

Glenann Primary School



Acceptable Use of the Internet and Digital Technologies Policy

September 2025

Introduction

In Glenann Primary School we believe that the Internet and other digital technologies are very powerful resources which can enhance the teaching and learning when used effectively and appropriately.

Through the Acceptable Use of the Internet and Digital Technologies in schools, the Department of Education (DENI) state 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 policy outlines the practices for the safe and effective use of the Internet in Glenann Primary School. The policy and its implementation will be reviewed regularly. This policy was written in accordance with Department of Education Circular, ***Acceptable Use of the Internet and Digital Technologies in Schools (DENI Circular 2007/1 – 18 June 2007)***.

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 Glenann Primary School 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 wireless Internet; school PCs, laptops, digital video equipment, iPads and cameras. It should also be noted that the use of devices owned personally by staff but brought onto school premises (such as mobile phones, camera phones) is subject to the same requirements as technology provided by the school. The principal and 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. Parental permission is sought from parents on an annual basis before pupils access the Internet. The following key measures have been adopted by Glenann Primary School to ensure our pupils do not access any inappropriate material:

- The Glenann PS Code of Practice for Use of the Internet and other Digital Technologies (Appendix 1) is made explicit to all pupils and is displayed prominently.
- The Code of Practice is reviewed annually. At the start of each school year, parents are asked to access the Acceptable Use of the Internet and Digital Technologies for Pupils (Appendix 1) via the Glenann Primary School website. They are then required to complete a MS Data Collection Form to confirm that the ICT rules have been discussed at home, understood and agreed upon. Parents are also directed to the school website to access the Internet Safety Points for Parents/Guardians to Consider (Appendix 3).
- All online activity is for appropriate educational purposes and is supervised.

- When appropriate, pupils may pursue electronic research independent of staff supervision if they have been granted permission.
- 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 and relevant to their age.
- All pupils will use their own individual username and password or simplified login (P1, P2 & P3). It should be accepted, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor C2K can accept liability under such circumstances.

At Glenann Primary School, pupils are not permitted to bring mobile phones.

During school hours pupils are forbidden to play non-educational computer games or access social networking sites, unless specifically assigned by the teacher.

Mobile Technology

At Glenann Primary School the following applies in terms of Mobile Technology.

- All teachers have an iPad and have use of key apps for curriculum use.
- The training needs are regularly reviewed and targets set for PRSD, when required.
- Pupils have access to school iPads and teachers are aware that they do not merely digitise an existing activity in a way that does not add value to the teaching and learning.
- Pupils have found mobile devices very useful as a cross-curricular learning tool.
- We use iPads to enhance and transform learning through:
 - capturing and collecting information across a variety of settings;
 - communicating and collaborating with others;
 - consuming and critiquing media; and
 - constructing and creating personal forms of representation.
- Mobile Learning enables children to:
 - review and reflect;
 - think forward;
 - listen to explanations;
 - snap and show;
 - present; and
 - evaluate.

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 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 (Appendix 1). These are displayed in classrooms and discussed with pupils.
- Teachers will take part in Safer Internet Day each year with their class and use age-appropriate material.
- All pupils using the Internet have consent from their parents/guardians.
- 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 C2K tracks all Internet use and records sites visited. C2K also log 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 are to be taken with a school iPad and images should be stored on a centralised area on the school network, accessible only to teaching staff.
- School systems may not be used for unauthorised commercial transactions.

Teaching and non-teaching staff, permanent and temporary, are required to agree, sign and adhere to the Code of Practice of the Acceptable use of the Internet and Digital Technologies for Staff (Appendix 2).

Internet Safety Awareness

In Glenann Primary School we believe that, alongside having a written E-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 and Digital Technologies are discussed with all pupils and are prominently displayed in classrooms. As part of the ICT curriculum, children receive age-appropriate lessons on safe Internet practices tailored to their needs. The school actively participates in Safer Internet Day each year and incorporates online safety discussions during Anti-Bullying Week. Additionally, safer Internet topics are integrated into PDMU lessons. To further support digital safety education, the school invites external organisations, such as NSPCC and Thrive Academy, to deliver specialized lessons.

Internet Safety Awareness for Staff

The ICT / E-Safety Co-ordinator, Principal and Safeguarding Team keep staff informed and updated on issues relating to Internet Safety and attend training when offered. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants.

Internet Safety Awareness for Parents

Parents are asked to access the Acceptable Use of the Internet and Digital Technologies for Pupils (Appendix 1) via the Glenann Primary School website. They are then required to complete a MS Data Collection Form to confirm that the ICT rules have been discussed at home, understood and agreed upon.

Online safety information, focusing on the theme of Safer Internet Day, is issued to all parents via the School App and parents are asked to discuss the information with their children as part of their homework. The Glenann PS school website and School App continues to be used for communication and to highlight online safety awareness. Further information is enclosed in this policy; Internet Safety Points for Parents/Guardians to consider (Appendix 3).

Health and Safety

Glenann Primary School have attempted, so far as possible, to ensure a safe working environment for pupils and staff using ICT resources in the classrooms. Pupils are supervised at all times when iPads, laptops and Interactive Whiteboards are being used.

Digital and Video Images of Pupils

Parental permission is sought annually to cover the use of images of pupils. This includes images on the school website, on the school's official social media pages, in the local press and on displays within the school. If a parent/guardian no longer wants photographs taken for any of the above uses, they must let the school know in writing.

Storage of Images

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

School Website and Social Media

Our school website and Facebook account 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 or social media being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions.
- Only pupil's first names are used.
- The Glenann PS website or Facebook posts do not include home addresses, telephone numbers, personal emails or any other personal information about pupils or staff.

- Delegated staff are provided with access to edit these portals.
- Passwords and usernames for editing these portals are confidential.

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. Please note it is illegal for a child under the age of 13 to have Facebook, Twitter, Instagram, Whatsapp or Snapchat accounts.

Instances of cyber-bullying of pupils or staff will be regarded as very serious offences and dealt with according to the Glenann PS Positive Behaviour Policy and child protection and safeguarding procedures.

Parental Agreement

Parents should be aware that it is the policy of the school that no meeting be recorded digitally between a member of staff and parents/guardians. Having read the school's Acceptable Use of the Internet and Digital Technologies Policy, parents are asked to complete a consent form annually on MS Forms. This consent will be sent to all new pupils upon entry to the school.

Monitoring and Review

This policy is implemented on a day-to-day basis by all school staff and is monitored by the principal and ICT Co-ordinator. This policy will be reviewed on a regular basis through liaison with the Principal, ICT Co-ordinator and the Designated Child Protection Teacher.

Approval of Acceptable Use of the Internet and Digital Technologies Policy

Approved by Board of Governors

Acting Chairperson: *Mr F Close*

Date: 23 / 09 / 25

Acting Principals: *Mrs Bailey and Miss Loughrey*

Date: 23 / 09 / 25

Date of Next Review: September 2028

Appendix 1



Foundation Stage

Code of Practice of the Acceptable Use of the Internet and Digital Technologies for Pupils

These rules help us to stay safe on the Internet

I will only use the internet when my teacher allows me.

I will only use the internet when an adult is with me.

I can click on the buttons or links when I know what they do.



I will always ask for help if I get lost on the internet.

I understand that I am not allowed a mobile phone or camera in school.

I understand that the school can check my files on the computer.



I know that if I break the rules, I might not be allowed to use the computer.

If I see anything that upsets me, I will tell a teacher immediately.



Glenann Primary School

Key Stage 1

Code of Practice of the Acceptable Use of the Internet and Digital Technologies for Pupils

These rules help us to stay safe on the Internet

I will access the system with my own username and password, which I will keep safe and secure.

I will not access other people's files.

I will only use the internet when an adult is with me.



I will follow the internet Rules as discussed in class at the beginning of the school year.

I will ask permission before entering any website, unless my teacher has already approved that site.

I can click on the buttons or links when I know what they do.

If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

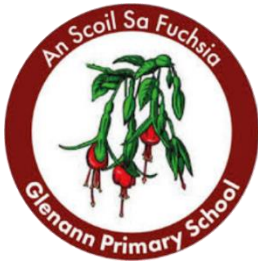
I understand that the school may check my computer files and may monitor the internet sites I visit.

I will always ask for help if I get lost on the internet.

I understand that I am not allowed a mobile phone or camera in school.

I understand that if I deliberately break these rules, I could be stopped from using the internet and my parents will be informed.





Glenann Primary School

Key Stage 2

Code of Practice of the Acceptable Use of the Internet and Digital Technologies for Pupils

This Acceptable Use Agreement is intended to ensure that pupils will be responsible users and stay safe while using the internet and other digital technologies for educational use.

I will access the system with my own username and password which I will keep safe and secure.

I will not access other people's files.

I will ask permission from a member of staff before using the internet.

I will use the internet for research and school purposes only.

I will ask permission before entering any website, unless my teacher has already approved that site.

I will not bring in data pens from outside school unless I have been given permission.

I will only send e-mail and messages which my teacher has approved. I will make sure that the messages I send are polite and responsible.

I will not open e-mails sent by anyone I do not know.

I will not give out my home address, telephone number or any other personal information about myself or my family to anyone on the internet.

If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

I will immediately close any webpage I am not sure about and inform my teacher.

I will not use internet chat rooms.

I understand that the school may check my computer files and may monitor the internet sites I visit.

I understand that if I deliberately break these rules, I could be stopped from using the internet and my parents will be informed.

I understand that I am not allowed a mobile phone or camera in school.

I understand that if using information from the internet I must include the web address.



eSafety



Glenann Primary School



Internet Safety Points for Children to Consider

Follow These SMART TIPS

Safe: Always keep your name, address, mobile phone number and password safe and private – it's like giving out the keys to your home!

Meet: Never meet someone you have contacted online as they can be dangerous.

Accept: Never accept e-mails or files from people you don't really know or trust. It 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.



Appendix 2

Glenann Primary School

Code of Practice of the Acceptable use of the Internet and Digital Technologies for Staff

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's E-Safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, including unauthorised commercial transactions, without specific permission from the principal.
- I will only use the approved, C2k, secure e-mail system for any school business.
- I understand that the school may monitor my information systems and internet use to ensure policy compliance.
- I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school E-Safety Coordinator or the Designated Teacher for Child Protection.
- I understand that staff members may only use school devices to take photographs; any images should be appropriately transferred back to a centralised area in the staff public folder.
- I understand that the use of camera phones will not be permitted by pupils or staff.
- I will delete all images when they are no longer required.
- I will promote E-Safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.
- I will adhere to Use of Social Media guidelines as set out in E-Safety Policy.

The school may exercise its right to monitor the use of the school's information systems, including internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

As a member of staff at Glenann Primary School I have read the Code of Practice for the Acceptable Use of the Internet and Digital Technologies for Staff and I agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Signed: _____

Date: _____

Appendix 3

Glenann Primary School



Internet Safety Points for Parents / Guardians to Consider

It is important to promote Internet Safety in the home and to monitor internet use.

1. Take an interest in what children are doing. Discuss with the children what they see and why they are using the internet.
2. Monitor on-line time and be aware of excessive hours spent on the internet.
3. Advise children to take care and to use the internet in a sensible and responsible manner. Know the SMART tips.
4. Discuss the fact that there are websites which are unsuitable.
5. Discuss how children can respond to unsuitable material/requests.
6. Tell children to never give personal information on the internet.
7. Remind children that people on-line may not be who they say.
8. Be vigilant. Ensure that children do not arrange to meet someone they meet on line.
9. Be aware that children may be using the internet in places other than in their own home or at school e.g. on smart phones.
10. Be aware of the safety issues regarding mobile phones. Increasingly these have internet access.
11. Encourage children to talk about how they use mobile phones. Remind children not to give mobile numbers to strangers and people they do not know very well.
12. Talk about responsible use of text messaging, including Snapchat, social network, WhatsApp and sites such as Facebook, Twitter and Instagram.