

**Our Lady's P.S.**



**Safeguarding/Child Protection**

**Acceptable Use of ICT,  
Internet & E-Safety  
Policy / Procedures**

Signature - Principal: \_\_\_\_\_

Signature - Board of Governor Chairperson: \_\_\_\_\_

Date ratified by Board of Governors: \_\_\_\_\_

Date of Review: \_\_\_\_\_

# Our Lady's Primary School Ethos Statement

Our Lady's Primary School is a focal point for the community. We want our school to be a caring environment which effectively develops the academic, personal, social and spiritual potential of each child.

We are a Catholic school and as such we have a distinct ethos, but we welcome children from all faiths and none.

Catholic Education takes place in communities inspired by the spirit of Christ. Christ's commandment to love God and neighbour inspires a caring ethos which is expressed in relationships within and beyond Catholic schools.

The education in our school is person centred. It promotes the dignity, self-esteem and full development of each person who is made in God's image and uniquely loved by God.

Catholic Education is inclusive. It is respectful of, and engages with people of all beliefs; it encourages the religious development of all in their own faith.

Catholic Education is rooted in the gospel values of respect for life, solidarity, truth and justice; it aims to harmonise faith and culture, build a better society and pursue the common good.

Together we aim to provide high quality rounded education for all our children so that they develop their full uniqueness and potential.

In our school the person and message of Christ find expression in:

- Communities of Faith, Service, Prayer and Worship;
- The development of each person's full potential in a climate of joy, freedom, respect, challenge, co-operation and celebration;
- The enrichment of pupil life-intellectual, physical, spiritual, moral, social and emotional;
- The promotion of a spirit of charity, social justice, global awareness and concern for others leading to practical outreach and partnerships;
- A culture of tolerance where people of diverse identities are recognised welcomed respected and cherished;
- Listening, mutual understanding, trust, reconciliation, healing and peace;
- The preparation of pupils to lead fulfilling and purposeful lives which will contribute to the common good;
- Promotion of family life.

## Introduction

This document outlines the approach to Acceptable use of ICT, Internet and E- safety in Our Lady's Primary School, Tullysaran.

The Acceptable use of ICT, Internet and E-Safety policy and procedures have been developed to safeguard children and staff. They apply to everyone involved in our school community.

### 1. Aims and Purpose

The aim of this policy on the safe use of ICT and the Internet is to ensure that pupils will benefit from the learning opportunities offered by the school's ICT and internet resources in a safe and effective manner. Usually, the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher. As the school believes that the benefits to pupils being able to access ICT resources and the Internet far exceed the disadvantages, the purpose of this policy is to:

- Establish the ground rules we have in school for using ICT and the Internet
- Demonstrate the strategies used to protect the children from sites containing unsuitable or dangerous material

**E-Safety is a child safety issue - safeguarding children in both the real and virtual world is everyone's responsibility.**

Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with pupils, parents and guardians. We feel that the successful practice of safe internet and ICT usage will be actively promoted through a combination of; site-filtering, teacher supervision and by fostering a responsible attitude in our pupils, by making them aware of their personal responsibility for making this policy real.

A broad and progressive E-Safety education program is planned and delivered through PDMU, ICT and across the curriculum in all year groups. It is regularly evaluated and reviewed. Additionally, a review process will be set up to continually monitor, the effectiveness of this policy and to amend and update accordingly, taking account of new and emerging technologies and changes in local circumstance.

Parents/Guardians and pupils will be sent a copy of the safe ICT and internet usage code of conduct which form our Internet Access Agreement (**Appendix One - Advice for parents**). Parents/Guardians will be requested to give their children permission to use ICT resources and the internet in school. Pupils will be asked to sign an ICT agreement on acceptable use of the internet (**Appendix Two P1-P7**) and (**Appendix Three P7 -as appropriate**).

## 2. School strategies for the safe use of the Internet

The school employs a number of strategies in order to maximize learning opportunities and to reduce the risks associated with Internet usage. These strategies are as follows:

- Teachers, non-teaching staff, parents/guardians and pupils will be provided with advice on aspects of E-Safety.
- Teachers and non-teaching staff will receive E-Safety training as part of their **Continuous Professional Development** and Safeguarding training.
- Staff with access to school digital technology will be requested to sign an ICT Acceptable Use agreement (**Appendix Four**).
- By using the CEOP E-Safety program pupils will be specially taught how to identify safe internet and ICT usage and will be made aware of the need to report any accidental accessing of inappropriate materials to their class teacher; CEOP or other trusted adults. Pupils will also be encouraged to report incidents of **cyber-bullying** to their class teacher, Designated Teacher, parents and if appropriate the PSNI to ensure the matter is properly addressed and the behaviour ceases.
- Our Lady's Primary School, Tullysaran will use the filtering system on the server, as supplied by C2K, in order to provide a filtered Internet Service, which will minimise the chances of pupils encountering undesirable material.
- The school will normally only allow children to use the Internet when there is a responsible adult present to supervise. However, it is unrealistic to suppose that the teacher's attention will always be directed towards the computer screen or digital device. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils. Pupils will sign an agreement on safe use of ICT, Internet and E-Safety.
- The school encourages the involvement of pupils in E-Safety and in peer mentoring, support and buddying schemes. Pupils are encouraged to provide feedback in reviews of E-Safety, related policies and programs (Student Council).

### 3. **Expectations of Pupils using the Internet**

- Pupils must ask permission before accessing the Internet and will clearly be using the Internet for educational purposes only.
- Pupils should not access other people's files unless permission has been given. Each child has their own secure password.
- Computers should only be used for schoolwork unless permission has been granted otherwise.
- No program files or images may be uploaded or downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No programs should be brought in from home for use in school. This is for both legal and security reasons.
- 'C2k My School' will be available for students to use at school and at home to access recommended online programs, websites and Apps.
- No personal information such as phone numbers and addresses should be disclosed or publicised and no arrangements to meet someone should be made via the internet.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

### 4. **Internet Chatting/Social Networking**

Use of social networking sites/forums has been blocked by C2k on the school network. In line with the Child Protection Policy all staff and all volunteers should not engage with pupils through social network sites and should inform the Safeguarding Team as soon as possible if communication does occur. However, guidelines on the safe use of chat and instant messaging services will be provided for the benefit of parents/guardians and will be attached to the back of this policy, as the use of these technologies, with their associated risks, are more likely to occur out of school. The school will respond to reported incidents of inappropriate online behaviour which occur outside of school. **(Appendix Five - Safe Use of Internet for parents/guardians)**

### 5. **Personal Devices**

Pupils are not permitted to bring a mobile phone, smart watch or other personal devices into school unless the parent/guardian has sought and gained written

permission from the Principal. Pupils who attempt to use their own technology in school, such as leaving a mobile phone turned on or using it in class, sending nuisance text messages, or the unauthorized taking of images with a mobile phone camera, still or moving, is in direct breach of the school's; Safe use of Internet and E-Safety, Child Protection, Anti-Bullying and Pastoral Care Policies. Appropriate sanctions would be implemented if such a situation were to occur.

#### **6. Monitoring & Review**

This policy is implemented on a day to day basis by all school staff and is monitored by the ICT Co-ordinator and Designated Teacher.

The policy will be reviewed regularly with the other Safeguarding/Child Protection policies.

#### **Related School Policies**

Pastoral Care Policies

Anti-Bullying Policy

Safeguarding/Child Protection Policy

Code of Conduct for Staff



## ICT, Internet & E-Safety Policy Guidelines (Appendix 1)

### ADVICE FOR PARENTS/GUARDIANS

- a. While in school, teachers will guide pupils toward appropriate materials on the Internet. Outside school, parents or guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies and other media.
- b. Appropriate home use of the Internet by children can be educationally beneficial, and can make a useful contribution to home and school work. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of Internet resources at home.
- c. In school we provide filtered and monitored access to the Internet as outlined by DENI for pupils, and consider drawing to their attention appropriate guidance and advice on its use which they might find helpful at home.
- d. The following guidance and advice may prove useful:  
Parents/Guardians should -
  - Discuss with their children the rules for using the Internet (see over) and decide together when, how long, and what comprises appropriate use;
  - Get to know the sites their children visit, and talk to them about what they are learning; sites such as Snapchat, Instagram or Facebook are not recommended for Primary School children;
  - 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;
  - 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.

(Appendix 2)



**Permission Slips 2022/23**

**Consent Note for School Excursions**

I give my consent for my child(ren) \_\_\_\_\_ to participate in out of school events, off site sporting activities and competitions including swimming lessons when applicable.

Signed: \_\_\_\_\_ Parent / Guardian.

**Consent Note for Publishing School Photographs, Recordings & Uploading pupil's work**

I give permission for my child(ren) \_\_\_\_\_

To be photographed/recorded (Please circle): -

Individually - **Yes or No**

In a school group - **Yes or No**

For educational purposes e.g. classroom and home learning through online apps e.g. :-

Seesaw, Mathletics, Mathletics, Just2Easy, Google Classrooms - **Yes or No**

For school publications and productions e.g. Newsletters - **Yes or No**

For the media e.g. Newspaper - **Yes or No**

For the school website - **Yes or No**

For social media e.g. Facebook or Twitter - **Yes or No**

Signed: \_\_\_\_\_ Parent /Guardian.

**Consent note and Agreement for Acceptable use of ICT, Internet & E-Safety Agreement**

I confirm that we have read, agree with and will use the code of acceptable ICT, E-Safety and internet use. I also give permission for my child(ren) \_\_\_\_\_ to use the Internet in School and for online learning at home.

Signed: \_\_\_\_\_ Parent / Guardian

**Pupil's ICT and Internet Instructions**

When I am using the internet on the computer/digital device I should only follow the instructions that the teacher gives me. If I want to go to a page that I am interested in I should ask the teacher first for permission. I should never search the internet on my own. If a website asks for my personal details or if the search brings up inappropriate material I should inform my teacher immediately. I will engage appropriately on online learning platforms e.g. :- Seesaw, Mathletics, Mathseeds, Just2Easy, Google Classrooms and Zoom.

Signed: \_\_\_\_\_ **Child/Children** (Parent should sign for children in P1 & P2)

I have read the Safeguarding Pastoral Care leaflet and Complaints procedure.

(Please tick).

**Please complete the above permission slips for your child/children attending our school and return to the class teacher. Thank you.**





## ICT, Internet & E-Safety Policy (Appendix 3)

### Code of Conduct for Children

Children should know that they are responsible for making an Acceptable Use of the Internet.

They must discuss and agree rules for this Acceptable Use. Parents are also asked to be aware of the **Code of Acceptable Use** and confirm that their children will follow these rules.

- On the network, I will only use my own login username and password.
- I will not look at, change or delete other people's work/files.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will only send e-mail which my teacher has approved. I will make sure that the messages I send are polite and sensible.
- When e-mailing pupils in school or in other schools I will always use appropriate online behaviour at all times.
- When sending e-mail I will not give my name, address or phone number (personal information) or arrange to meet anyone.
- I understand that I am not allowed to enter social media sites while using school computers.
- 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 if I deliberately break this Code of Conduct I will be subject to appropriate disciplinary sanctions.

Child's Name : - \_\_\_\_\_ Class : - \_\_\_\_ Date : - \_\_\_\_\_

Parent/Guardian : - \_\_\_\_\_ Class : - \_\_\_\_ Date : - \_\_\_\_\_



## **ICT Acceptable Use Agreement for Staff (Appendix 4)**

The computer system is the responsibility of the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school Internet and E-Safety Policy has been drawn up to protect all parties - the students, the staff and Our Lady's Primary School community.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff members should sign a copy of this Acceptable Internet Use Statement and return it to the ICT Co-ordinator.

- All Internet activity should be appropriate to staff professional activity or the pupil's learning
- Access should only be made via the authorized account and password, which should not be made available to any other person
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden
- Users are responsible for all the 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 letter is forbidden
- As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels or 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

**Name :** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **Safe Use Of Internet for Parents/Guardians (Appendix 5)**

### **Guidelines on the safe use of chat rooms, social networking & instant messaging**

**Use of the internet should always be supervised. Our Lady's Primary School, Tullysaran does not promote the use of chat rooms or social network spaces outside school. However, we realise that some children will still use them and they need to be aware of the safe and responsible behaviours to adopt when using these services to ensure their safety at all times. Please note that most social network sites have a minimum age requirement of 13.**

- Anyone who uses social networking sites or instant messaging service should be careful about the amount of personal information they reveal to the people they are chatting to. This is particularly important for young people to remember - they may feel they know the person they are chatting to very well.
- Personal information extends beyond the obvious details such as name, age and location, to information such as extra curricular activities, names of friends, or details that may be particular to your location - all these details can be pieced together to form a very detailed profile of an individual. This could potentially lead to an individual being identified or even contacted.
- If registration is necessary to use a chat or instant messaging service (available on most mobile phones) children should ensure that they give as little personal information as possible and should look for clear privacy statement that the information they provide will not be made publicly available.
- It is always best to decline invitations to be a buddy, where details can then be made available to all.
- Use chat rooms that are monitored and alert a monitor if you detect any unsuitable chat going on.

- If harassment/bullying occur on a social media forum - children should immediately print the screen and parents should contact the chat room moderators/service providers immediately, who should take appropriate action. The user ID should be changed to prevent further harassment.

Please note that children can access online forums via; Nintendo Switch, X Box, Playstation, Minecraft, Roblox, Everquest, Swordsman, World of Warcraft, Fortnite, phones, iPads etc. Please find some recommended websites below for further information: -

<https://www.thinkuknow.co.uk/> and <https://www.childnet.com/> - Information for children, parents, carers and teachers.