

Ballysillan Primary School



Acceptable use of the Internet and Digital Technologies Policy

Reviewed January 2019



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Introduction

Ballysillan Primary School encourages pupils to use the vast array of information resources available on the Internet. It is our belief that while no technical solution can completely guarantee the restriction of pupils to unwanted Internet material, we must address this issue through education and parental involvement. The Internet is provided for pupils to conduct research and communicate with others. 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 our school. The development and implementation of this 'Acceptable use of the Internet and Digital Technologies Policy' along with good practice and parent/school contracts, address these issues.

All staff (teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the Internet will be provided with the school's Internet Access Policy and will have its importance explained to them.

Parents/Guardians will be made aware of the policy by letter and it will be available for the parents to read on demand.

Definition of the Internet

The internet is a global network of computers making a worldwide community. Anyone with the right equipment, usually a standard home computer, a phone line and a modem can use it. It is also possible to access the Internet using a mobile phone or a television.

The Internet can be utilised to allow users to:

- Send and receive messages
- Obtain resources and information
- Publish work to a world wide forum
- Communicate with other users using video and audio technologies

The importance of the Internet to Education

Ballysillan Primary School encourages pupils to use the information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering. Providing access to the Internet in school will raise educational standards and support the professional work of staff. Teachers and pupils will be enabled to explore thousands of libraries, databases and museums, and will provide access to websites offering educational resources, news and current events. There are opportunities for discussion, communication and exchanging information with other Internet users worldwide. In addition, staff will have the opportunity to access educational materials, communicate with advisory and support services, professional associations and colleagues, and to exchange curriculum and administration data with EA and DENI.

The dangers of the Internet

Whilst there are enormous benefits for children using the Internet, there are also potential dangers for those using the Internet unsupervised. These can be broadly grouped into 3 "C's".

- Content - Pornography which can be easily viewed OR inaccurate information on a health problem which could have serious repercussions.
- Contact - A parent's worst fear is that another adult might try and contact their child and meet them offline. This is a rare occurrence but sadly it has happened.
- Commerce - Children may be tempted to fill in their personal details in all sorts of places on the web and end up getting marketing information which is not appropriate.

Measures to Protect Users

The following measures have been adopted to help ensure that our pupils are not exposed to unsuitable material.

- Our Internet service is provided by C2K which provides a service designed for pupils. This service includes a "firewall" filtering system intended to prevent access to material inappropriate to children.
- Children's internet access can be controlled and limited by the C2K manager in school.
- Our Internet service for our Ipads is provided by BT and I-Teach, this service also includes a "firewall" filtering system intended to prevent access to material inappropriate to children.
- Children using the Internet will normally be working in class or at an after school club, and so will be supervised by an adult (usually the class teacher) at all times.
- Staff will check that the sites pre-selected for pupil use are appropriate to the age and the maturity of the pupils.
- Staff will be particularly vigilant when pupils are undertaking their own searches and will check that the children are following an agreed search plan.

- Pupils will be taught to use an e-mail and Internet responsibly in order to reduce the risk to themselves and others.
- Rules for responsible use of the Internet and Internet safety will be posted in the classrooms next to computer systems.
- The ICT co-ordinator will monitor the effectiveness of the Internet access strategies and will maintain a log of all incidents relating to Internet safety in school
- The principal will ensure that the policy is implemented effectively.
- Methods to minimise the risks of pupils being exposed to inappropriate material will be reviewed in consultation with EA, C2K and DENI.
- An important element of our Rules for Responsible Use of the Internet is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

It is the experience of schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the Internet, ***it is not possible to guarantee that particular types of material will never appear on a computer screen. Neither the school nor C2K can accept liability for the material accessed, or any of the consequences thereof.***

We believe that the benefits to pupils from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

As a school we are required under the ICT initiative to seek parental permission before children are allowed to use the Internet. Therefore, we support and respect each family's right to decide whether or no to apply for access.

Information for Teachers

An important educational goal for all staff in Ballysillan Primary School, is to ensure all users of the Internet and Digital Technologies are taught and learn to use these facilities effectively, appropriately and appreciate why the rules exist. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

1. All children using the Internet must have written permission from their parents/guardians.
2. Do not disclose your password or login name to anyone other than the person(s) responsible for running and maintaining the system.
3. Do not give the personal addresses, telephone numbers or fax numbers of any adult working at the school or of any child attending the school.
4. Using full names or photographs of children will require written permission from parents/guardians. This also applies to any named work done by the pupils, related to their education at this school.
5. Discuss with the children the rules for the Acceptable use of the Internet. Ensure that children are aware of the risks and know what to do if they come across inappropriate content.
6. Do not download, use or upload any material which is copyright. Always seek permission from the owner, or, if this cannot be sought, do not use the material.
7. Under no circumstances should you view, upload or download any material which is unsuitable for children. This applies to material of a violent, dangerous or inappropriate sexual nature.
8. Any websites to be visited by the children must have been thoroughly checked by the staff. The sites should be vetted regularly to check for unsuitable alterations.
9. Always respect the privacy of files of other users. Do not enter the file areas of other users without their express permission.
10. Be polite. The use of strong language, swearing or aggressive behaviour is not allowed. Do not state anything which could be interpreted as libel.
11. Ensure that all children have followed the correct procedures.
 - Before starting the session they should be aware exactly of what is expected and which sites they are visiting. Aimless surfing should not be permitted.
 - They will be monitored closely by the teacher to check that they are visiting only the specific sites requested.
 - On completion of the session they should shut down the system correctly.
12. Arrange for suitable monitoring of the children in your class by an adult.

Any incident which seriously breaches the Rules for the Acceptable use of the Internet Policy must be reported immediately to the ICT co-ordinator or principal.

Rules for the Acceptable use of the Internet

Pupils are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behaviour and communications apply. Pupils are advised never to access, keep or send anything that they would not want their parents or teachers to see.

1. I will only access the system with my own user login and password which I will keep secret.
2. I will not access other people's files, damage or amend their work or data.
3. I will only use the Internet when I have permission and am supervised by a teacher or other named member of staff.
4. I will use the Internet only for activities and work set by the school.
5. I will only e-mail people my teacher has approved and not use the Internet in school for personal or private messages.
6. I will not send anonymous e-mails.
7. I will not send unsuitable e-mail messages: my messages will be polite, responsible and signed only by my name.
8. I will only take part in newsgroups of chat which have been approved by the school.
9. I will respect the privacy of others. I will not publish their names, addresses, phone numbers or photographs.
10. I shall not give my name, home address or telephone number to anyone over the Internet.
11. I shall not arrange to meet anyone contacted over the Internet.
12. I shall not use work from the Internet as if it were my own. I shall give credit to the sources of materials included in my work.
13. I will report any unpleasant material or messages sent to me, to my teacher immediately, because this will help to protect other pupils and myself.
14. I will not use school resources to subscribe to any goods or services nor buy nor sell using the Internet in school.
15. I will not download software from the Internet.
16. I will not bring in CD's, floppy disks or any other electronic data from outside school unless I have been given permission.

I understand that the school can check my files and will monitor the internet sites I visit.

Name.....

Signed.....

Date.....

Sanctions

1. Violation of the above rules will result in a temporary or permanent ban on the Internet use.
2. Additional disciplinary action may be added.
3. Where applicable, local authorities or the PSNI may be involved.

An important element of our Rules for Responsible Use of the Internet is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable. The school would assure pupils and parents that if a child innocently and unintentionally accesses inappropriate material and immediately reports this to a teacher, then provided the teacher is satisfied the material was not accessed intentionally, the child will not be subject to the sanctions above.

The Acceptable Use of the Internet Policy will be revised and updated regularly to take account of changing technologies and methods of Internet access.

Information for Parents

It is really important to involve your children in thinking about your family code for safe and secure use of the Internet and Digital Technologies, just as you would explain not talking to strangers in the park. Devise your own code of Internet use with your children. You are the expert when it comes to your own children so you can make sure that the code is appropriate for their individual ages and level of maturity.

The following guidance has been given by Ballysillan Primary School to help make the Internet safer for your child.

1. A home computer with Internet access should be situated in a location where parents can monitor access.
2. Parents should agree with their children suitable days/times for accessing the Internet. Internet usage can add significantly to your phone bill.
3. Parents should discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when, how long and what compromises appropriate use.
4. Parents should get to know the sites their children visit and talk to them about what they are learning.
5. Parents should consider using appropriate Internet filtering software for blocking access to unsavoury materials.
6. It is not recommended that any child under 16 should be given unmonitored access to newsgroups or chat facilities.
7. Parents should ensure that they give their agreement before their children give our personal identifying information in any electronic communication on the Internet or other digital technologies, such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or

unacceptable overtures from strangers, from unplanned expenditure and from fraud.

8. 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. If the message comes from an Internet service connection provided by the school they should immediately inform the school.

Parents are informed in writing of the school policy on acceptable use of the Internet and Digital Technologies and asked to give permission for their child/children to use the Internet for the duration of their child's attendance at Ballysillan Primary School.

Primary 4 to Primary 7 pupils are also required to sign an undertaking agreeing to the proper use of the Internet and other technology during their time at Ballysillan Primary School.

School Website and Facebook Page

Our school website and Facebook page is intended to:

- Provide accurate and up-to-date information about our school.
- Enable pupils to publish work on the Internet for a very wide audience (pupils, teachers, parents, governors, members of the local community and others).
- Celebrate good work.
- Promote the school.

Conditions of use on our school website and Facebook page:

- Parental permission will be sought before a pupil's image can be published on the internet.
- We will not publish full names (which means name and surname) of any child or adult in a photographic image or piece of work.
- Personal information including postal addresses, telephone numbers or individual e-mail identities of any pupil or staff member will not be published.
- All classes may provide work for publication on the school Facebook page and class teachers will be responsible for ensuring that the content of the pupil's work is accurate and presentation is good.

School website address: (New School website under construction)

School Facebook page: Ballysillan Primary School and Nursery Unit

Policy Review

The Acceptable Use of the Internet and Digital Technologies Policy will be revised and updated regularly to take account of changing technologies and methods of Internet access.

This policy acknowledges and complies with DENI circular 2007/1, issued on 18th June 2007, on the subject of Acceptable Use of the Internet and Digital Technologies for Schools.

Sources of Information

http://www.deni.gov.uk/22-acceptable_use_of_the_internet_de_circular.pdf

(Acceptable use of the Internet and Digital Technologies in Schools based on DENI Circular 2007/01)

Further free advice for parents is available from the following sources:

<http://www.parentscentre.gov.uk/usingcomputersandtheinternet/>

<http://www.childnet-int.org/kia/parents/>

<http://www.kidsmart.org.uk/>

<http://www.nch.org.uk/information/index.php?i=209>



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Parental Agreement

As a parent I have read and agree to comply, with the above policy for access to the Internet, Digital Technologies and use of the school computer network during their attendance at Ballysillan Primary School. I acknowledge the fact that although the school uses a filtered Internet service, and that staff take all possible precautions to ensure inappropriate material does not appear on screen, it is impossible to completely guarantee that such material does not appear and that the user is ultimately responsible for materials that they access on the Internet through school facilities. I take full responsibility for how my child uses the Internet and Digital Technologies outside school for school assignments.

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I give consent for my child to use the internet in school.

I do not give consent for my child to use the internet in school.

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I give consent for my child's work to be used on the website.

I do not give consent for my child's work to be used on the website.

.....

I give consent for my child's photograph to be used in the school for display purposes, on the school website and school facebook page.

I do not give consent for my child's photograph to be used in the school for display purposes or on the school website or facebook page.

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I give consent for my child's photograph to be used in publications eg. Newspapers.

I do not give consent for my child's photograph to be used in publications eg. Newspapers.

Child's Name.....

Signed.....

Date.....

Please complete and return this page only.