



# **Acceptable Use Policy**

## **St. John's Primary School, Coleraine**

Principal: Mrs H. McDonnell

ICT Coordinator: Mrs J. Lenahan

Child Protection Teacher: Miss A. McNicholl

Chairman of the Board of Governors: Mr L. McQuillan

Child Protection Governor: Mr H. McGill

*May 2019*

**Work hard**

**Give everything a try**

**Enjoy the rewards**



## **Acceptable use of the Internet and Digital Technologies:**

### **Introduction:**

In St John's PS we believe that the Internet and other digital technologies are very powerful resources which can enhance teaching and learning when used effectively and appropriately. The internet is an essential element of day to day life for education, business and social interaction. We provide 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 2007 / 1 states 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 document sets out the policy and practices for the safe and effective use of the Internet in St John's PS. The policy has been drawn up by the staff of the school under the leadership of the Principal / ICT coordinator.

The policy and its implementation will be reviewed annually.

### **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 St John's PS 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 mobile Internet; school PCs, iPads, laptops, and digital 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, camera phones, PDAs) is subject to the same requirements as technology provided by the school. Devices owned by pupils are discouraged from being brought onto the school premises. If pupils bring devices onto school premises they should leave them in the Front Office at 9am and collect at home-time. However, the school accepts **NO** responsibility for the security of these devices.

The 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 in our ICT computer suite and all computers within school. This should ensure educational use of resources is safe and secure, while protecting users and systems from abuse. Parental permission is sought from parents before pupils access the Internet.

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

- The school's Code of Practice for use of the Internet and other digital technologies is made explicit to all pupils and is displayed prominently;
- Our Code of Practice is reviewed annually 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;
- All pupils are educated in the safe and effective use of the Internet.

It should be accepted, however, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor C2K can accept liability under such circumstances. During school hours' pupils are forbidden to play computer games or access social networking sites.

### **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 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 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. These are displayed in classrooms and discussed with pupils (assemblies, displays, eSafety lessons etc.).
- All pupils using the Internet have written permission from their parents.
- Recommended websites for each year group are available from ICT Coordinator.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal/ICT Coordinator.
- 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 should be careful not to download or use any materials which are in breach of these.
- Photographs of pupils should, where possible, be taken with a school iPad or school camera 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.

### **Internet Safety Awareness:**

In St John's PS we believe that, alongside having a written 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 are discussed with all pupils and are prominently displayed in classrooms and around the school. In addition, Key Stage 2 pupils follow a structured programme of Internet Safety Awareness using a range of online resources provided by the PSNI.

- **Internet Safety Awareness for staff:**

The ICT Co-ordinator keeps informed and updated on issues relating to Internet Safety and attends regular courses. This training is then disseminated and implemented to all teaching staff, classroom assistants and supervisory assistants on a regular basis.

**Internet Safety Awareness for parents:**

The Internet Safety Policy and Code of practice for pupils is sent home at the start of each school year for parental signature. Internet safety leaflets for parents and carers also are sent home. Parents are also able to attend an internet safety talk held once a year to promote keeping children safe online.

- **Wider Use of School ICT Resources:**

Users are issued with separate usernames and passwords by C2K. They must also agree to the school's Acceptable Use of the Internet policy.

**Health and Safety:**

St John's PS, as far as possible, ensures a safe working environment for pupils and teachers using ICT resources which has been designed in accordance with health and safety guidelines. Pupils are always supervised when using ICT resources and equipment.

**Digital and Video Images of Pupils:**

- Parental permission is sought to cover the use of photographs of pupils on the school website, twitter, in the local press and for displays etc within school and written permission is always obtained from parent/carers at the beginning of each academic year.

- **Storage of images**

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

Photographs of pupils are removed when they leave the school.

**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.

Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's Positive Behaviour 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 (Child Protection Teacher, Principal/ ICT Coordinator).

**Links to other policies**

Esafety Policy  
Online Safety Policy  
Safe Use of Digital Device Policy  
Social Media Policy  
Child Protection Policy  
Positive Behaviour Policy

**Policy Review:**

St. John's Primary School will update this Policy in the light of any further guidance and legislation and review it annually.

On-going evaluation will ensure the effectiveness of the Policy.

**Ratification: May 2019**

**Review Due: Term 3 2020**