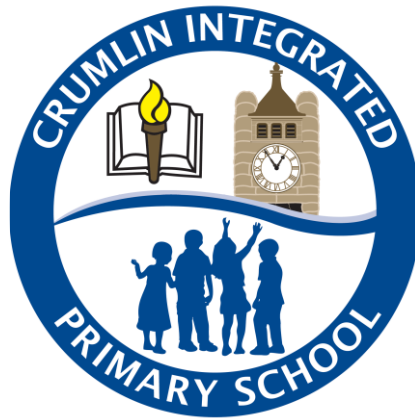


CRUMLIN
INTEGRATED
PRIMARY SCHOOL



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.

January 2026

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 using platforms such G-Suite.

All children will be supervised by a teacher at all times when using the Internet. Children will **not** be allowed to make unsupervised 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 or assigned Google for Education apps. Staff will not use home email accounts for school business. The C2k Education Network filtering solution will provide security and protection to 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 unless agreed with member of the senior leadership team. Teaching staff may need to use their phones during class time to take photographs and to access Class Dojo. 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's working day; and,
- Parents should be clearly aware of the school's policy of access to social networking.

Occasionally, pupils will use chat rooms as part of supervised class ICT activity, particularly in global collaboration activities 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.



Artificial Intelligence

- **Vision and Purpose**

At **Crumlin IPS**, we recognise that Artificial Intelligence (AI) is a rapidly evolving part of our digital world. In line with our commitment to developing confident **Digital Citizens**, we aim to prepare our pupils to use AI tools ethically, critically, and safely. Our goal is to harness the creative potential of AI while ensuring it supports—rather than replaces—the critical thinking and personal development of our children.

Principles for AI Use

- **Critical Thinking:** We teach pupils to question the "output" of AI. We encourage them to understand that AI can sometimes provide inaccurate information (hallucinations) or reflect biases.
- **Academic Integrity:** While AI can be a "thinking partner," we emphasize that all work produced should be the child's own. We educate pupils on the importance of honesty and the difference between using AI for inspiration versus copying.
- **Safe Exploration:** Use of AI tools within the classroom will only occur on school-approved platforms that comply with **GDPR** and

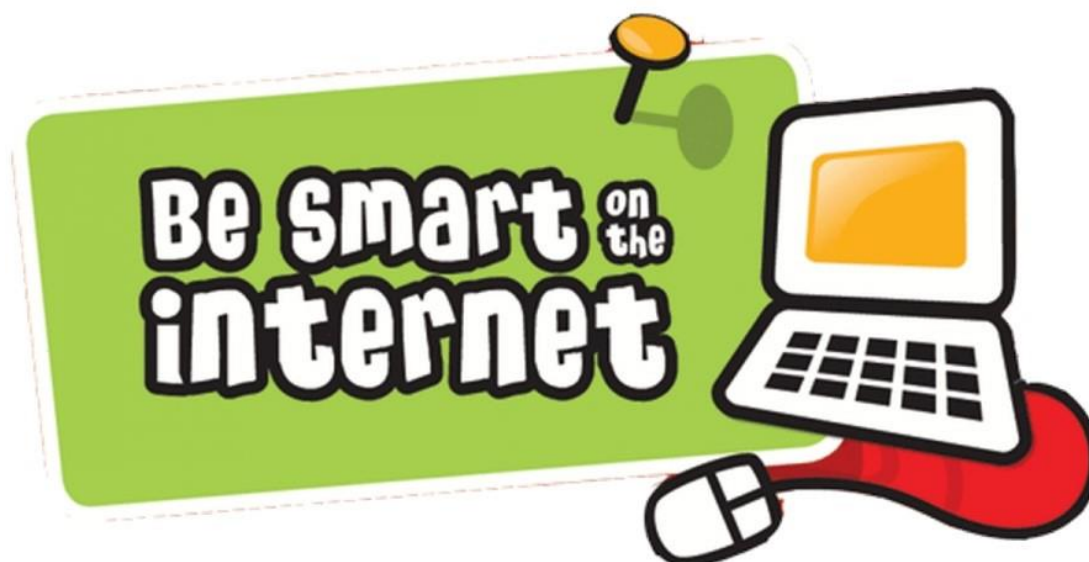
UK Data Protection standards. Pupils are taught never to share personal information (names, addresses, or photos) with AI chatbots or generators.

Roles and Responsibilities

- **Staff:** Will lead by example, using AI to enhance lesson planning and resource creation while remaining transparent about its use. Staff will supervise any pupil interaction with AI to ensure age-appropriateness.
- **Pupils:** Will be encouraged to use AI as a tool for "curiosity"—to ask questions, spark creative writing ideas, or help visualize concepts—while always acknowledging when an AI tool has helped them.
- **Parents:** We aim to work in partnership with families to navigate the challenges of AI at home, providing guidance on age-ratings and the importance of open dialogue regarding new technology.

Integration and Inclusion

In keeping with our **Integrated Ethos**, AI will be used to support children of **all abilities**. For pupils with additional learning needs (ALN), AI-powered assistive technologies (such as speech-to-text or visual aids) will be utilized to remove barriers to learning and ensure every child can succeed.



Ratified by the Board of Governors: January 2024

Review date: January 2029