Knockloughrim Primary School

E – Safety Policy

Adopted: February 2022

Next renewal date: February 2024

Context

This policy is based on and complies with DENI Circular 2007/1 on Acceptable Use of the Internet and Digital Technologies in Schools and DENI Circular 2016/27 on Internet/E-Safety. This document sets out the policy and practices for the safe and effective use of the Internet and related technologies in Knockloughrim Primary School.

Care and Responsibility

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times. With these opportunities we also have to recognise the risks associated with the internet and related technologies. The use of these exciting and innovative tools in schools and at home has been shown to raise educational standards and promote pupil achievement. However, the use of these new technologies can put young people at risk within and outside the school.

Some of the dangers they may face include:
- access to illegal, harmful or inappropriate images or other content.
- unauthorised access to/loss of/sharing of personal information.
- the risk of being subject to grooming by those with whom they make contact on the Internet.
- the sharing/distribution of personal images without an individual's consent or knowledge.
- inappropriate communication/contact with others, including strangers.
- cyber-bullying.
- access to unsuitable video/internet games.
- an inability to evaluate the quality, accuracy and relevance of information on the Internet.
- plagiarism and copyright infringement.
- illegal downloading of music or video files.
- the potential for excessive use which may impact on the social and emotional development and learning of the young person.

As with all other risks, it is impossible to eliminate the risk completely. It is therefore essential, through good educational provision, to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with any situations which may arise. In Knockloughrim Primary School we understand the responsibility to educate our pupils in E-Safety issues. We aim to teach pupils appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the Internet and related technologies, in and beyond the context of the classroom.

Roles and Responsibilities

As E-Safety is an important aspect of Child Protection within the school, the Principal and Board of Governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. It is the role of the ICT coordinator working alongside the Principal to keep abreast of current E-Safety issues and guidance through organisations such as CEOP (Child Exploitation and Online Protection) and Childnet. The ICT coordinator has the responsibility for leading and monitoring the implementation of E-Safety throughout the school. The ICT coordinator/Principal has the responsibility to update staff and Governors with regards to E-Safety and all governors should have an understanding of the issues relevant to our school in relation to local and national guidelines and advice.

E-Safety Skills Development for Staff

- All staff will receive regular information and training on E-Safety issues through the coordinator at staff meetings and training days.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of E-Safety and know what to do in the event of misuse of technology by any member of the school community.
- All staff are encouraged to incorporate E-Safety into their activities and promote awareness within their lessons.
- New staff members will receive a copy of the 'E-Safety' policy and be expected to sign up to the 'Acceptable Use Agreement'.
- In light of the new filtering on the C2K network staff members who have their filtering enhanced will be informed of the appropriate use and will sign an agreement on how the internet is used.

Handling of E-Safety Issues

Issues of Internet misuse and access to any inappropriate material by any user should be reported to the ICT coordinator to be recorded in the E-Safety log. Issues of a Child Protection nature will be reported to the Designated teacher and dealt with in accordance with the Knockloughrim Primary School 'Safeguarding Policy'. Incidents of pupil misuse of technology which arise will be dealt with in accordance with the Knockloughrim Primary School Positive Behaviour Policy. A record of very serious incidents will be kept in the Child Protection records locked within school.

E-Safety and Pupils

E-safety will be discussed with pupils at the start of the year when they receive their 'Acceptable Use Agreement'. This should be discussed as a set of rules that will keep everyone safe when using technology in school. It will also be discussed as they accept the agreement through their MySchool log in. Activities throughout the school year including Safer Internet Day and visits from the PSNI will refresh E-Safety and further pupils' understanding.

E-Safety and Staff

All staff will be introduced to the E-Safety policy and its importance explained. Staff will be asked to read and sign the 'Acceptable Use Agreement for Staff' which focuses on E-Safety responsibilities in accordance with the 'Code of Conduct'. Staff should be aware that all Internet traffic and email is monitored, recorded and tracked by the C2K system.

The Internet

The Internet is a unique and exciting resource. It brings the world into the classroom by giving children access to a global network of educational resources. There is no doubt that the use of the Internet is an essential skill for children as they grow up in the modern world. The Internet is, however, 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.

Network

Pupil access to the Internet is through -
- a filtered service provided by C2K, which should ensure educational use made of the resources is safe and secure, protecting users and systems from abuse.

At the discretion of the Principal, staff can be given enhanced internet filtering to allow for the use of You-Tube and other websites needed for educational purposes. When staff have been given enhanced access, they must ensure that no pupil uses a computer that they are logged on to. Staff should always ensure that any internet searches should not be carried out while connected to a projector and that any use of YouTube is only after checking the content and ensuring that children are not exposed to adverts or other content.

Teaching and Learning

Internet use:
- The school will plan and provide opportunities within a range of curriculum areas to teach E-Safety.
- Educating pupils on the dangers of technologies that may be encountered outside of school will be discussed with pupils P4-7 on a regular basis by teachers and by the PSNI.
- Pupils will be made aware of the impact of online bullying and know how to seek help if these issues affect them. Pupils will also be aware of where to seek advice or help if they experience problems when using the Internet and related technologies; i.e. parent/guardian, teacher/trusted member of staff.
- The school Internet access is filtered through the C2K.
- Knockloughrim Primary School accepts that no filtering is 100% effective; therefore, all children's use of the internet will be supervised by an adult.
- Use of the internet will be a planned activity. Children will be taught to use the Internet responsibly.
- Pupils will be taught what Internet use is acceptable and given clear objectives for Internet use.
- Pupils will BE taught the effective use of the Internet in research, including the skills of knowledge, location, retrieval and evaluation.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Children will be taught to be 'Internet Wise'. They will be made aware of Internet Safety Rules and encouraged to discuss how to cope if they come across inappropriate material.

E-mail

- Pupils may only use C2K e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive an offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication or arrange to meet anyone without specific permission.
- The forwarding of chain mail is not permitted.
- Children will not always be given individual e-mail addresses. In some instances, children may have access to a group e-mail to communicate with other children as part of a project. Messages sent and received in this way will be supervised by the teacher.

School Website

The Knockloughrim Primary School website promotes and provides up to date information about the school and showcase 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.
- The website does not include home addresses, telephone numbers, personal e-mail or any other personal information about pupils or staff.

Social Networking

- The school C2K system will block access to social networking sites.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils. However, we accept that some pupils will still use them; they will be advised never to give out personal details of any kind, which may identify them or their location.
- Pupils and parents are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.
- A definition is of cyber-bullying is provided within the Anti-Bullying policy and staff are made aware that pupils may be subject to cyber-bullying via electronic methods of communication both in and out of school.
- Our pupils are asked to report any incidents of cyber-bullying to the school. School staff will not add children or parents as 'friends' if they use these sites.

Password Security

- Adult users are provided with an individual login username and password, which they are encouraged to change periodically. Login details should not be shared with pupils.
- All pupils are provided with an individual login username and password.
- Pupils are not permitted to access files on the school network which belong to their peers, teachers or others.
- Staff Areas/Folders are the individual responsibility of each teacher to ensure they protect the security and confidentiality of the school network.

Mobile Phones and other electronic devices

Pupils are strongly discouraged from bringing such devices into school and will not have the ability to personally access the school network.

Staff can access their phones during break and lunch. Mobile phones should not be used in the classroom setting.

Acceptable Internet 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 E-Safety policy has been drawn up to protect all parties – the students, the staff and the school.

The school reserves the right to examine and 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 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.