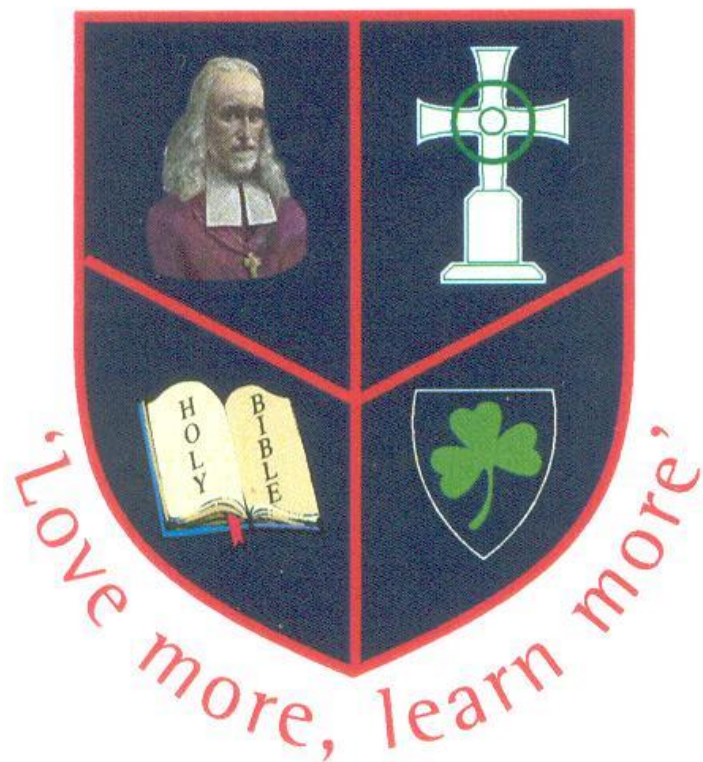


St Oliver Plunkett Primary School
and Nursery Unit

Acceptable Use of the Internet
And Digital Technologies



Introduction

In St Oliver Plunkett's Primary School and Nursery Unit 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 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 St Oliver Plunkett's Primary School and Nursery Unit. The policy has been drawn up by the staff of the school under the leadership of the Principal/ICT Co-ordinator.

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

The policy and its implementation will be reviewed 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 St Oliver Plunkett's Primary School and Nursery Unit 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 on an annual basis before pupils access the Internet.

In addition, the following key measures have been adopted by St Oliver Plunkett's 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;
- All pupils are educated in the safe and effective use of the Internet, through a number of selected programmes. (See appendix))

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, unless specifically assigned by the teacher. The use of mobile phones by pupils is not permitted on the school premises during school hours.

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.

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.
- 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 ipad and images should be stored on a centralised area on the school network, accessible only to staff.
- School systems may not be used for unauthorised commercial transactions.

Internet Safety Awareness

In St Oliver Plunkett's Primary School and Nursery Unit 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 1 and 2 pupils will learn about Internet Safety using a range of online resources. The whole school will annually take part in Safer Internet Day.

Internet Safety Awareness for staff

The ICT Co-ordinator keeps informed and updated on issues relating to Internet Safety and will attend relevant courses. This training will then be 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 are also sent home or shared on Facebook and the school website. This policy will be made available to parents on our school website. There are also links to internet safety websites which parents may find useful.

Health and Safety

In St Oliver Plunkett's we aim to ensure a safe working environment for pupils and teachers using ICT resources, both in classrooms and in the ICT suite, 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, Facebook, Seesaw, in the local press and for displays etc within school and written permission must be obtained from parent/carer.

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

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:

- Group photos are used where possible, with general labels/captions;
- Names and images are kept separate – if a pupil is named their photograph is not used and vice-versa.

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 websites should be reported to a member of staff immediately.

**ALWAYS BE SAFE –
FOLLOW THE SMART RULES!**



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!



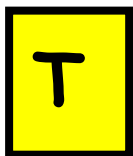
Meeting someone you have contacted in cyberspace can be dangerous. Only do so with your parent's/carer's permission, and then when they can be present.



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.

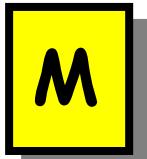
SMART Tips from: – Helping your parents be cool about the Internet, produced by: Northern Area Child Protection Committees

**ALWAYS BE SAFE –
FOLLOW THE SMART RULES!**

Follow These SMART TIPS



Secret - Always keep your name, address, and password private.



Make sure you tell your parent or teacher if someone wants to talk to you when you are online.



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.



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

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Acceptable Use of the Internet

Children should know that they are responsible for making an Acceptable Use of the Internet. They must discuss and agree rules for this Acceptable Use. Parents are also asked to be aware of the code of Acceptable Use and confirm that their children will follow these rules.

- On the network, I will only use my own login username and password.
- I will keep my username and password private.
- I will not access other people's files without their permission.
- I will not 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 use the Internet for research and school purposes only.
- I will only send e-mail which my teacher has approved. I will make sure that the messages I send are polite and responsible.
- I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using e-mail etc.
- When sending e-mail I will not give my 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/laptops/iPads.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I will not bring in memory sticks from home to use in school unless I have been given permission by my class teacher.
- I understand that the school may check my computer files/Emails and may monitor the Internet sites that I visit.
- I understand that if I deliberately break these rules I could be stopped from using the Internet/E-mail and my parents/carer will be informed.

Signed by Child: _____

Signed by Parent/Guardian: _____

Date: _____

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- I will not open other people’s files without their permission.
- I will not 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 use the Internet for research and school activities only.
- I will only send e-mail which my teacher has approved. I will make sure that the messages I send are polite and responsible.
- I understand I must look after and take care of the school computer, laptop or iPad I am using.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I will not bring in memory sticks from home to use in school unless I have been given permission by my class teacher.
- I understand that the school may check my computer files and may monitor the Internet sites that I visit.
- I understand that if I deliberately break these rules I could be stopped from using the Internet and my parents/carer will be informed.

Signed by Child:	_____
Signed by Parent/Guardian:	_____
Date:	_____



Acceptable Use Agreement For Staff

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties – the students, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff should sign a copy of this Acceptable Internet Use Statement and return it to the Principal.

- All Internet activity should be appropriate to staff professional activity or the pupils' education.
- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Copyright of materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Name		
Date		Signed

E-Safety - Useful Websites

For Children

www.thinkuknow.co.uk includes sections for teachers, parents, children

www.bbc.co.uk/cbbc/help/web/staysafe

www.kidsmart.org.uk – includes sections for teachers, parents, children

<http://www.netsmartzkids.org/indexfl.htm>

<http://www.childnet.com/kia/primary/>

For Teachers

www.childnet-int.org/kia/primary/

www.learn-ict.org.uk/primary.asp

www.childnet-int.org/publications/resources.aspx

For Parents/Carers

www.childnet-int.org/kia/parents/

www.google.co.uk/goodtoknow/online-safety

www.kidsmart.org.uk/parents

www.bbc.co.uk/webwise/

www.bbc.co.uk/cbeebies/grownups/help/social-media

www.bbc.co.uk/onlinesafety/