

# Ballykeel Primary School & Nursery Unit



## Online Safety Advice

P4-P7

### What is Online Safety?

- Online safety is about using digital devices in a smart but safe way. It means educating children and young people to act responsibly and keep themselves safe in the digital world.
- It covers the use of Internet based technologies such as websites, learning platforms and Virtual Learning environments, email and instant messaging, chat rooms and social networking, blogs and wikis, podcasting, video broadcasting, music downloading, gaming, mobile/smart phones with text, video and/or web functionality, and other mobile devices with web functionality.

Young peoples' extensive use of technology leaves no doubt over the importance of Online Safety. Technological resources can be exciting and beneficial, but all users need to be aware of the risks associated with them. At Ballykeel PS we aim to educate our pupils to remain both safe and legal when using these, and all Internet access is filtered and monitored by C2k.

# Potential Risks

As the Internet is an open communications channel, children can come into contact with people from all sections of society and have access to a wide variety of communications and materials. Risks include:

- Potential Contact – children may come into contact with someone wishing to harm them via social networking sites, chat rooms or email.
- Inappropriate Content – unsuitable, harmful and inappropriate materials appear online in a variety of formats, including adult material and material promoting extreme views e.g. racism.
- Excessive Commercialism – many websites feature advertising which is very persuasive or may be inappropriate for children.

## Cyber-bullying



This is when bullying occurs via electronic methods and may occur inside or outside of school. It can take different forms and guises e.g. nasty or abusive emails; instant messages or messages in chat rooms or via social networking sites; abuse or harassment via online gaming; messages, photos or videos sent via mobile phones; abuse of the personal information of others.

# Combating Risks



In Ballykeel Primary School we recognise the importance of educating our children so that they remain safe and legal when using the Internet and related technologies. Through a scheme of progressive lessons, and general everyday teaching, we aim to teach them:

- People are not always who they say they are online; to apply ‘Stranger Danger’ rules; to not give out personal information; to never meet anyone alone having met them online; and to be mindful of what they post online or send in a message.
- Not all information on the Internet is true or accurate; to question the source of the material; and how to respond to inappropriate or unwanted material by telling an adult immediately.
- Not to fill in online forms requiring lots of personal information, or order anything online without the permission of an appropriate adult.

## Beating the bullies

Cyber-bullying is a serious issue and can constitute a criminal offence. Most messages can be traced back to their creator. In Ballykeel Primary School we encourage pupils and parents to report any suspected incidents of cyber-bullying to the Online Safety Team or the Principal. This will be dealt with in accordance with our Child Protection and Positive Behaviour Policies.



# Ballykeel Primary School



## Rules for using Computer/iPads

- On the C2k network, I will only use my own login username and password.
- I will not access other people's files without their permission.
- I will not change or delete other people's work/files.
- I will use the Internet for research and school purposes only.
- I will ask permission before entering any website, unless my teacher has already approved that site or has asked me to do independent research.
- I will only send e-mail which my teacher has approved, and I will make sure that the messages I send are polite and responsible.
- I will not use inappropriate language, nor will I retrieve, send, copy or display offensive messages or pictures.
- When sending e-mail I will not give my name, address or phone number or arrange to meet anyone.
- I will not open email or attachments from someone I do not know.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I will immediately report any pop-up boxes which I do not understand.
- I understand that I am not allowed to enter Internet Chat Rooms or Social Networking Websites while using school computers or iPads.
- I understand that the school may check my computer files/emails and may monitor the Internet sites that I visit.
- I will not bring in memory sticks or digital/electronic devices unless I have been given permission to do so by my teacher.
- I will not deliberately waste resources, such as printer ink and paper.
- I will treat all equipment with respect and will not deliberately damage it.
- I understand that breaking any of these rules may result in me not being allowed to use the Internet, computers or iPads.

# P4-7 Online Safety Rules

## ‘Think then Click’

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



*We ask permission before using the Internet.*

*We only use websites that an adult has chosen, unless we are asked to do independent research.*



*We tell an adult if we see anything we are uncomfortable with.*

*We immediately close any webpage we are not sure about.*



*We only e-mail people an adult has approved.*

*We make sure emails and messages are polite and friendly.*



*We never give out personal information or passwords.*

*We never arrange to meet anyone we don't know.*



*We do not open e-mails sent by anyone we don't know.*

*We do not use Internet chat rooms or social networking sites in school.*



## Follow These **SMART** Tips When Online

**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.

# Tips for Online Safety at home

- Keep the computer/tablet in a communal area of the home.
- Be aware that children have access to the Internet via gaming stations and portable technologies such as smart phones.
- 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/social-networking activities which are unsuitable for them to be accessing.
- Discuss how children should respond to unsuitable materials or requests – stress the importance of immediately telling a trusted adult at home or in school rather than trying to delete potential evidence for fear of getting into trouble.
- Remind children never to give out personal information online.
- 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.
- Be aware that children may be using the Internet in places other than in their own home or at school, and that this Internet use may not be filtered or supervised.

**Be E-Safe!**

# Help is at hand

Further information can be found in our Online Safety and Acceptable Use of the Internet and Digital Technologies Policies, both of which are available on our website [www.ballykeelps.org.uk](http://www.ballykeelps.org.uk)

If you have any issues concerning Online Safety in Ballykeel Primary School, please contact our Online Safety Team - Mrs B Esler and Mrs J D Thompson (ICT Co-ordinators), and Mr J Fisher (Designated Teacher for Child Protection). Concerns can also be raised with Mrs Sheeran (Principal).

If you have concerns about your child's Online Safety outside of school, the following agencies provide useful information and resources:

CEOP – Child Exploitation & Online Protection  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

Childnet  
[www.childnet.com](http://www.childnet.com)

Links to these and additional Online Safety resources can be found on the Online Safety page on our website.

If you need to report an incident regarding Online Safety outside of school, please contact the PSNI on their non-Emergency telephone number 101 and ask for Ballymena Station.







