Termoncanice P.S.

E SAFETY
Acceptable use of the Internet Policy and Digital Technologies

Date ratified by Board of Governors: _____
Signed:_____
Next Policy Review Date: _____

Learning Together – Caring Together

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Introduction:

In Termoncanice 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.

The DENI circular 2007/1 on Acceptable Use of the Internet and Digital Technologies in Schools 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 Termoncanice Primary School. The policy has been drawn up by the staff of the school under the leadership of the Principal and the ICT Co-ordinator.

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; and,
- 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 / Online Gaming 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. However 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.

How Valuable is the Internet in Education?

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.

- 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 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.

Key Concerns are:

Potential Contact

Children may come into contact with someone on-line who may wish to harm them. Some adults use chat rooms or e-mail to communicate with children for inappropriate reasons.

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; and,
- that they should never meet alone anyone contacted via the Internet.

Inappropriate Content

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 or bulimia.

Children need to be taught:

- that information on the internet is not always accurate or true;
- to question the source of information; and,
- how to respond to unsuitable materials or requests and that they should tell a teacher/adult immediately.

Excessive Commercialism

The Internet is a powerful vehicle for advertising. In visiting websites children have easy access to advertising which is very persuasive.

Children should be taught:

- Not to fill out forms with a lot of personal details; and,
- 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.

As part of the curriculum, children are taught how to behave whilst on line. Visitors such as PSNI officers and the team from Cyber Pals are invited in to the school to talk to the children about the dangers associated with the internet (CASE programme). Parents have also participated in 'Safe Use of the Internet' workshops facilitated by the PSNI and NWLLA.

Cyberbullying

The greatly increased availability of mobile, internet and wireless technologies to pupils has provided increasing opportunities for misuse through what is now regularly referred to in the press and beyond as 'cyberbullying'. Cyberbullying has been defined as, "an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, repeatedly over time against a victim who cannot easily

defend him or herself." There are seven categories of cyberbullying which are outlined below.

- Text message bullying involves sending unwelcome texts that are threatening or cause discomfort.

- Picture/video-clip bullying via mobile phone cameras is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. 'Happy slapping' involves filming and sharing physical attacks.

- Phone call bullying via mobile phone uses silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified.

- Email bullying uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.

- Chat room bullying involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.

- Bullying through instant messaging (IM) is an internet-based form of bullying where children and young people are sent unpleasant messages as they conduct real-time conversations online.

- Bullying via websites includes the use of defamatory blogs (web logs), personal websites and online personal polling sites. There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyberbullying (e.g. BEBO).

Bullying via mobile phone or the internet is included in our antibullying policy. This policy will be regularly updated and teachers will have sufficient knowledge to deal with cyberbullying in school.

Code of Safe Practice for Staff

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 Termoncanice 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, 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, IPADS or tablets etc) 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.

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;
- all pupils using the internet have written permission from their parents;
- recommended websites for each year group are available under favourites; any additional websites used by pupils should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age-appropriate;
- 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 intellectual property rights 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 camera and images should be stored on a centralised area on the school network, accessible only to teaching staff; and,
- school systems may not be used for unauthorised commercial transactions.

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 Termoncanice Primary School 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 (enclosed) 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;
- pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group; and,
- pupils in Key Stage 2 are educated in the safe and effective use of the Internet, through a number of selected programmes.

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

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

Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's positive behaviour policy. Minor incidents will be dealt with by the Principal/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.

Internet Safety Awareness

In Termoncanice Primary School, we believe that, alongside having a written safety policy and code of practice, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. We see education in appropriate, effective and safe use 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 resources. They also participate in Internet Safety workshops facilitated by REIM training or the NSPCC (Stay Safe).

Internet Safety Awareness for staff

The ICT Co-ordinator keeps staff 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 Acceptable Use of the Internet and Digital Technologies Policy and the Code of Practice for pupils is sent home in Term 1 of each school year for parental signature. We held an internet safety workshop for parents in February 2019.

Community Use of School ICT Resources

Should the school's ICT facilities ever be used as a community resource, users:

- are issued with separate usernames and passwords by C2K; and,

- must also agree to the school's Acceptable Use of the Internet and Digital Technologies policy before participating and only access pre-selected and appropriate websites under the guidance of a tutor.

Health and Safety

Termoncanice Primary School have attempted, in so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources. 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 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 minimise risks of any images of pupils on the school website being used inappropriately the following steps are taken:

- o group photos are used where possible, with general labels/captions;
- o names and images are kept separate – if a pupil is named their photograph is not used and vice-versa; and,
- o 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 a centralised area on the school network, accessible only to Teachers and Classroom Assistants. 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.

Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's Positive Behaviour policy and child protection procedures. Bullying via mobile phone or the internet is included in the anti-bullying policy. This policy will be regularly updated and teachers will have sufficient knowledge to deal with cyberbullying in school.

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

Steps We Take to Protect Children in School:

Use of a Filtered Service
Access to the Internet is provided through a filtered service. All access is provided through the C2K service which is designed to filter out unsuitable material.

Supervision
No filtering service is 100% effective, therefore all children's use of the Internet is supervised by an adult.   All e-communications used on the school site or as part of school activities off-site are monitored.

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

In some instances children may have access to a group/school e-mail address to communicate with other children as part of a particular project. Messages sent and received in this way are supervised by the teacher. Additionally, K.S.2 pupils have individual web-based e-mail addresses which they use to submit their completed work to their teacher. The class teachers monitor the use of pupils' individual email addresses closely.

Internet Safety Rules

Pupils will be taught about the risks of new communications technologies, the consequences of their misuse and how to use them safely. Children are taught to be Internet wise. Children are made aware of Internet Safety Rules and are encouraged to discuss how to cope if they come across inappropriate material.

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 class.

- Search engines require careful use and planning/supervision. Children can be bombarded with information and yet fail to find the material they need. Teachers should select the search engine and topic and discuss sensible search words which have been tried out beforehand.

- 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 are approached by a stranger.

- Be informed – read e.g. - NGFL Superhighway Safety.
  http://safety.ngfl.gov.uk
    A useful website for staff is www.antibullying.net/cyberbullyingl.htm

- Discuss Internet Safety with colleagues and as a staff. A useful website is: www.antibullying.net/cyberbullyingl.htm

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 of 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 materials 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 at 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 section at www.aol.com

Mobile Phones
Be aware of the safety issues regarding mobile phones as most of them now have Internet access. Encourage children to talk about how they use mobile phones. Remind children not to give mobile numbers to strangers and people they do not know very well. Talk about responsible use of text messaging.

Points for Children to Consider
Follow These SMART TIPS

S **Secret -** Always keep your name, address, mobile phone number and password private – it's like giving out the keys to your home!

M **Meeting** someone you have contacted in cyberspace can be dangerous. Only do so with your parent's/carer's permission, and then when they can be present.

A **Accepting** e-mails or opening files from people you don't really know or trust can get you into trouble – they may contain viruses or nasty messages.

R **Remember** someone on-line may be lying and not be who they say they are. Stick to the public areas in chat rooms and if you feel uncomfortable simply get out of there!

T **Tell** your parent or carer if someone or something makes you feel uncomfortable or worried.

SMART Tips from: – Helping your parents be cool about the Internet, produced by: Northern Area Child Protection Committees

Termoncanice Primary School

Code of practice for pupils
Rules for Responsible Internet and Digital Technologies Use

Our school allows us Internet access to help our learning. We agreed on these rules to keep everyone safe and help us to be fair to others. If we break these rules we may not be allowed to use the internet and we may receive consequences.

I will only access the system with my own login and password, which I will keep secret;

I will not look at, change or delete other people's work/files;

I will only use the computers for school work;

I will not bring in USB drives from outside school unless I have been given permission;

I will ask permission from a member of staff before entering any website, unless my teacher has already approved that site;

I will only e-mail people my teacher has approved;

The messages I send will be polite and responsible;

I will not give my name, home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;

I understand that I am not allowed to enter Internet Chat Rooms while using school computers;

If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher/adult immediately;

I understand my report would be confidential and would help protect other pupils and myself;

I understand that the school may check my computer files and may monitor the Internet sites I visit; and,

I understand that if I deliberately break these rules I could be stopped from using the Internet.

Parent/Guardian's Signature: _____

Child's Signature: _____

Parents are also asked to be aware of the code and confirm that their children will follow these rules.

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; and,
- Inform an adult.

Should a child or teacher encounter unsuitable material through using the school internet service, this will be reported to C2k via the C2k helpdesk number.

Policy Review
Internet technology and school use of resources will develop and change with time. It is our intention to revise and up-date our Safe use of the Internet and Digital Technologies Policy and its implementation as appropriate and where necessary.

Termoncanice Primary School
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BT49 9JL

Dear Parent

Responsible Internet Use
We wish to inform you that every classroom in the school is now equipped with a filtered Internet access. The school has in place an Acceptable Internet and Digital Technologies Policy and the class teacher will provide all children with guidance on appropriate Internet usage. We have included guidance points for parents to consider to ensure Internet safety in the home.
Please read the attached SMART tips, which have been discussed with children to ensure responsible Internet use. We also ask you to sign and return the consent form below so that your children may use the Internet in school.

Yours sincerely,

Mrs. C. Doherty

Parent's Consent Form for Internet Access. Termoncanice Primary School

I have read and understood the school rules for responsible Internet use and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

Signed:_____**Date:** _____

Please print name: _____