

Sacred Heart Primary School



Internet Safety Policy

1. Introduction

In Sacred Heart PS we believe that 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. This 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 above circular 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 Sacred Heart Primary School.

It will be approved by governors and available to all parents.

The policy and its implementation will be reviewed annually.

2. 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 Sacred Heart 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, laptops, iPads 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, iPads, tablets, Kindles) is subject to the same requirements as technology provided by the school.

The wi-fi for iPads has been set up by [c2k](#) It is password protected.

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 provided by C2K, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse.

The following key measures have been adopted by Sacred Heart Primary School to try to ensure that our pupils do not access any inappropriate material:

- 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
- Pupils will, where appropriate, use sites pre-selected by the teacher and appropriate to their age group;
- Pupils in Key Stage 2 are educated in the safe and effective use of the Internet, through a number of selected programmes.

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.

The use of mobile phones by pupils is not normally permitted on the school premises during school hours, unless in exceptional circumstances, where permission may be granted by a member of staff.

Networking sites, besides 'MySchool', which is filtered and monitored by C2k, are not accessible for pupils.

Google Drive is available for Key Stage 2 pupils but should only be used for school related material.

Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's discipline policy. Minor incidents will be dealt with by the Principal/ICT Co-ordinator 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.
- Websites used by pupils should be checked beforehand by teachers where possible to ensure there is no unsuitable content and that material is age-appropriate.
- 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 the C2K and iPad 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, where possible, be taken with a school camera/iPad and images stored on a centralised area on the school network/password protected internet storage, accessible only to teaching staff.
- School systems may not be used for unauthorised commercial transactions.

3. Internet Safety Awareness

In Sacred Heart 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 the educational use of the Internet as an appropriate, effective, safe and 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. In addition, Key Stage 2 pupils follow a structured programme of Internet Safety Awareness in P.D.M.U. using a range of online resources e.g. <http://www.bbc.co.uk/cbbc/topics/stay-safe><http://www.thinkuknow.co.uk/>

All children will be made aware of online risks for example, not sharing their personal information or photos, not accepting friend requests from people they don't know.

Children will also be made aware of what to do when something happens online that makes them feel uncomfortable.

Internet Safety Awareness for staff

The ICT co-ordinator will keep informed and updated on issues relating to Internet Safety and attend courses when available. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants.

Internet Safety Awareness for parents

The e-safety and acceptable use and the acceptable use of the internet and digital technologies policy and Code of practice for pupils is available for parents. Internet safety leaflets for parents and carers will be sent home to all parents. External agencies such as the PSNI may be asked to contribute.

Community Use of School ICT Resources

If the school's ICT facilities are used as a community resource under the Extended Schools programme, users need to be issued with separate usernames and passwords by C2K. They must also agree to the school's Acceptable Use of the Internet policy before participating and only access pre-selected and appropriate websites under the guidance of a tutor.

4. Health and Safety

Sacred Heart Primary School has attempted, so far as is possible, to ensure a safe working environment for pupils and teachers using ICT resources, both in classrooms and in the resource areas, which has been designed in accordance with health and safety guidelines. Pupils are supervised at all times when Interactive Whiteboards and Digital Projectors are being used.

5. Digital and Video Images of Pupils

Parental permission, in writing, is sought every year for all pupils to cover the use of photographs on the school website, app, in the local press and for displays etc within school. It is the parent's responsibility to inform school of any changes in circumstances.

School Website

Our school website 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 being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions.
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

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 or a password protected internet storage facility, accessible only to teaching staff and technical staff of c2k

6. Social Software

Chatrooms, blogs and other social networking sites are blocked by the C2K filters and iPad wi-fi filters so pupils do not have access to them in the school environment. Such communication is maintained within the educational learning environment on the C2K system (Learning NI). Pupils should not be on age inappropriate social networking websites outside of school.

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 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.