, or vice versa, this should be done following the usual school procedures: via the school office.
- Where a pupil is found by a member of staff to be using a mobile phone during the school day, the phone will be taken from the pupil and handed to the principal. The mobile phone will be stored in the school office until the end of the school day. The pupil may collect the phone at the end of the school day and the child's parent/guardian will be contacted.
- Phones must **NEVER** be used to photograph other children within the school. There are children in school whose parents have opted for 'no photographs' in the consent forms.
- If a pupil uses a mobile phone inappropriately (eg. Phone calls on school premises, to send inappropriate texts or to take inappropriate photographs/video footage of either other pupils or teachers), this will be regarded as a serious offence and the Principal will decide on appropriate disciplinary action in line with the school's Positive Behaviour Policy.
- If a pupil repeatedly misuses their mobile phone on school premises they will be required to leave the phone at the school office during the school day. The pupil would collect the mobile phone before leaving the premises at the end of the school day
- If images (photographic or video) of other pupils or teachers have been taken, the phone will not be returned to the pupil until the pupil, in the presence of a member of the SLT or the child's parent/guardian has removed the images. A member of the school's SLT will always contact a parent/guardian before asking a child to delete material from their mobile phone.
- A member of the school's Child Protection Team will contact parents/guardians in all cases where inappropriate photographs/video/audio footage has been found.

## **Staff:**

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the member of staff will have made the Principal aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non –contact time when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children.
- Calls/texts must be made / received in private no-contact time.
- Phones will never be used to take photographs of children or to store their personal data.
- A mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.
- In the event of an unplanned school closure (i.e. snow closure or a heating failure) the school texting service will be used to send each family a text message informing of the change of circumstances. It is therefore imperative that parents supply school with at least one up to date mobile number.
- This mobile phone policy will be shared with staff, students and volunteers as part of their arrival / training.

## SOCIAL MEDIA POLICY

### **Aims of Using Twitter:**

- To quickly share and celebrate children's achievements, successes and school updates.
- To demonstrate safe and responsible use of social media
- To encourage the use of 21st Century technology

### **Rationale:**

The rationale of this policy is to explain acceptable use of Twitter relating to New Row Primary School @NewRowPS for staff, children, parents and governors. The policy will therefore aim to explain the purpose of Twitter in New Row Primary School and the benefits that will arise from its proper use, and also deal with any potential pitfalls.

### **What is Twitter?:**

Twitter is used primarily as a method of communication made up of 140 characters called a 'Tweet'. Tweets tend to reference people, places, and/or activities. Tweets either directly reference another person or broadcast information to which others can reply and respond. Twitter users are able to follow or be followed. To follow somebody/thing ensures that all of their activity and comments appear in the followers news feed. The obvious benefit of having followers is that the information you broadcast is instantly distributed into their news feed. Users can also private message each other when they don't want conversations to appear. @NewRowPS will ONLY enter into private discussions with others if it is linked to benefit the school in various areas of school life.

### **Who controls content for @NewRowPS?:**

The uploading of content for @NewRowPS will be controlled by the Principal/I.C.T. coordinator. The other teaching staff members will have opportunities to become involved and will all have ownership and responsibility for password protection and uploading of content.

### **Who can follow @ NewRowPS?:**

When @NewRowPS receives a new follower, we will make informed decisions on a case-by-case basis as to accept or decline (block) this follower. These decisions will be based upon a number of factors:

- The name of the individual as read on their Twitter account and whether this name correlates to that of a parent on the SIMS database; is a member of staff; Is a school governor; is a known and proper person to Principal/ICT Coordinator.
- The quality of the biography of each individual as read in the bio section of their Twitter account;
- The images on view in the potential followers Twitter account.

In most cases, one or more of the above will be enough to accept a follow.

In the unlikely event that a parent, or other suitable follower is inadvertently blocked, the Principal/ ICT Coordinator will hear each individual on a case-by-case basis. These hearings will usually involve the prospective follower making themselves known in person to the above named persons, with their Twitter details.

### **Who will @NewRowPS follow?:**

In order to protect itself from inappropriate content being distributed into its news feed, @NewRowPS will be selective in who we seek to follow. We will only seek to follow those whose @ handle has obvious benefits to the school. Once again, these will be decided on a case-by-case basis at the discretion of the Principal/ICT Coordinator.

@NewRowPS sees itself more as a distributor of information to those who follow it and not as a receiver of information.

### **What is inappropriate content and referencing and how will it be dealt with?:**

@NewRowPS welcomes any referencing, mentions, or interactions that view the school in a positive light only.

Therefore, New Row Primary School deems any of the following as inappropriate:

Offensive language or remarks aimed at the school, its staff, parents, governors or others affiliated with the school;

- Unsuitable images or content posted into its feed;
- Unsuitable images or content finding its way from another's account;
- Images or text that infringe upon copyright;
- Comments that aim to undermine the school, its staff, parents, governors or others affiliated with the school.

Any inappropriate content will be deleted and its users will be removed, blocked, and, depending on the nature of the comment, reported.

### **In Summary:**

- The school Twitter account will be controlled and monitored by Principal, ICT coordinator and teaching staff.
- The school Twitter account will be a Public account. Principal and staff will monitor the followers and block any who appear to not be school focused.
- The school Twitter account will generally only tweet between the hours of 8am and 10p. The only time tweets outside of this time are for school events (e.g. football matches, school trips, performances or community events) or to share urgent school news (e.g. closures due to adverse weather).
- The school Twitter account will only follow educationally link accounts. No personal accounts, unless they are educationally linked, will be followed.
- The school Twitter account will generally not reply to any 'replies' on Twitter. This is not the platform to discuss or debate school related issues.
- The school Twitter account will only use children's first names when referencing children.
- The school Twitter account will use Twitter to share positive messages about the school.
- Individually targeted content will not be posted e.g. "Well done John, a better lesson today". Tweets to a year group or class along the lines of "don't forget the..." are acceptable.
- Whilst endorsing twitter as a school, we will also remind pupils that the age requirement to use twitter is thirteen years old.
- Twitter's own safety rules can be read on: [https://support.twitter.com/groups/33-report-abuse-or-policyviolations#topic\\_166](https://support.twitter.com/groups/33-report-abuse-or-policyviolations#topic_166)

# Appendices:



Year 1 consent forms

Year 1 Safeguarding List

Think then Click – Foundation Stage Rules

Think then Click – Key Stage 1 Rules

Think then Click – Key Stage 2 Rules

New Row Primary School  
 43 New Row  
 Castledawson  
 BT45 8AP



Principal:  
 Mrs D Graffin  
 B.Ed. M.Ed. PQH(NI)

028 7946 8426

June 2018

Name of child	Yes	No
I give permission for my <b>child's photograph/video</b> to be taken for school use including for promotion in the press, on the website and Twitter feed, in accordance with good practice guidelines.		
I give permission for my child to take part in <b>educational visits</b> offsite. This includes local walks (excluding trips requiring a bus journey).		

**Up to date contact details**

Please complete this if you have changed address or contact details within the last 6 months.

Name		
New address		
New home number		
New mobile number		
Text number (if different from above)		
Collector		Number
1		
2		
3		

Parental signature

Date

[www.newrowpscastledawson.ik.org](http://www.newrowpscastledawson.ik.org)

[info@newrowps.castledawson.ni.sch.uk](mailto:info@newrowps.castledawson.ni.sch.uk)



## Safeguarding Children Parental awareness and consent form: Receipt

In line with the advice of EA Child Protection Officers, parents/guardians must confirm by signature their awareness and understanding of school policies relating to the safeguarding practices in school.

Our policies are being updated and current versions posted on our school website: [newrowps.com](http://newrowps.com) (go to Parent Area, then School Policies). These policies may reference other school policies which are available from the school office if required.

Please do not hesitate in contacting either myself or Mrs D Graffin with any questions. We'd be very happy to help with any query.

**Mrs Karen McElroy** (Deputy Designated Teacher for Child Protection & Vice Principal)

Name of pupil	Year Group

### SECTION 1

As the parent/legal guardian of this child, **I have accessed**, read and understand the following school policies relating to the safeguarding arrangements in place in New Row PS.

	Yes	No	Comment
1. Child Protection Policy			
2. Pastoral Care Policy			
3. Anti-Bullying Policy			
4. Intimate Care Policy			
5. Acceptable use of ICT Policy			
6. eSafety Policy			

Signature of parent/guardian	Date

.....

### ONLY COMPLETE THIS SECTION IF YOU HAVE NO INTERNET ACCESS

I have **no access** to these policies online. Please send me a paper copy of:

Signature of parent/guardian	Date

*We care ~ We share ~ We learn*

# Think then click



## These rules help us to stay safe on the Internet:

- I will only use the computer / iPad when my teacher allows me.
- I will only use the internet when an adult is with me.
- I can click on the buttons or links when I know what they do.
- I will tell an adult if I see something I am unsure about.
- I will always ask if I get lost on the Internet.
- I know that if I break the rules I might not be allowed to use the computer / iPad.



# Think then click



**These rules help us to stay safe on the Internet:**

- I will access the system with my own username and password, which I will keep safe and secure.
- I will not access other people's files.
- I will only use the Internet when an adult is with me.
- I will only use search engines in the presence of a teacher or adult in school.
- I can click on the buttons or links when I know what they do.
- I will immediately close any webpage I am not sure about.
- I understand that the school check and monitor my computer / iPad files and the Internet sites I visit.
- I will always ask if I get lost on the internet.
- I will follow the "Be Smart on the Internet Rules".

**(these will be discussed at the beginning of each academic year)**





# Think then click



## These rules help us to stay safe on the Internet:

This Acceptable Use Agreement is intended to ensure that pupils will be responsible users and stay safe while using the internet and other digital technologies for educational use.

- I will access the system with my own username and password which I will keep safe and secure;
- I will not access other people's files;
- I will only use the computers for school work and homework;
- I will not bring in data pens from outside school unless I have been given permission;
- I will ask permission from a member of staff before using the Internet;
- I will only e-mail people I know, or my teacher has approved;
- The messages I will send will be polite and responsible;
- I will not give my home address or telephone number, or arrange to meet someone, unless my Parent/Carer has given permission;
- I will follow the "Be Smart on the Internet Rules" (these will be discussed at the beginning of each academic year);
- I will not open emails sent by anyone we don't know;
- I will report any unpleasant material or messages sent to me.
- I will only use search engines in the presence of a teacher or another adult in school;
- I will immediately close my webpage I am not sure about;
- I will not use Internet chatrooms;
- I understand that the school may check my computer files and may monitor the Internet sites I visit;
- I understand that irresponsible use may result in loss of network or Internet access.
- I understand that if using information from the internet I must include the web address.

# New Row Primary School



## Safe and Effective Use of the Internet Agreement *Agreement & Consent form*

*All pupils use computer facilities including  
Internet access as an essential part of learning, as  
required by the National Curriculum.*