



# CARNALRIDGE PRIMARY SCHOOL

## Acceptable use of the Internet and Digital Technologies Policy

*This policy is based on and complies with DENI Circular 2007/1 on Acceptable Use of the Internet and Digital Technologies in Schools*

### **Introduction**

In Carnalridge 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. The Internet brings the world into the classroom and has many educational benefits:

- It gives children opportunities to find up to date information that might otherwise be unavailable in schools
- It provides fast and efficient communication
- It is an enjoyable resource that encourages independent learning
- Using the internet is an essential skill for children as they grow up in a technological world

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 Carnalridge Primary School. The policy has been drawn up by the staff of the school under the leadership of the Principal and ICT Coordinator.

It has been approved by the Board of Governors and circulated to all parents. 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 Carnalridge 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, webcams and digital video equipment. It should also be noted that the use of devices owned personally by staff, but brought onto school premises (such as mobile phones, camera phones, PDAs) is subject to the same requirements as technology provided by the school.

During school hours pupils and staff are not permitted to access social networking sites.

The ICT Coordinator will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

## **Mobile Phones**

The use of mobile phones, and other electronic devices, by pupils is not permitted on the school premises during school hours, unless in exceptional circumstances, where permission may be granted by a member of staff. **(See Mobile Phone and Other Digital Technologies Policy – Appendix 4)**

Parents should be aware of the safety issues regarding mobile phones. Increasingly these may have Internet access. Parents should encourage their children to talk about how they use mobile phones. Parents should remind children not to give mobile numbers to strangers and people they do not know very well. It is important that parents talk about responsible use of text messaging.

## **iPads**

Carnalridge Primary School have a bank of iPads that are intended to enhance teaching and learning throughout the school. School iPads have access to the internet via our controlled C2K filtered service. Apps used on the iPads are purchased using the school's iTunes account by ICT Coordinator and Marian Murray. Teachers have responsibility to monitor the content of apps before use in school. The Board of Governors is in agreement with this system. All staff sign an iPad agreement each year and this is updated by the ICT Coordinator. **(See Appendix 3)**

## **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. Parental permission should be sought from parents before pupils access the Internet as part of homework activities.

The use of the Internet in school is a planned activity. Websites and search engines are used under the supervision of adults. The children have unique usernames and passwords provided by C2K and they are taught to keep passwords safe and only to tell a password to a teacher, parent/guardian. All online activity can be tracked by C2K using the unique usernames and passwords. C2K filters access to websites and scans documents for inappropriate content and viruses. C2K provides appropriate curriculum software.

In addition, the following key measures have been adopted by Carnalridge 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 (enclosed) is made explicit to all pupils and is displayed prominently
- Our Code of Practice is reviewed each school year and signed by pupils and parents upon intake
- 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 in Y4-Y7 are educated in the safe and effective use of the Internet, through a number of selected programmes such as Espresso e-safety modules

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.

## **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 Class Teacher, then ICT Coordinator and finally the Principal. This 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 and involving designated staff responsible for dealing with child protection issues.

## **Code of practice for staff**

Staff have agreed to the following Code of Safe Practice (See Appendix 2):

- Where possible, pupils accessing the Internet be supervised by an adult.
- 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.
- Websites used by pupils should be checked beforehand by teachers 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 Class Teacher, then ICT Coordinator and finally the Principal. If appropriate the Designated Child Protection Teacher will be consulted.
- In the interests of system security, staff passwords should only be shared with the network manager if required.
- 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, 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.
- School systems or technological equipment may not be used for unauthorised commercial transactions.
- The use of devices owned personally by staff, but brought onto school premises (such as mobile phones, camera phones, PDAs) is subject to the same requirements as technology provided by the school.

## **Internet Safety Awareness**

In Carnalridge 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 of the Internet 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. In addition, Key Stage 2 pupils have further access to Internet Safety Awareness using e-safety modules in Espresso and the use of internet safety websites such as: <https://www.thinkuknow.co.uk> and [www.childline.co.uk](http://www.childline.co.uk)

### **Internet Safety Awareness for staff**

The ICT Coordinator keeps 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 as required.

## **Internet Safety Awareness for parents**

The Acceptable Use of the Internet and Digital Technologies policy will be available for parents to read on the school website. The Code of practice for pupils is sent home for parental signature. Internet safety leaflets for parents and carers are also sent home.

## **Health and Safety**

Carnalridge PS have attempted, in so far as possible, to ensure a safe working environment for pupils and staff using ICT resources, both in classrooms and in resource areas. Pupils and staff are encouraged to remember the following:

- Eyestrain - avoid long periods on the computer (20-25mins maximum).
- Take short breaks during a task.
- Give yourself room - avoid a cluttered work area. Spread out keyboard, mouse and printer etc.
- Make sure that the top of the monitor is at eye level. The screen should be between 50-70 cms from the user.
- Food and drink should not be consumed near ICT equipment.

## **Sitting**

- Appropriate seating should be allocated for use with the school computers that gives proper back support
- Screen positioned to avoid glare
- Feet flat on the floor
- Shoulders and neck relaxed
- Forearms level with desk

## **Digital and Video Images of Pupils**

Parental permission is sought to cover the use of photographs of pupils on the school website, in the local press and for displays etc within school and written permission must be obtained from parent/carer.

## **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, accessible only to school staff.

## Social Software/Media

Chatrooms, blogs and other social networking sites such as Facebook and Twitter are blocked by the C2K filters so pupils and staff 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 will be 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. It is illegal for any child under 13 to access social media sites such as Facebook, Twitter, YouTube and other similar sites. It is the responsibility of parents to ensure their child does not access these sites. Staff are not permitted to accept friend requests on Facebook from students currently enrolled at the school. Staff are not permitted to accept friend requests on Facebook from parents of students currently enrolled at the school, unless they are a relative eg sister, brother, mother, father.

### Parental agreement

Parents are asked to sign the Code of Practice for Pupils to indicate that they have read and agree with the school's approach to the appropriate use of the Internet and technological devices.

### Points for Parents to Consider:

It is important to promote Internet Safety in the home and to monitor Internet use.

1. Take an interest in what your child is doing. Discuss with your child what they see and why they are using the Internet.
2. Monitor on-line time and be aware of excessive hours spent on the Internet.
3. Advise your child to take care and to use the Internet in a sensible and responsible manner. Know the **SMART** tips.
4. Discuss the fact that there are websites which are unsuitable.
5. Discuss how your child can respond to unsuitable material/requests.
6. Emphasise to your child - Never give personal information on the Internet.
7. Remind your child that people on-line may not be who they say they are.
8. Be vigilant. Ensure that your child does not arrange to meet someone they meet on line.
9. Be aware that your child may be using the Internet in places other than in their own home or at school.
10. Keep all equipment that connects to the internet in a family space and use parental controls on devices that link to the internet.
11. Be aware of the safety issues regarding mobile phones. Increasingly these may have Internet access. Encourage your child to talk about how they use mobile phones. Remind your child not to give mobile numbers to strangers and people they do not know very well. It is important that as a parent, you talk about responsible use of text messaging and all other forms of mobile contact.

## Points for Children to Consider

### Follow these SMART TIPS



**S**afe - Never give out personal information online! Keep your name, address, mobile phone number and password private - it's like giving out the keys to your home!



**M**eeting someone you have met online can be dangerous. Only do so with your parents' or carers' permission and only when they are present



**A**cept - Never open files, pictures or texts from people you don't know. They may contain viruses or nasty messages



**R**eliable - Information on the internet may not be true. Always check what you have read with an adult.



**T**ell your parent or carer if someone or something makes you feel uncomfortable, or if you or someone else is being bullied online or by text.

**SMART TIPS** based on "Helping your parents be cool about the Internet", produced by: Northern Ireland Area Child Protection Committee.

**Carnalridge Primary School**  
**ICT Code of Practice Agreement for Pupils and Parents**

The school has installed computers, iPads and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will access the school C2K system with my login and password, which I will keep secret.
- I will not access other people's files without permission.
- I understand that my teacher has the right to enter my folder to access my work to monitor my progress
- I understand that the ICT Coordinator and Principal have the right to access my work to monitor my progress
- I will only use the computers for school work and homework.
- I will not bring an iPad or any other portable device such as a mobile phone or iPod into school without permission.
- I will ask permission from a member of staff before using the Internet.
- Any messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone online.
- I will report any unpleasant material or messages sent to me.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I will not use Internet chat-rooms in school.
- I will never give out personal information or passwords.

**Signed by child:** \_\_\_\_\_

**Signed by Parent/Guardian:** \_\_\_\_\_

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

## Carnalridge Primary School

### ICT Code of Practice Agreement for Staff

The school has installed computers, iPads and Internet access to help enhance teaching and learning. I agree to the following:

- Where possible, pupils accessing the Internet will be supervised by an adult.
- Pupils are made aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with pupils.
- Websites used by pupils, where possible, will be checked beforehand to ensure there is no unsuitable content and that material is age-appropriate.
- Report any deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice immediately to the ICT Coordinator/s and then Principal. If appropriate the Designated Child Protection Teacher will be informed.
- In the interests of system security, staff passwords will only be shared with the network manager if required.
- I understand 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.
- I will be careful not to download or use any materials which are in breach of copyright and intellectual property rights
- 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.
- School systems or technological equipment may not be used for unauthorised commercial transactions.
- The use of devices owned personally by staff, but brought onto school premises (such as mobile phones, camera phones, PDAs) are subject to the same requirements as technology provided by the school.

#### **Social Media Agreement:**

- I will not accept friend requests on Facebook from children who are currently enrolled at Carnalridge Primary School
- I will not engage in online social interaction with children who are currently enrolled at Carnalridge Primary School
- I will not accept friend requests from parents who have children currently enrolled at Carnalridge Primary School, unless they are my close relative eg sister, brother, father, mother

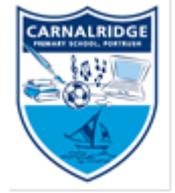
Signed: \_\_\_\_\_

Date \_\_\_\_\_



## CARNALRIDGE PRIMARY SCHOOL

### iPad Acceptable Use Policy (AUP)



Please read and sign the iPad Acceptable Use Policy if you agree with the terms.

In the event of using the school iPads for teaching purposes, I agree to the following:

- Use of the iPad should be considered the same as any other technology tool provided by the school.
- To sign out and sign in **EACH** time an iPad is taken from the school premises. A sign out/sign in record is located in the school office. This will be regularly monitored by the ICT Coordinator.
- To abide by the schools Internet AUP with regard to iPad usage.
- To use the case provided to protect the iPad for general day to day school use.
- To ensure that all apps meet with the requirements of the schools Internet and ESafety AUP.
- To inform the ICT Coordinator of any apps that do not meet said requirements so that these can be removed from the iPads.
- To ensure that only an iTunes account in the name of the school, with the school email address, is accessible from each device.
- To not use the device to store personal documents such as video, photo or audio material other than that which is directly related to the school.
- To not install any apps that may be considered only for your own personal use, or could be deemed not suitable for the classroom. All app requests to be presented to ICT Coordinator. A record sheet is provided for this.
- Use of the camera is only permitted in line with the whole school Child Protection Policy.
- In the case of loss, theft or other damage occurring outside of school and where the teacher is responsible, to repair, replace or make good the iPad to its original state.
- That you will not sync the iPad to your home or personal computer.
- You will not remove profiles or restrictions placed on the device.
- You will not 'jailbreak' the device.
- To ensure that no pupil uses the iPad for any purpose other than curricular purposes, and will ensure that iPads are used in a controlled environment in the presence of a member of staff.

I agree to the terms of the Carnalridge iPad Acceptable Use Policy

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

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

### **Policy on the use of mobile phones and other digital technologies such as iPods, iPads by pupils and staff in Carnalridge Primary School**

Whilst we at Carnalridge Primary School recognise the tremendous benefits that modern mobile communications bring, we are also conscious of the fact that the inappropriate use, especially of phones with integrated cameras, could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images. In cases of genuine emergency, contact between school and home can be quickly established in line with our existing procedures.

With this in mind we have drawn up the following guidelines:

#### **PUPILS**

1. Carnalridge Primary School discourages, and advises all parents to discourage, pupils from bringing mobile phones to school. Personal digital technology devices are not to be brought to school on the grounds that they are valuable and may be lost or stolen. The exception to this is when a child has been granted specific permission by home and school to use item for a specific purpose.
2. Where a pupil does bring a mobile phone to school, the phone must remain switched off and out of sight during the day and may not be used for any purpose on school premises, grounds or during off-site activities (such as school swimming, school trips or sports activities).

Parents should note that any phone brought into school is at the owner's risk. The school does not take responsibility for any phone, lost, stolen or damaged.

3. Where a school pupil is found by a member of staff to be using a mobile phone for any purpose, the phone will be held in the school and returned only to the parent, guardian or carer.
4. Carnalridge Primary School discourages, and advises all parents to discourage, pupils from bringing mobile phones to Residential Trips in order to minimise risk of inappropriate capture of images.

#### **STAFF**

Staff, both teaching, non-teaching and students, should not make or receive telephone calls or text messages during working time. Teaching staff, support staff and students may use their phones only at break times or lunch time provided they are not involved in supervisory duty. Supervisory staff should not use their mobile phones during working hours.

Exceptions to this restriction are the principal, (or staff when deputising) for the principal. This is also the case for staff on educational visits where it is deemed appropriate to have a point of emergency contact whilst off-site.