

Kilmoyle Primary School



Use of Internet and Digital Technologies Policy

Date Reviewed: Jan 2019

Due for Review: Jan 2021



Introduction

In Kilmoyle Primary School we believe that the Internet and other digital technologies are powerful resources which 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.

This document sets out the policy and practices for the safe and effective use of the Internet in Kilmoyle 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.

UNCRC Article 17

Every child has the right to reliable information from the media. This should be information that children can understand. Governments must help protect children from materials that could harm them.

Code of Safe Practice

When using the Internet 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 Kilmoyle Primary School makes explicit to all users (staff and pupils) what is safe and acceptable and what is not.

The Code covers fixed and mobile Internet; school iPads, PCs, laptops and digital video equipment. It should also be noted that the use of devices owned personally by staff and pupils but brought on to school premises (such as mobile phones) are subject to the same requirements.

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. Our iPads have been purchased by school and access the internet via Classnet, which is a bespoke school Wi-Fi system provided by iTeach. This is a fully compliant, content filtering 'firewall' system which blocks all inappropriate content and meets all statutory obligations.

In addition, the following key measures have been adopted by Kilmoyle 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 (See Appendix 1) is made explicit to all pupils and is displayed prominently.

- Pupils using the Internet will normally be working in highly visible areas of the school.
- All online activity is for educational purposes and is supervised.
- 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 by visits from the PSNI and during class lessons.

It should be acknowledged that however rigorous these measures may be; they can never be 100% effective. A filtering service, no matter how thorough, can never be totally comprehensive. If at any time school staff or pupils find themselves able to access from within the C2k or Classnet systems internet sites which they think should be blocked, they should advise the school Principal or SMT. This should then be reported to the C2k Helpdesk which will then implement agreed procedures for handling such issues. Neither the school nor C2k can accept liability under such circumstances.

During school hours pupils are forbidden to access digital media devices or to access social networking sites.

UNCRC Article 13

Every child must be free to say what they think and to seek and receive all kinds of information, as long as it is within the law.

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 Mrs Gaston and may result in restricted 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 a Code of Safe Practice as detailed in Appendix 2 and to an Acceptable Internet Use Statement in Appendix 3.

Internet Safety Awareness

In Kilmoyle Primary School we believe that it is essential to educate all users in the safe use of the Internet and other forms of digital communication. We view this education 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 displayed in classrooms. In addition, the PSNI will visit the school and teachers should deliver e-safety lessons on a regular basis in class.

Internet Safety Awareness for Staff

The ICT Co-Ordinator and child protection team keep are committed to develop their awareness of Internet safety matters and will attend relevant courses. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants.

Internet Safety Awareness for Parents

The Internet Safety Policy and Code of Practice for pupils is sent home at the start of P1 year for parental signature. All parents sign and agree to Acceptable Use of the Internet and Code of Practice. (See Appendix 1 & 4) Internet safety leaflets for parents and carers are also sent home. Parents will be invited periodically to attend Internet Safety Awareness Sessions.

Digital Leaders

The iTeach Digital Leaders programme entails the annual selection of a team of pupils whose role is to support the use and further the development of the iPad and digital learning in school. Before being accepted, a Code of Practice is sent home to be read along with parents. These rules ensure safe practice and good pupil leadership of ICT and e-safety across the school. This form must be signed by parents, pupils and the school. Pupils are appointed to support teachers and pupils with ICT lessons and activities.

Health and Safety

Kilmoyle Primary School endeavour, as far as possible, to ensure a safe working environment for pupils and teachers using ICT resources in classrooms. Pupils are supervised when Interactive Whiteboards and Digital Projectors are being used.

Digital and Video Images of Pupils

Parental permission is sought at the beginning of each academic year to cover the use of photographs of pupils on the school Facebook page, in the local press/displays within school and written permission must be obtained from parent/carer.

School Website & Facebook Page

With the development of our Facebook Page and school website, we intend to promote and provide up-to-date information about the school, as well as give 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 Facebook Page or school website being used inappropriately, the following steps are taken:

- Group photographs are used where possible, with general labels/captions;

- At times photographs may be used alongside the child's first name.
- The website/Facebook Page does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

UNCRC Article 16

Every child has the right to privacy. The law should protect the child's private, family and home life.

Social Software

Chat rooms, 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 Discipline Policy and Child Protection Procedures.

Pupils are aware that any misuse of the internet should be reported to a member of staff immediately. (See Reporting Procedure, Appendix 5)