

# CRUMLIN INTEGRATED PRIMARY SCHOOL



## E- SAFETY POLICY

### **Article 17**

You have the right to get information that is important to your well-being, from radio, newspaper, books, computers and other sources.

*November 2020*

## **Introduction**

The purpose of this policy is to ensure that all staff, parents, governors and children understand and agree the school's approach to e-safety. The policy relates to other policies including Online Learning, Anti-Bullying, Child Protection/Safeguarding and Health and Safety.

The purpose of Internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

Access to the Internet is a necessary tool for staff and students and is a requirement within the NI Curriculum. It helps to prepare students for their on-going career and personal development needs.

Remote Learning will be conducted using Seesaw (Years 1 - 5) Purple Mash or Google Classroom (Years 6 - 7).

## **Internet Use to Enhance Learning**

Internet access within Crumlin Integrated Primary School is provided by C2kni and is designed to be safe for all users. This includes each individual having their own log-in and password, as well as filtering content appropriate to the age of pupils. At school we strive to provide our pupils with as safe an Internet environment as possible and to teach them to be aware of and respond responsibly to the risks that go along with Internet use. Access to the internet is planned to enrich and extend learning and is reviewed to reflect the appropriate curriculum requirements.

When age-appropriate, pupils are:

- Given clear guidance on safe use of the Internet;
- Taught how to take responsibility for their own Internet access and sign an Internet User agreement;
- Taught ways to validate information before accepting that it is necessarily accurate;
- Made aware that the writer of an e-mail or the author of a Web page might not be the person claimed; and,
- Encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

## **Benefits of using the Internet at school: -**

The Internet is a useful resource. It gives children access to a global network of educational resources.

- The children can 'visit' anywhere in the world that has a web address. It takes learning beyond the classroom.

- Children can obtain information that by other means could be inaccessible.
- It is live and up-to-date and therefore provides valuable recent information.
- Children can learn about children in other schools by writing to them via e-mail.
- It is a fast and efficient way of communicating and retrieving information.
- It encourages independent learning.

### **How is the Internet to be used in our School?**

- As a teaching tool.
- For researching projects using a 'safe' search engine, under the guidance of a teacher.
- To watch educational videos.
- To E-Mail students in other schools from various parts of the world. Children could also keep in contact with past pupils. Pupils will not be allowed to write personal details e.g. address, telephone number. The classroom teacher should supervise any messages sent and received.
- To visit the school website.
- To work collaboratively with other schools around the world.

All children will be supervised by a teacher at all times when using the Internet. Children will **not** be allowed to make use of the Internet at lunch times.

### **Acceptable use of the Internet within Crumlin Integrated Primary School**

Parental permission is sought from parents before pupils access the Internet. A copy of the Internet policy is given to each family to read and the parent/guardian must give permission for the child to use the Internet. Parents have the right to refuse permission.

As a school we also follow other procedures to ensure our pupils do not access any inappropriate material:

- The school's Internet Policy is discussed with the pupils;
- The policy is reviewed each school year and signed by pupils/parents;
- Staff and pupils accessing the Internet via the C2k education Network will be required to authenticate using their C2k username and password;
- Children will be supervised at all times when using the Internet. All online activity is for appropriate educational purposes;
- Children will be taught not to give out personal details over the Internet, or arrange a meeting with anyone;
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group; and,

- Pupils in Key Stage 2 are educated in the safe and effective use of the Internet, through a number of selected programmes.

### Email security

All staff and pupils will use the C2k email system. Staff will not use home email accounts for school business. The C2k Education Network filtering solution will provide security and protection to C2k email accounts.

All reasonable steps have been taken to protect our pupils. The school recognises that despite employing safety procedures, children *MAY* gain access to undesirable information. Neither the school nor C2K can accept liability under such circumstances.

IF A CHILD DOES ACCESS AN INAPPROPRIATE SITE BY MISTAKE, THE PUPIL SHOULD IMMEDIATELY:

- Turn off the monitor/close the lid of the laptop;
- Tell the teacher, who will check the website; and,
- The teacher will shut down the Internet and the computer.

The teacher will then also report any unsuitable website to the C2K helpdesk.

### Sanctions

Procedures for misusing Internet access have been set in place from the outset. Children are made aware of the sanctions of a breach of conduct whilst using the Internet. They will receive a ban depending on the nature of the misuse.

- **Minor infringements:** - pupils will receive a temporary ban on Internet use.
- **Major infringements:** - disciplinary action according to existing school procedures and policies.

Parents should discuss the points highlighted in this policy. Talking to children about what is and what isn't acceptable use of the Internet will help them to form balanced opinions. It will also make the child Internet wise and keep them from harm. Please be aware that incidents of a more serious nature, involving child protection issues, will be dealt with in accordance to our Child Protection procedures.

### The teacher's role.

- All teachers must supervise work being carried out using the Internet.
- Teachers must ensure each child has written permission to use the Internet.

- Teachers have a responsibility to ensure children in their care are Internet smart. They should discuss the safety rules with the children and discuss issues that arise. Rules should be displayed in the classroom and the ICT room.
- Children should know what to do if they come across inappropriate behaviour. Children need to learn to recognise risks and how to avoid them.
- Any misuse should be reported to the Principal and the ICT co-ordinator.
- The children should not be allowed to surf without an aim. Children should be directed towards a suitable surf engine and should also be provided with safe search words to accomplish their task.
- Photographs will only be taken with a school camera or iPad.
- Teach the SMART tips.

**S**-secret. Keep personal details a secret.

**M**-meeting. Do not arrange a meeting with anyone you have contacted on-line.

**A**-accepting- do not accept e-mails from unknown people. They may contain a virus.

**R**-remember. People aren't always who they say they are.

**T**-tell. Tell someone if you come across something that worries you.

### **Internet Safety Awareness Training**

In Crumlin Integrated Primary School we feel it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. Each year the children will discuss the rules of using the Internet and will also take part in Internet Safety Day during which they will use a range of online resources specifically focusing on on-line safety.

### **Internet Safety Awareness for staff**

The ICT Co-ordinator will keep themselves informed and updated on issues relating to Internet Safety and will attend available courses. This training will be disseminated to all teaching and support staff.

### **Internet Safety Awareness for parents**

Internet safety leaflets for parents and carers will also be sent home annually. An Internet safety afternoon/evening session given by an Internet safety officer can be offered depending on parental demand. It is also important that parents and carers understand and promote safe use of the Internet at home to ensure their children are using the technology in a safe and responsible way in the home environment.

### **Community Use of School ICT Resources**

On occasion the school's ICT facilities have been offered to the community to allow members of the public use the ICT suite to enhance their ICT skills. On these occasions users are issued with separate usernames and passwords by C2K and work under the guidance of a tutor.

## **Health and Safety**

At Crumlin Integrated Primary School we offer a safe working environment for pupils and teachers. Children are aware of how to use computers safely and the importance of not eating or drinking at the computer. Children are supervised whilst using the computer and the Interactive Whiteboard and they know not to stare at the beam from the whiteboard. Children are discouraged from carrying laptops around the school.

We would like to advise that there is no risk from the use of wireless technology.

## **Policy on the Use of Mobile Phones, IPad, etc. by Pupils and Staff in Crumlin Integrated Primary School**

Whilst we at Crumlin Integrated Primary recognise the tremendous benefits that modern mobile communications bring, we are also conscious of the fact that the inappropriate use, especially of phones and iPad with integrated cameras, could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images. In cases of genuine emergency, contact between school and home can be quickly established in line with our existing procedures.

With this in mind we have drawn up the following guidelines:

### **PUPILS**

1. Crumlin Integrated Primary discourages, and advises all parents to discourage, pupils from bringing mobile phones to school. iPods, etc. are not to be brought to school on the grounds that they are valuable and may be lost or stolen.
2. Where a pupil does bring a mobile phone to school, the phone must remain switched off and out of sight during the day and may not be used for any purpose on school premises, grounds or during off-site activities (such as school swimming, school trips or sports activities).

Parents should note that any phone brought into school is at the owner's risk. The school does not take responsibility for any phone, lost, stolen or damaged.

3. Where a school pupil is found by a member of staff to be using a mobile phone for any purpose, the phone will be held in the school and returned only to the parent, guardian or carer.

### **STAFF**

Staff, both teaching and non-teaching, should not make or receive telephone calls or text messages during working time. Teaching staff and support staff may use their phones only at break times or lunch time provided they are not involved in supervisory duty. Supervisory staff should not use their mobile phones during working hours.

Exceptions to this restriction are the Principal, a staff member (when deputising for the Principal) and building supervisor whose duties are such that office staff may need to contact them at any time anywhere on the school site.

### **Photograph and Video images of children**

In school we like to display pictures of children at work. During special events in the year, photographers will be invited in to take photographs for newspapers.

We have sought parental permission to use photographs within school, in newspapers and on Facebook. A copy of the list of children who are not allowed photographs is kept by the Principal and in the office. Each teacher also has a list of children without permission within their own class.

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; and,
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

Teachers are also encouraged to update their class page on the website each half term.

### **Cyber Bullying**

Staff are aware that pupils may, from time to time, be subject to cyber bullying via electronic methods of communication both in and out of school. This form of bullying is considered within the school's overall Anti-Bullying Policy and Pastoral procedures as well as the e-Safety policy.

Cyber Bullying can take many different forms and guises including:

- Email - nasty or abusive emails which may include viruses or inappropriate content;
- Instant Messaging (IM) and Chat Rooms - potential to transmit threatening or abusive messages perhaps using a compromised or alias identity
- Social Networking Sites - typically includes the posting or publication of nasty or upsetting comments on another user's profile;
- Online Gaming - abuse or harassment of someone using online multi-player gaming sites;
- Mobile Phones - examples can include abusive texts, video or photo messages; and,

- Abusing Personal Information - may involve the posting of photos, personal information, fake comments and blogs, or pretending to be someone online without that person's permission.

Whilst cyber-bullying may appear to provide anonymity for the bully, most messages can be traced back to their creator and pupils should be reminded that all incidents of cyberbullying will be treated within the school's Anti-Bullying Policy

### **Social Media**

The school is aware and acknowledges that increasing numbers of adults and children are using social networking sites.

#### **Guidance/protection for Pupils on using social networking:**

- No pupil under the age of 13 should be using social networking sites;
- No pupil may access social networking sites during the school working day; and,
- Parents should be clearly aware of the school's policy of access to social networking.

Occasionally, pupils will use chat rooms within the C2kni network as part of supervised class ICT activity but only when using the filtered network within school and only when supervised by an adult.

#### **Guidance/protection for staff on using social networking:**

- No member of staff should interact with any pupil in the school on social networking sites;
- No member of staff should interact on social networking sites with any ex-pupil from the school who is under the age of 18;
- It is illegal for an adult to network, giving their age and status as a child;
- Employees should not identify themselves as a representative of the school;
- References should not be made to any staff member, pupil, parent or school activity/event unless prior permission has been obtained and agreed with the Head Teacher; and,
- Staff should be aware that if their out-of-work activity causes potential embarrassment for the employer or detrimentally effects the employer's reputation then the employer is entitled to take disciplinary action.

CEOP (Child Exploitation and Online Protection)

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

Ratified by the Board of Governors: November 2020

Review date: September 2022

## Appendix 1

### COVID-19 ADDENDUM

In line with COVID guidance:

- iPads must be wiped down with disinfectant by an adult after use and before being returned for charging. This is the responsibility of the class that has been using them.
- Laptops must be wiped down with disinfectant after use by an adult. This is the responsibility of the class that has been using them.
- Workstations must be wiped down with disinfectant after use and before another adult uses it e.g. when a teacher is covering another class in the afternoon. This is the responsibility of the teacher leaving the class.