

Donemana Primary School



E-Safety and the Use of Digital Devices Policy

Signature of Chairperson of Board of Governors: *T Wallace*

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E- safety and the Use of Digital Devices

1. INTRODUCTION

Boards of Governors have a duty to safeguard and promote the welfare of pupils (Article 17 of the Education and Libraries (Northern Ireland) Order 2003). It is also the duty of the Board of Governors to determine the measures to be taken at a school to protect pupils from abuse (Article 18 of the Education and Libraries (Northern Ireland) Order 2003 refers).

In the exercise of those duties, Boards of Governors must ensure that their schools have a policy on the safe, healthy, acceptable and effective use of the Internet and other digital technology tools. They must also actively promote safe and acceptable working practices for all staff and pupils: these will serve to reassure parents and guardians.

This E-Safety and use of mobile digital devices policy contains policies in relation to use of the internet, use of mobile digital devices and use of digital/photographic images of children. It is largely based on DENI Circular 2016/27 *“Online Safety”* and DENI Circular 2016/26 *“Effective Educational Uses of Mobile Digital Devices.”*

2. E-SAFETY AND USE OF MOBILE DIGITAL DEVICES POLICY

The Internet and other digital technologies are very powerful resources which can 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. Our 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.

The DENI circular 2016/27 states that:

“We want pupils to have the opportunity to avail of all the positive benefits that come from learning, exploring and connecting with each other online. However, in doing so, they need to know how to protect themselves.”

The DENI circular 2016/26 states that:

“The pervasiveness of mobile digital devices (such as tablet computers and smart phones) in schools provides both educational opportunities (for learners and teachers alike) as well as management challenges which are different from those afforded by desktop and laptop computers.”

This document sets out the policy and practices for the safe and effective use of the Internet and effective educational uses of mobile digital devices in Donemana PS. The policy has been drawn up by the Principal, ICT Co-ordinator and staff.

C2k is the project responsible for the provision of an information and communications technology (ICT) managed service to all schools in Northern Ireland. It provides a safety service which should ensure educational use of resources is safe and secure, while protecting users and systems from abuse.

3. When using desktops and laptops

Some of these safety services include:

- Providing all users with a unique user name and password
- Tracking and recording all online activity using the unique user names and passwords
- Scanning all C2k email and attachments for inappropriate content and viruses
- Filters access to web sites
- Providing appropriate curriculum software

4. When using iPads and other mobile digital devices

Pupils and staff will use C2K wireless. In C2K Wireless:

- There is no unique login, meaning that staff and pupils have access to the same filtering policy.
- Sites categorised under the Internet Advanced Security Group (e.g. Shopping) and Internet Streaming Security Group (e.g. YouTube and BBC iPlayer) are available only to approved members of staff.
- Sites categorised under Internet Social Networking group are partially available (e.g. 'X' and LinkedIn are available). Facebook remains unavailable.
- While C2K have put in place some measures to mitigate against the risk in terms of Google and Bing search engines, there remains an element of risk of inappropriate search results being viewed. Therefore, special measures will be put in place (identified in Code of Practice) when using C2K Wireless.

5. 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. We have a Code of Safe Practice for pupils and staff containing e-Safety Rules which makes explicit to all users what is safe and acceptable and what is not.

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

The Principal/ICT Co-ordinator and the Board of Governors will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

Code of Safe 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. A parental/carers consent letter accompanied by the code of practice for pupils will be sent out annually, in September, to parents/carers and this consent must be obtained before the pupil accesses the internet.

In addition, the following key measures have been adopted by Donemana PS to ensure our pupils do not access any inappropriate material:

- The school's e-Safety code of practice for Use of the Internet and other digital devices is made explicit to all pupils and e-Safety guidelines are displayed prominently throughout the school;
- Our Code of Practice is reviewed each school year and signed by pupils/parents;
- Pupils using the Internet will normally be working in highly-visible areas of the school;
- All online activity is for appropriate educational purposes and is supervised, where possible;
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group;
- Pupils are regularly educated about online safety and online safety messages are integrated across the curriculum for pupils in all Key Stages.

When using C2K Wireless on mobile digital devices:

- Pupils will only use the devices for set tasks during lessons. They will be supervised by staff at all times.

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.

6.Use of Mobile Phones and other digital devices – see policy

It is school policy to prohibit the unauthorised use by pupils of mobile phones or other digital devices while on our school premises, grounds or on day trips or activities e.g. school swimming.

Donemana Primary School advises all parents/carers to discourage pupils from bringing mobile phones and other digital devices to school on the grounds that they are valuable and may be damaged, lost or stolen. School staff can accept no responsibility for equipment which is lost, damaged or stolen in school whilst in the possession of any pupil.

If a pupil is found by a member of staff to be using a mobile phone or other digital device for any purpose, the device will be confiscated from the pupil in line with policy.

Pupils and parents are reminded that in cases of an emergency, the school landline telephone number 028 71398633 remains the appropriate point of contact.

7.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 class teacher, or Principal/ ICT Coordinator and may result in a temporary or permanent ban on Internet use. Incidents involving child protection issues will be dealt with in accordance with the school's Safeguarding and Child Protection Policy.

8.Code of Practice for Staff

The following Code of Safe Practice has been agreed with staff.

Where possible, pupils accessing the Internet and using digital devices should be supervised by an adult at all times.

- Staff will make pupils aware of the rules for the safe and effective use of the Internet and digital devices. These are displayed in classrooms and discussed with pupils.
- All pupils using the Internet have written permission from their parents.
- Deliberate or 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 the C2K system tracks all Internet use and records the sites visited. The system also logs 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 should always be taken with a school camera or school device and images should be stored on a centralised area on the school network, accessible only to teaching staff, classroom assistants or under supervision for pupil work. (See Photographic Images Policy)
- Staff should not use their personal digital devices in class. Mobile phones should be on silent mode, stored out of sight from pupils and only used out of teaching hours.
- School systems may not be used for unauthorised commercial transactions.

In Donemana PS, 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.

9.E-Safety Awareness for pupils

Rules for the Acceptable Use of the Internet and digital devices are discussed with all pupils and are prominently displayed in classrooms. In addition to this, pupils are made aware of Internet Safety through structured lessons and also by visits from outside agencies. There are various pupil resources available such as:

[KidSMART](#)
[Know IT All for Schools](#)
[ThinkUKnow](#)
[Childnet's Sorted website](#)

External agencies such as NSPCC and PSNI may be invited in to promote internet safety for pupils.

10.E-Safety Awareness for staff

The ICT Co-ordinator keeps informed and updated on issues relating to Internet Safety. All teaching staff, classroom assistants and supervisory assistants are in turn made aware of the

Departments policy and strategy on ICT use in teaching and learning and updated in relation to relevant changes.

The Child Exploitation and Online Protection Centre (**CEOP**) runs regular one-day courses for teachers in Northern Ireland. These are advertised directly to schools. Teachers can download lesson plans, teaching activities and pupils' worksheets by registering with the [Thinkuknow website](#).

11. Internet Safety Awareness for parents

The E-Safety and use of digital devices policy is made available to parents and the Pupil Code of Conduct is sent home at the start of each school year for parental signature. Additional advice for parents with internet access at home also accompanies this letter.

12. Health and Safety

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

13. Wireless Networks

The Health Protection Agency has advised that there is no consistent evidence of health effects from radio frequency exposures below guideline levels and therefore no reason why schools and others should not use Wi-Fi (Wireless Fidelity) equipment. Further information on Wi-Fi equipment is available at: [the Health Protection Agency website](#).

14. Social Software

This is a generic term for community networks, chatrooms, instant messenger systems, online journals, social networks and blogs (personal web journals). Social environments enable any community to share resources and ideas amongst users. Such software allows users to exchange resources, ideas, pictures and video. Examples of social software which may be used by Donemana Primary School are C2K Newsdesk and Scratch.

The majority of activity in these on-line social sites usually causes no concern. When using desktops and laptops, C2k filters out these social networking sites and blocks attempts to circumvent their filters leaving it relatively safe in the school environment. Careful monitoring takes place when pupils are using C2K Wireless on mobile digital devices in order to ensure that inappropriate social networking sites are not accessed.

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.

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 mobile phones/websites/email should be reported to a member of staff immediately.

ICT Code of Safe Practice

E-Safety and use of mobile digital devices rules

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my class e-mail address or my own school e-mail address when e-mailing.
- ✓ I will only open e-mail attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I will not use my mobile phone or other personal digital devices in school
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my E-Safety.

ICT Code of Safe Practice for Staff

E-Safety and use of digital devices Rules

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This code of practice is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to agree to this code of practice and adhere at all times to its contents. Any concerns or clarification should be discussed with the school ICT Coordinator/Principal.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Principal or Board of Governors.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, C2k, secure e-mail system for any school business.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Principal or Board of Governors. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission of the ICT Coordinator/Principal.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images only be taken using school digital devices and will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Principal.
- I will keep my mobile phone on silent mode and out of sight of pupils, only using it during break times or after teaching hours.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Principal.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's Internet Safety Policy and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this code of practice and to support the safe and secure use of ICT throughout the school

Signature Date

Full Name (printed) Job Title



Child and Parental Agreement/Consent Letter

Dear Parent/ Carer

As part of Donemana Primary School's Information and Communications Technology programme we offer pupils supervised access to a *filtered* Internet service provided by C2k. Access to the Internet will enable pupils to explore and make appropriate use of many web sites that are of enormous educational benefit. They can also exchange messages with other Internet users throughout the world. However, in spite of the tremendous learning potential, you should be advised that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

In order to help minimise any risks, which might arise from Internet use, our Service provider C2k has installed filtering software which operates by blocking thousands of inappropriate web sites and by barring inappropriate items, terms and searches in both the Internet and e-mail. To further enhance safety, pupils will only use the Internet for educational purposes, under the supervision of a member of staff.

The school's rules for safe Internet use accompany this letter. Please read and discuss these with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the ICT Coordinator/ Principal.

✂

Parent/ Carer signature

We have discussed this and(child name) agrees to follow the E-Safety rules and to support the safe use of ICT at Donemana P.S.

Child's Signature

Parent/ Carer Signature

Additional Advice for Parents with Internet Access at home

1. A home computer with Internet access should be situated in a location where parents can monitor access to the Internet.
2. Parents should agree with their children suitable days/times for accessing the Internet.
3. Parents should discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when, how long and what constitutes appropriate use;
4. Parents should get to know the sites their children visit and talk to them about what they are learning;
5. Parents should consider using appropriate Internet filtering software for blocking access to unsavoury materials. Further information is available from Parents' Information Network (address below). Information is also available from <http://www.bbc.co.uk/webwise> which includes an "Internet for Beginners" course and a tool for answering internet related questions.
6. It is not recommended that any child under 16 should be given unmonitored access to newsgroups or chat facilities;
7. Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the school name or financial information such as credit card or bank details. In this way they can protect their children and themselves from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.
8. Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages and to tell them if they receive any such messages or images. If the message comes from an Internet service connection provided by the school they should immediately inform the school.
9. Children can access **"My School"** from computers at home. **"My School"** is the computer page through which they access the C2K Education Network. Parents should be aware that on the **"My School"** Homepage there is a **CEOP** (Child Exploitation and Online Protection Centre) Launch button. This can enable parents and children to access further information and recommendations regarding best practice in internet safety communication.

We strongly recommend that parents and pupils are familiar with this guidance.

Parents and children should be aware that, when accessing "My School" at home, they are working under their own home filtering system and not the school C2K filtering system. They should therefore be alert to ensuring unsavoury materials are blocked.

Further advice for parents is available from the following sources:

- <http://www.thinkuknow.co.uk> Thinkuknow - a mock cybercafé which uses online role-play to help children from 5 to 16+ explore a range of issues.
- <https://www.careforthefamily.org.uk/support-for-you/family-life/parent-support/parent-support-organisations/> Aimed at parents and carers, there is a great deal of very clear information about chat rooms, social networking sites, email and much more.
- <https://parentzone.org.uk/> A very comprehensive site aimed at parents and carers. Includes many articles and external links to other helpful sites.
- <http://www.bbc.co.uk/webwise> Includes an 'Internet for Beginners' course and a tool for answering your internet related questions.
- <https://www.childnet.com/resources/looking-for-kidsmart/> Explains the SMART rules for safe internet use and lots more besides.
- <http://www.ceop.gov.uk/> The government's Child Exploitation and Online Protection Centre (CEOP)
- <https://www.vodafone.co.uk/newscentre/smart-living/digital-parenting/> Vodafone's site is designed to help parents and carers develop an understanding of their child's internet use.