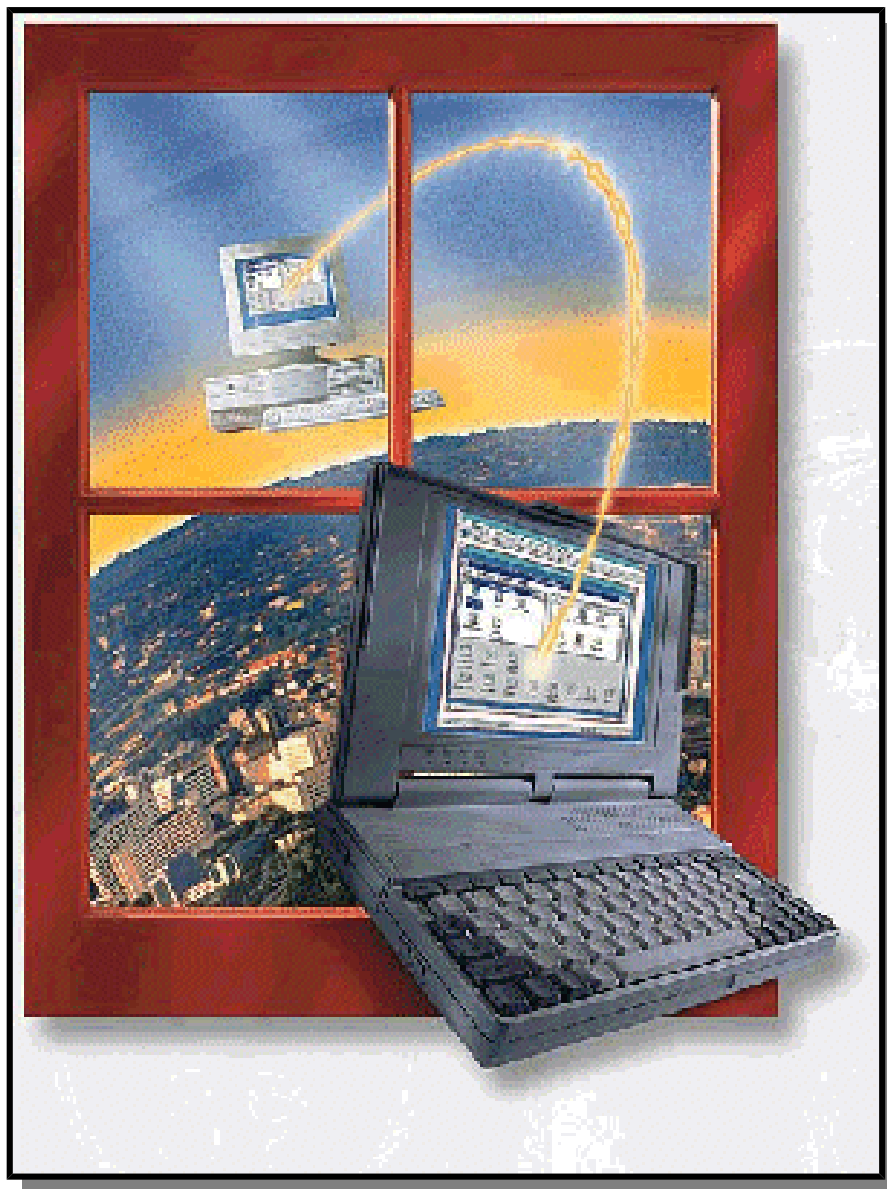


E-Safety Policy

With rapid and ever-changing developments in technology, there is an increasing need to safeguard staff and children against the potential risks of using the internet.



This e-safety policy has been developed by a working group made up of:

- Principal
- ICT co-ordinator
- Teachers
- Governors
- Parents
- School Council

The school will monitor the impact of the policy using:

- Logs of reported incidents. (ICT Incident Report book)
- Informal questioning of students. (Appendix 1)

This policy applies to all members of the school community who have access to and are users of school ICT systems, both in and out of school.

Rationale:

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the statutory NI Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies in order to enrich his/her learning.

Scope:

This policy applies to all pupils, teaching staff, support staff, governors, parents/carers and volunteers who have access to and are users of the school ICT systems, both in and out of school.

Aims:

Our aims are to ensure that all pupils, including those with special educational needs:

- Will use the internet and other digital technologies to support, extend and enhance their learning;
 - Will develop an understanding of the uses, importance and limitations of the internet and other digital technologies including the need to avoid undesirable material.
 - Will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.
 - Will use existing, as well as up and coming, technologies safely.
-

School Responsibilities:

- To ensure that all staff are aware of the e-safety policy and procedures.
- To ensure all new staff receive e-safety training as part of their induction programme.
- Currently, St Malachy's does not offer opportunities for BYOD.
- At all times, staff will take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- To provide an e-safety parent information evening every 2 years.

Internet use will support, extend and enhance learning:

- Pupils will be given clear objectives for internet use.
- Web content will be age appropriate.
- Internet use will be embedded in the curriculum.

Pupils will develop an understanding of the uses, importance and limitations of the internet:

- Pupils will be taught how to effectively use the internet for research purposes.
- Pupils will be taught how to evaluate information on the internet.
- Pupils will be taught how to report inappropriate web content.

Pupils will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.

- Pupils will use the internet to enhance their learning experience.
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

Pupils will use existing technologies safely:

- Pupils will be taught about e-safety.
-

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:

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.
- How to respond to unsuitable materials or requests and that they should switch off the screen and tell a teacher/adult immediately.
- That age ratings in games are there to protect them and they should play age appropriate games.

Potential Contact

Children may come into contact with someone on-line who may wish to harm them. They may be a victim of cyber bullying, grooming or identity theft. 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 or meet anyone contacted via the Internet
- Identity theft in this instance can be viewed as someone using your online presence as if they are you. Usernames and passwords should be kept personal.

Personal Conduct

It is important that children realise that there is a permanent record of their online behaviour.

Children need to be taught:

- Personal information should never be disclosed online.
- To be aware of their health and well-being, and that time spent online (internet and gaming) should be limited.

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.
- 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.

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

Steps Taken to Protect Children in School

Internet Access

- All teaching and support staff will read and sign the Staff Acceptable Use Policy. (Appendix 2)
- Parents will read and sign an internet access consent form and Acceptable Use Policy before their children are given access to internet resources. (Appendix 3)
- Pupils will read and sign an Acceptable Use policy that is age appropriate, or have it read to them. (Appendix 4)
- Pupils will be taught to use the internet responsibly and to report any inappropriate content to a responsible adult.

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

- Children's use of the Internet is supervised by an adult.

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.

E-mail

- Pupils and staff will only use approved e-mail accounts when using the school network.
- Pupils will tell a member of staff if they receive inappropriate e-mail communications.
- Pupils will only use e-mail for approved activities.

Internet Safety Rules

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 Staff to Consider

Whilst regulation and technical solutions are very important, their use must be balanced by **educating** students to take a responsible approach. Children need the help and support of the school to recognise and avoid e-safety risks.

Internet use should be planned, task orientated and educational within a regulated and managed environment

- Children should know why they are using the Internet.
 - Search engines require careful use and planning/supervision.
 - Children do not need lots of website addresses. A small appropriate choice is much more effective. 'Favourites' is a useful way to present this choice.
 - **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 contacted by someone they don't know online.
 - Be informed - read about e-safety e.g. <http://schools.becta.org.uk>
 - Discuss e-safety with colleagues.
-

Points for Parents to Consider

Parents play an essential role in the education of their children and in the monitoring of the children's online behaviours. Parents may underestimate how often children come across potentially harmful and inappropriate material on the internet and may be unsure how to respond.

It is important to promote e-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.
-

Learn how to protect your child online:

The online world is integral to how children stay in touch with their friends, and access to the internet is now available like never before. The Child Exploitation and Online Protection (CEOP) Centre is the UK's national child protection agency. Through the **ClickCEOP advice and help centre**, parents can access guidance on a broad range of topics to help protect their children.

We use CEOP's Children and Young People's programme *Thinkuknow* in school to enhance e-safety knowledge.

Mobile Phones

Children are not permitted to bring mobile phones to school.

Parents should be aware of the safety issues regarding mobile phones - increasingly these 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/images etc.

Points for Children to Consider

Follow These SMART TIPS



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



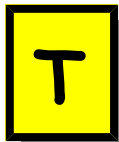
Meeting someone you have contacted in cyberspace can be dangerous. Only do so with your parent's/carer's permission, and then when they can be present.



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.



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!



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**

To conclude:

All reasonable and appropriate steps have been taken to protect pupils in school. 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 online they must immediately

- Switch off the computer screen (if they can)
- Inform an adult

Staff are regularly reminded that should a child report inappropriate material online, or should they encounter it, they must immediately

- Switch off the computer screen
- Inform the Designated Teacher (Miss Frame) or in her absence inform the Deputy Designated Teachers (Mr Kearns or Mrs Magee).

This will then be reported to C2k via the C2k helpdesk number by the Principal or the Designated Teacher.

Appendix 1

Sample questions for pupils:

1. If you felt uncomfortable about anything you saw, or if anybody asked you for your personal details such as your address on the internet, would you know where to go for help?
 2. If anybody sent you hurtful messages on the internet or on your mobile phone, would you know who to tell?
 3. Can you tell me any of the rules your school has for using the internet?
-

Appendix 2

Staff E-Safety and Acceptable Use Policy

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's e-safety policy for further information and clarification.

- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I am aware that I should not use a mobile phone in the presence of children.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school or taken off the school premises.
- I will respect copyright.
- I will report any incidents of concern regarding children's safety to the e-Safety Coordinator.
- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.
- The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Signed:

Date:

Appendix 3

ST. MALACHY'S PRIMARY SCHOOL

Principal:
Mr J Kearns
B.Ed(Hons) M.A. Educ Man
PQH(NI)

3 Chapel Road, Camlough, Newry, Down
Tel: 02830 830559 Fax: 02830 839135

Dear Parents

Responsible Internet use

As part of your child's curriculum and the development of ICT skills, St. Malachy's Primary School is providing supervised access to the Internet. We believe that the use of the Internet is worthwhile and is an essential skill for children as they grow up in the modern world. Please read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use the Internet at school.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school Internet Provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely

Mr J Kearns
Principal

CONSENT FORM

Parental Consent for Internet Access

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. I agree that the school is not liable for any damages arising from the use of the Internet facilities.

PUPIL'S NAME: _____ CLASS: _____

SIGNED: _____ DATE: _____

Think before you click.

S

I will only use the internet and email with an adult.

A

I will only click on icons and links when I know they are safe.

F

I will only send friendly and polite messages.

E

If I see something I don't like on a screen, I will switch the screen off and tell an adult.

My name:

My signature:

Appendix 4(ii)

An Acceptable Use of the Internet - KS2

- On the network, I will only use my own login username and password.
- I will not look at, change or delete other people's work/files.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will only send e-mail which my teacher has approved. I will make sure that the messages I send are polite and sensible.
- When sending an e-mail I will not give my full name, address or phone number or arrange to meet anyone.
- 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 switch off the screen and tell a teacher immediately.
- I understand that if I deliberately break these rules I could be stopped from using the Internet.

I have read and understand these rules and agree to them.

Signed:

Date:

Guidance Material on Internet Safety

<http://schools.becta.org.uk>

www.ceop.gov.uk

www.thinkuknow.co.uk

Examples of safety rules for children are also available from:

<http://www.kented.org.uk/ngfl/policy>

<http://www.ambleside.schoolzone.co.uk/ambleweb/ourrules.htm>
