

Ballykelly Primary School

**E SAFETY POLICY**

**Reviewed January 2019**

**Review Due: January 2021**

***E-SAFETY POLICY***

**1. INTRODUCTION**

Boards of Governors have a duty to safeguard and promote the welfare of pupils (Article 17 of the Education and Libraries (Northern Ireland) Order 2003). It is also the duty of the Board of Governors to determine the measures to be taken at a school to protect pupils from abuse (Article 18 of the Education and Libraries (Northern Ireland) Order 2003 refers).

In the exercise of those duties, Boards of Governors must ensure that their schools have a policy on the safe, healthy, acceptable and effective use of the Internet and other digital technology tools. They must also actively promote safe and acceptable working practices for all staff and pupils: these will serve to reassure parents and guardians.

This E-safety policy contains policies in relation to use of the internet, use of mobile phones and use of digital/photographic images of children. It is largely based on DENI Circular 20016/27 *“Online Safety”,* DENI Circular 2011/22 *“Internet Safety”* and DENI Circular 2013/25 *“eSafety Guidance”.* It should also be read in conjunction with the Schools Child Protection Policy.

**2. INTERNET SAFETY POLICY**

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. Our 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 DENI circular 2007/01 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 Ballykelly Primary School. The policy has been drawn up by the staff of the school under the leadership of the Principal and UICT Co-ordinator. It has been approved by the Board of Governors and is available to all parents via the school website and as a hard copy, if requested.

The policy and its implementation will be reviewed bi-annually.

**3. C2K**

Classroom 2000 (C2k) is the project responsible for the provision of a Using Information and Communications Technology (UICT) managed service to all schools in Northern Ireland. It provides a safety service which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse.

Some of these safety services include:

* Providing all users with a unique username and passwords

o Tracking and recording all online activity using the unique username and passwords

o Scanning all C2k email and attachments for inappropriate content and viruses Filters access to web sites

o Providing appropriate curriculum software.

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**4. 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. We have an Internet Acceptable Use Policy (Appendix 1) for pupils and staff containing eSafety Rules which makes explicit to all users what is safe and acceptable and what is not.

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.

The UICT Co-ordinator and the Principal/Senior Management Team will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

**Code of Safe Practice for Pupils**

A parental/carer consent letter (Appendix 2) accompanied by the Internet Acceptable Use Policy is sent out annually to parents/carers and this consent must be obtained before the pupil accesses the internet.

In addition, the following key measures have been adopted by Ballykelly Primary School to ensure our pupils do not access any inappropriate material:

o The school’s eSafety code of practice for Use of the Internet and other digital technologies is made explicit to all pupils and eSafety guidelines are displayed prominently in the school;

o Our Code of Practice is reviewed each school year and signed by pupils/parents;

o Pupils using the Internet will normally be working in highly-visible areas of the school;

o All online activity is for appropriate educational purposes and is supervised by an adult;

o Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group;

* Pupils in Key Stages 1 and 2 are educated in the safe and effective use of the Internet, through a number of selected websites and through talks from outside agencies such as the Dry Arch Centre.

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 permitted on the school premises during school hours. (refer to mobile phone policy) During school hours pupils are forbidden to play computer games or access social networking sites on any device.

**Sanctions**

Incidents of technology misuse which arise will be dealt with in accordance with the school’s Discipline/Behaviour Policy. Minor incidents will be dealt with by teacher or UICT 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 the school’s child protection policy by the Principal and relevant staff.

**Code of Practice for Staff**

The following Code of Safe Practice has been agreed with staff: Staff Use of Social Media (Appendix 3) and iPad Contract. (Appendix 4)

* Pupils accessing the Internet should be supervised by an adult at all times.
* Staff will make pupils aware of the rules for the safe and effective use of the Internet. These are displayed in classrooms and discussed with pupils.
* All pupils using the Internet have written permission from their parents.
* 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 Co-Ordinator.
* 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, school iPad and images should be stored on a centralised area on the school network, accessible only to teaching staff or under supervision for pupil work.
* School systems may not be used for unauthorised commercial transactions.

**5. Internet Safety Awareness**

In Ballykelly Primary School we believe that, alongside having a written eSafety 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. In addition, Key Stage 2 pupils are made aware and discuss Internet Safety through structured lessons provided by outside agencies such as the Dry Arch Centre.

**Internet Safety Awareness for staff**

The UICT Co-ordinator keeps informed and updated on issues relating to Internet Safety. All teaching staff, classroom assistants and supervisory assistants are in turn made aware of the Departments policy and strategy on UICT use in teaching and learning and updated in relation to relevant changes.

The Child Exploitation and Online Protection Centre **(CEOP)** runs regular one-day courses for teachers in Northern Ireland. These are advertised directly to schools. Teachers can download lesson plans, teaching activities and pupils' worksheets by registering with the Thinkuknow website. The CEOP button appears on all school desktops and children are educated in what it is for.

**Internet Safety Awareness for parents**

The Internet Acceptable Use Policy for pupils is sent home at the start of each school year for parental signature. Additional advice for parents with internet access at home also accompanies this letter or Internet safety leaflets for parents and carers also are sent home annually. There is a ‘Parent’s Guide to Facebook’ document available to download from the school website.

**Community Use of School ICT Resources**

If the school’s UICT facilities are to be used as a community resource under the Extended Schools programme users must also agree to the school’s Use of the Internet policy before participating and only access pre-selected and appropriate websites under the guidance of a tutor.

**6. Health and Safety**

In Ballykelly Primary School we have attempted, in so far as possible, to ensure a safe working environment for pupils and teachers using UICT resources, both in classrooms and in the UICT suite, 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. Guidance is also issued to staff in relation to the safe use of computers, interactive whiteboard and projectors. Such guidance includes advice concerning correct posture, positioning of screens, ensuring pupils do not stare directly into the beam of a projector etc. We are also mindful of certain medical conditions which may be affected by use of such equipment e.g. photosensitive epilepsy.

**Use of Mobile Phones**

Most modern mobile phones have internet connectivity and the ability to take and receive photos and videos. Please refer to the schools policy on the use of mobile phones by pupils, staff and visitors.

**Wireless Networks**

The Health Protection Agency has advised that there is no consistent evidence of health effects from radio frequency exposures below guideline levels and therefore no reason why schools and others should not use WiFi (Wireless Fidelity) equipment. The school is equipped with a C2k provided WiFi through Meru and this is managed and maintained by C2k ensuring that devices on this system are also protected by the school firewall.

**7. School Web Site**

The school web site is used to celebrate pupils' work, promote the school and provide information. Editorial guidance will ensure that the Web site reflects the school's ethos that information is accurate and well-presented and that personal security is not compromised. The UICT co-ordinator ensures common values and quality control. As the school's Web site can be accessed by anyone on the Internet, the school has to be very careful to safeguard the interests of its pupils and staff. The following rules apply.

* The point of contact on the Web site is the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
* Web site photographs that include pupils will be selected carefully. Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site (Appendix 5).
* Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.
* The Principal and UICT Co-ordinator will take overall editorial responsibility and ensure that content is accurate and appropriate.
* The Web site should comply with the school's guidelines for publications.
* The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

**8. Social Software**

This is a generic term for community networks, chatrooms, instant messenger systems, online journals, social networks and blogs (personal web journals). Social environments enable any community to share resources and ideas amongst users. Such software allows users to exchange resources, ideas, pictures and video.

The majority of activity in these on-line social sites usually causes no concern. C2k filters out these social networking sites and blocks attempts to circumvent their filters leaving it relatively safe in the school environment. Concerns in relation to inappropriate activities would tend to come from use outside the school environment.

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. Appropriate information and indeed education will also be provided for our parents.

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.

All staff are given a copy of the Social Media policy (See Appendix 3) and access to social media sites such as Facebook and You Tube is given when necessary by the UICT co-ordinator.

**Appendix 1**

**Ballykelly Primary School Internet Acceptable Use Policy**

# Introduction

In common with all other schools in Northern Ireland, Ballykelly Primary School has access to the Internet through the C2K, Apple and Dell provided servers. We believe that the internet offers excellent opportunities for pupils and staff to access a huge range of resources and information to further the education of our pupils. It is our intention to make maximum use of this facility in a controlled and supervised environment which also teaches pupils about their own responsibilities. The system is well protected and has a high standard of filtering in place.

# The Internet

The Internet is a collection of connected computers from all over the world. These range from mobile phones, home computers through to government agencies. The Internet is accessed mainly through telephone lines connected by servers, e.g. Virgin, Sky, BT etc. There is a wealth of educational material available; much more than is available from books etc. but unfortunately there is also a lot of undesirable material which we would not wish to make available to our pupils. The down side of the Internet is the fact that there are no restrictions on what can be published. Access can, however, be limited through filtered services such as ‘Surfcontrol’ and purchasable software, e.g. Net Nanny. This means that most of the undesirable material of a sexual, racist or extremist nature cannot be accessed. However, no system is completely foolproof and therefore we feel it necessary to adhere to strict guidelines on acceptable use.

**Principles for Acceptable Use of the Internet.**

It is the joint responsibility of the school and parents to ensure that the use of the Internet by pupils follows the rules below.

* Pupils will only use the Internet either on a PC or on an iPad when a teacher has given permission and when an adult supervisor is available.
* Pupils will only access material which is suitable for a topic being researched as part of the curriculum using an agreed list of suitable websites provided by the teacher.
* Any material copied will have to be cleared for copyright restrictions etc.
* Any material submitted, e.g. e-mail, on-line comment, will be cleared by a teacher or mediator before being posted.
* Pupils will not bring into school any material accessed out of school, which would be considered unsuitable.

# Supervision

At no time will any pupil be allowed to use the Internet on his/her own. The machines will be sited in a highly used and open environment in full view of people using the areas. Teachers will closely monitor internet use by children when using iPads. We also recommend that home computers are always located in a room such as a living room and not a bedroom. The use of online activity on tablets, iPads, mobile phones and game consoles should be kept to rooms such as living rooms and not to bedrooms. We also recommend that parents regularly check the online history of devices used by children.

**Internet Awareness for Parents and Carers**

By promoting Internet safety at home, parents and carers can help to reinforce the messages taught in school and help to equip their children with the skills needed to use technology safely, especially where the filtering and firewalls on C2k systems in schools are not available.

Parents and carers are advised to:

* Discuss with their children the rules for using the Internet and decide together when, how long, and what comprises appropriate use;
* Change their Wi-Fi password regularly to prevent overuse.
* Set time limits on internet use and evening cut-off times.
* Use of a programme such as Net Nanny to filter inappropriate content.
* Get to know the sites their children visit, and talk to them about what they are learning;
* Ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as pictures, 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 an adult if they receive any such messages or images.
* Encourage children not to add people as ‘Friends’ on social media or gaming sites unless they have physically met them. Regularly check social media sites their children have membership of for inappropriate content in terms of photos or comments.
* Be aware of the minimum ages for registering on social media sites e.g. minimum age for Facebook is 13.
* Discuss ‘Privacy Settings’ with their children to ensure children are not sharing information with those who they do not know.

A Parent’s Guide to Facebook is available to download from the school website.

Helpful websites on Internet Safety to visit.

<http://www.kidsmart.org.uk/parents/>

<http://www.childnet-int.org/>

[http://www.urzone.com/The+Internet\_62.html](http://www.urzone.com/The%2BInternet_62.html)

<http://www.chatdanger.com/>

Appendix 2

Internet Use in Ballykelly Primary School

Dear Parent/ Person with Parental responsibility,

**Re: Internet Usage**

Having read the enclosed Acceptable Use Policy I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree with the contents of the Internet Use Policy which is followed in Ballykelly Primary School. I understand that pupils will be held accountable for their use of the computer in school. I also understand that some material on the internet may be objectionable and I will endeavour to ensure that when my child is using the computer at home that he/she uses the computer responsibly.

**In regard to school events I accept that if I wish to record the event using photographs or video I must endeavour to focus on my child only. I also understand that any images I have from this footage cannot be displayed on the internet without the permission of the parents of the child or children who appear in them.**

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 3**

Ballykelly Primary School – Staff Conduct- The Use of Social Media

**The Use of Social Media- Teaching Staff**

From e-mail to text and from blogging to tweets, technology is becoming an ever-present in our lives and an increasingly essential tool in the classroom. These new technologies open up a whole range of possibilities to help pupils, and others involved in their education; they provide new access to assignments and resources, connect classrooms in other communities and countries in ways unthinkable only a few years ago.

The ability to communicate in real time with others and access networks across the world brings with it great opportunities for teachers. It also offers great challenges as the boundary between teacher and pupil can quickly become blurred.

The open nature of the Internet means that social networking sites can leave professionals such as teachers vulnerable if they fail to observe a few simple precautions. The guidelines below are intended not as a set of instructions, but general advice on how to avoid compromising your professional position.

Reference to online communications and social media include software, applications (including those running on mobile devices), e-mail and websites, which enable users to interact, create and exchange information online. Examples include, but are not limited to, sites such as Facebook, Twitter, LinkedIn, YouTube, Wikipedia and MySpace.

Also included is the use of SMS and instant messaging clients, such as, MSN, Messenger and BBM.

**Privacy**

To ensure that your Facebook account does not compromise your professional position, please ensure that your privacy settings are set correctly. Do not accept friend requests from a person you believe to be either a parent or a pupil at your school.

Privacy Settings- recommended security level

Send you messages- Friends only

See your friend list- Friends only

See your education and work- Friends only

See your current city and hometown-Friends only

See your likes, activities and other connections- Friends only

Your status, photos, and posts- Friends only

Bio and favourite quotations- Friends only

Family and relationships- Friends only

Photos and videos you're tagged in- Friends only

Religious and political views- Friends only

Birthday- Friends only

Permission to comment on your posts- Friends only

Places you check in to- Friends only

Contact information- Friends only

**Conduct on social networking sites**

As a teacher you should:

• always maintain a formal and courteous and professional tone in communicating with pupils and parents and ensure that professional boundaries are maintained; (if contacted)

• only use official work e-mail addresses when communicating with pupils or parents;

• not exchange private text, phone numbers, personal e-mail addresses or photos of a personal nature with pupils;

• firmly decline student-initiated ‘friend’ requests from pupils and do not instigate any yourself. Decline friend requests from parents and remind them of more formal channels which they can use to discuss their child’s education;

• operate online in a way in which would not call into question your position as a professional;

• realise that pupils will be naturally curious about your personal life outside school and may try to find out more about you.

• Manage your privacy setting and keep them under review. These are particularly important in regard to photos, and remember that no privacy mechanism is 100% guaranteed;

• ensure your settings prohibit others from tagging you in any photos or updates without your permission and you can ask others to remove any undesirable content related to you;

• consider that conversations held online may not be private. Be aware of who may have access to what you post;

• assume that information you post can be accessed and altered;

• not discuss pupils, colleagues, parents or carers online or criticise your employer or others within the school community;

• respect pupil privacy and confidentiality at all times;

• use strong passwords and change them regularly. Protect your mobile phone/smart phone/tablet computer with a PIN, especially when in school to protect access to its content and potential misuse;

• bring the matter to the attention of the principal using the proper procedures, if you are the victim of cyber bullying or uncomfortable with comments, photos or posts made by pupils of or about you.

**Appendix 4**

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**Appendix 5**

Ballykelly Primary School’s Consent Form for Using Images of Children.

Dear Parent/ Person with Parental responsibility,

At times in Ballykelly Primary School we would like to take photographs/ make a video of your child/ren for classroom use or for promotional purposes. These images may appear on classroom and corridor displays, the TV in the foyer, in the local press, on our Facebook page or on our website. As a school we feel it is important that pupil achievements are recognised and pupils are proud and happy to feel valued. The school is however, conscious of the concerns surrounding the use of photographic images and the potential for abuse to occur. In an attempt to approach these concerns in a sensible manner and to comply with Data Protection Legislation and our Child Protection Policy we need your permission before we use any image of your child/ren. Please answer the questions below, sign and date the form and return it to your child’s teacher.

# Conditions of Use

* We will not include full names of any child with any image without good reason e.g. for school records or classroom displays.
* We will not include personal details such as addresses with an image.
* We will only use images of children who are suitably dressed i.e. in school uniform to reduce the risk of such images being used inappropriately.

|  |  |  |
| --- | --- | --- |
| Item | Yes | No |
| May we use your child’s image in our printed publications e.g. Prospectus and Ballykelly Buzz, in the local press, on our website, on our Facebook page, in classroom/ corridor display work and on the TV in the foyer? |  |  |
| May visitors e.g. NSPCC, Cancer Focus use your child’s picture for promotional purposes? |  |  |
| May we record your child’s image on DVD e.g. Christmas Show? |  |  |

* **For your child’s safety and protection, video recordings/still photographs of nativity plays, assemblies and similar school events may not be made. Photographs and video recording of groups of children may only be taken by the school.**
* **You will be given the opportunity to purchase school video recordings of major events. In this way we can ensure that recordings are given directly to parents/guardians.**
* **Parents may take still images of their own children only when advised to by school staff.**
* **Please do not upload images to social media if they include children from school other than your own.**
* **If you do not wish your image to be used in any of these ways, please inform the school in writing.**

We thank you for your cooperation regarding the use of images in school.

I have read the above form and have given consent where my child’s image can be used.

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

Your name in block capitals:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Information on this form is confidential and strictly for school use only.*