

INTERNET ACCEPTABLE USE POLICY

In St. MacNissi's Primary School we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform learning and teaching when used effectively and appropriately. St. MacNissi's provides pupils with opportunities to use the resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them in a safe and responsible manner.

This document sets out the policy and practices for safe and effective use of the internet in St. MacNissi's Primary School.

Code of Safe Practice

When using the internet, e-mail 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. MacNissi's Primary School makes explicit to all users (staff and pupils) what is safe and acceptable and what is not.

Code of Practice for pupils

- Pupil access to the Internet is through a filtered service provided by C2K/My School and BT Broadband (installed by ToDoTech), which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse.
- Pupils are prohibited from bringing personal devices into school, unless permission has been approved by the Principal and Vice Principal.
- All pupils are aware of the rules for the safe and effective use of the Internet.

Code of Practice for Staff

- 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.
- Recommended websites for each year group are provided. Any additional websites used by pupils should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age-appropriate.
- In the interests of system security staff passwords should only be shared with the network manager.
- C2K/My School 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 and images should be stored on a centralised area on the school network, accessible only to teaching staff.

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, Vice Principal or the ICT Co-ordinator and may result in a temporary or permanent ban on Internet / iPad use. Incidents involving child protection issues will be dealt with in accordance with school child protection procedures.

Community Use of School ICT Resources

The school's ICT facilities and equipment can be used as a community resource. Users will 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.

Digital and Video Images of Pupils

Parental permission is sought at the start of each school year to cover the use of photographs of pupils on the school Website / Facebook / TV within school and written permission must be obtained from the parent/carer.

School Website / Social Media (Facebook)

Our school Website and Social Media accounts promote and provide 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.
- Parents'/Carers' permission will be sought to publish pupils work and/or photographs. These will only be published subject to the strict safeguards above.

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 and ToDoTech 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 discipline policy and child protection procedures. Pupils are aware that any misuse of mobile phones/websites/email/iPads should be reported to a member of staff immediately.

All reasonable and appropriate steps have been taken to protect pupils. The school recognises that despite employing safety procedures, in some circumstances, the Internet may give children access to undesirable information or images. Children are regularly reminded that should they encounter inappropriate material on line they must immediately:

- Leave that website
- Inform an adult

Should a child or teacher encounter unsuitable material through the managed service, this will be reported to C2k via the C2k helpdesk number or ToDoTech.

Internet safety awareness for pupils

At the beginning of each new school year with particular emphasis placed on it in Anti – bullying week teachers must make all children are aware of the rules in regards to internet safety in the classroom.

1. Inappropriate Content

Through the Internet there are unsuitable materials in many varieties. Anyone can post material on the Internet.

Children need to be taught:

- That information on the Internet is not always accurate or true.
- To question the source of information.
- How to respond to unsuitable materials or requests and that they should tell a teacher/adult immediately (See below)

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1. Leave that website
2. Inform an adult

Teachers must:

3. Incident reported to child protection officer
4. Reported to C2k via the C2k helpdesk or through ToDoTech
5. Parents informed (if deemed necessary)

2. Potential Contact

Children may come into contact with someone on-line who may wish to harm them. Some adults use chat rooms or e-mail to communicate with children for inappropriate reasons

Children need to be taught:

- That people are not always who they say they are.
- That “Stranger Danger” applies to the people they encounter through the Internet.
- That they should never give out personal details.
- That they should never meet alone anyone contacted via the Internet

3. Excessive Commercialism

The Internet is a powerful vehicle for advertising. In visiting websites children have easy access to advertising which is very persuasive.

Children should be taught:

- Not to fill out forms with a lot of personal details.
- Not to use an adult's credit card number to order online products.
- If children are to use the Internet in places other than at school e.g. – libraries, clubs and at home, they need to be educated about how to behave on-line and to discuss problems.

Each year an outside agency will talk with the P6 and P7 classes in relation to internet safety.

There are no totally effective solutions to problems of Internet safety. Teachers, pupils and parents must be vigilant.

Internet Safety Awareness for pupils

Rules for the Acceptable use of the Internet are discussed with all pupils and are prominently displayed in classrooms. In addition, pupils follow a structured programme of Internet Safety Awareness using a range of online resources. Eg. CEOP, Think You Know programmes

Internet Safety Awareness for staff

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

Internet Safety Awareness for parents

The Internet Safety Policy is available for parents by request and is also posted on the school website. The 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 are also sent home annually.

This policy will be reviewed annually and subject to immediate change as and when necessary.