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**Policy Review**

Date Agreed:

Signed by Chair of Governors:

Next Review Date:

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This policy is based on and complies with DENI Circular 2007/1 (!8th June 2007)on Acceptable Use of the Internet and Digital Technologies in Schools.

This 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.”

**Introduction**

In St. Patrick’s 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. We, in St. Patrick’s, provide the pupils with opportunities to use the excellent resources on the Internet, along with developing the skills necessary to assess, analyse and evaluate them.

The Staff of St. Patrick’s believe there is a need to provide pupils with as safe an Internet environment as possible. We aim to teach the children appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.



Key Concerns are:

***Potential Contact***

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

In our school children will 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
* Set and maintain profiles on social networking sites to maximum privacy and deny access to unknown individuals.
* That they should never meet alone anyone contacted via the Internet
* That once they publish information (e.g. send inappropriate photographs) it can be disseminated with ease and cannot be destroyed.

# *Inappropriate Content*

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

Some material is published for an adult audience and is unsuitable for children e.g. materials with a sexual content.

Materials may express extreme views. E.g. some use the web to publish information on weapons, crime and racism which would be restricted elsewhere.

Materials may contain misleading and inaccurate information. E.g. some use the web to promote activities which are harmful such as anorexia or bulimia.

In our school children will 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.

***Cyber Bullying***

We are very aware of the potential for pupils to be subjected to cyber bullying via e.g. email, text or social networking sites.

In our school children will be taught:

* If they feel they are being bullied by e-mail, through social networking sites, text or online they should always tell someone they trust.
* Not to reply to bullying, threatening text messages or e-mails as this could make things worse.
* Not to send or forward abusive texts or e-mails or images to anyone.
* Keep abusive messages as evidence.

Children will be encouraged to report incidents of cyber-bullying to parents to ensure appropriate action is taken.

Children will be encouraged to use websites such as [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn how to deal with cyberbullying incidents which may take place outside of school.

**Code of Safe Practice for Pupils in St. Patrick’s Primary School**

Pupil access to the Internet is through a filtered service provided by C2K, which should ensure educational use of resources is safe and secure, while protecting users and systems from abuse. Parental permission will be sought before the pupils are allowed to access the internet. In addition the following key measures have been adopted by St. Patrick’s PS to ensure pupils do not access any inappropriate material.

* The school’s Code of Safe Practice for the use of the internet and other digital technologies will be made clear to all pupils;
* The Acceptable Use Agreement will be reviewed each school year and signed by pupils and parents ;( Appendix 1 + 2);
* All online activity is for appropriate educational purposes and will be supervised;
* Pupils will use sites pre-selected by the teacher and appropriate to their age group;
* Pupils will be educated in the safe and effective use of the Internet through a number of selected programmes/websites and talks/workshops given by outside agencies;
* Pupils must not enter folders or files of anyone else;
* Pupils must not bring mobile phones to school;
* Children will be encouraged to report incidents of cyber-bullying to parents and the school to ensure appropriate action is taken.Children will be encouraged to use websites such as [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn how to deal with cyberbullying incidents which may take place in or outside of school

It should be accepted, however that no matter how rigorous these measures are, they can never be 100% effective. Neither the school nor C2K can accept responsibility under such circumstances.

**Sanctions**

Incidents of technology misuse which arise will be dealt with in accordance with the school’s Positive Behaviour Policy.

Incidents involving child protection issues will be dealt with in accordance with the school’s Child Protection Policy and procedures.

**Information for Parents**

Parents should be aware that;

* The access to the Internet provided to staff and pupils in school has extensive security features.
* The use of the Internet in school is closely monitored by staff.
* There will be no use of the Internet without the supervision of staff.
* The use of ICT is complimentary to the teaching already done – i.e. the use of computers in the classroom is a tool used by teachers to enhance teaching and learning.
* Individual photographs of pupils will appear online only after parents’ permission.

Internet Safety leaflets for parents and carers will be sent home annually

Parents should:

* Advise children to take care and to use the Internet in a sensible and responsible manner. Know the SMART tips.(Appendix 4)
* The school’s website contains links to sites such asCEOP’s thinkuknow, Childline and CBBC Web Stay Safe page which parents can use with their children.
* Discuss the fact that there are websites which are unsuitable.
* Discuss how children should respond to unsuitable material or requests.
* Keep the computer in a communal area of the home.

 Monitor on-line time and be aware of excessive hours spent on the Internet.

Remind children never to give out personal information on the Internet.

 Remind children that people on line may not be who they say they are.

* Be vigilant. Ensure that children do not arrange to meet someone they meet on line.
* Be aware that children may be using the Internet in places other than

in their own home or at school.

* Parents may wish to invest in security software for their children’s computers. Some of this software works by monitoring all Internet activity for trigger words.

Examples include:

 Net Nanny, [www.netnanny.com](http://www.netnanny.com)

 Cyber Patrol

 Surfwatch[www.safesurf.com](http://www.safesurf.com)

Or parents may wish to make use of the AOL children’s section at [www.aol.com](http://www.aol.com)

**Staff and the e-Safety Policy:**

All staff will be involved in discussions regarding e-Safety and will have a copy of the e-Safety Policy.

Staff have agreed to the following Code of Safe Practice:

* Pupils accessing the Internet will be supervised by an adult at all times.

All pupils will be made aware of the rules for the safe and effective use of the Internet. These will be displayed in the classrooms and discussed with pupils. Children need to learn to recognise and avoid the risks. Children need to know what to do if they come across inappropriate material or if they are approached by a stranger.

 Be informed – read e.g. - NGfL Superhighway Safety. <http://safety.ngfl.gov.uk>

* All pupils using the Internet will have written permission from their parents.
* Only recommended websites for each year group will be used. Any additional websites used will 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’s Code of Practice will be reported immediately to the Principal/ICT Co-ordinator.
* Staff are aware that the C2K system tracks all Internet use and records the sites visited. They understand that the C2K system also logs emails and messages sent and received by individual users.
* Staff are aware of copyright and intellectual property rights and must be careful not to download or use any material which are in breach of these.
* Photographs of pupils will only be taken for school purposes and will be deleted when no longer needed. Never use personal technology to take images or videos of children
* A laptop/iPad issued to a member of staff remains the property of the school. Users of such equipment should therefore adhere to school policy regarding appropriate use with regard to Internet access, data protection and use of software, both in and out of school.
* Never communicate with pupils outside of school via social networking sites and chat rooms.
* Neverrespond to informal, social texts from pupils
* All staff must read and agree in writing to adhere to the Acceptable Use Agreement for Staff (Appendix 3) before using any school ICT resource.

**Digital and Video images of pupils**

Parental permission will be reviewed at the start of each school year to cover the use of images of pupils on the school website, in the local press and for displays within school. Written permission must be obtained from parent/carer. Pupil’s work will only be published by outside agencies with permission of the pupil and parents.

**Policy Review and Monitoring**

Internet technology and school use of resources will develop and change with time. This policy is implemented on a day-to-day basis by all school staff and is monitored by the ICT Co-ordinator. It is our intention to revise and up-date our Internet Safety Policy as appropriate and where necessary. All staff will receive regular information on e-safety issues through the co-ordinator at staff meetings.

**Guidance Material on Internet Safety**

DfEE Superhighway Safety Pack

<http://safety.ngfl.gov.uk>

DE Circular 1999/25 – Policy for An Acceptable Use of the Internet in schools.

BECTA information sheet – Acceptable Use of the Internet

[www.becta.org/technology/infosheets/html](http://www.becta.org/technology/infosheets/html)

Examples of safety rules for children are also available from:

<http://www.kented.org.uk/ngfl/policy>

<http://www.ambleside.schoolzone.co.uk/ambleweb/ourrules.htm>

Appendix 1

Acceptable Use Pupil Agreement



Rules for Responsible Internet Use (F/KS1)

St. Patrick’s Primary School has computers and I Pads with Internet access to help your learning. The rules below will keep you safe when using the Internet. Please read them carefully.

* I will ask permission from a teacher before using the internet.
* I will only use the Internet when I am supervised by an adult.
* I will always ask for help ifI get lost on the internet.
* Iwill tell my teacher if I find anything on the computer that upsets me.

I agree to follow the rules above for responsible Internet use.

Pupil’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_

Pupil’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent or legal guardian of the pupil signing above, I grant permission for my son/daughter to use the Internet under supervision.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Appendix 2

Acceptable Use Pupil Agreement



Rules for Responsible Internet Use (KS2)

St. Patrick’s Primary School has computers and I Pads with Internet access to enhance your learning. The rules below will keep you safe when using the Internet. Please read them carefully and complete the agreement form below.

**Using Computers**

* I will only access the computer system with the login and password I have been given.
* I will not enter the folders or files of anyone else.

**Using the Internet**

* I will ask permission from a teacher before using the internet.
* I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself.
* I understand that the school may check my computer files and will monitor the internet sites I visit.
* I will not bring in memory sticks or mobile devices from home to use in school unless I have been given permission by my class teacher.
* I will not give my full name, my home address or telephone number.
* I understand that if I deliberately break these rules I could be stopped from using the Internet.

Pupil’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_

Pupil’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the parent or legal guardian of the pupil signing above, I understand that pupils will be held accountable for their own actions. I grant permission for my son/daughter to use the Internet under supervision.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Appendix 3

St.Patrick’s Primary School

Acceptable Use Agreement for Staff

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school’s e-Safety Policy has been drawn up to protect all parties – the children, the staff and the school.

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 should sign a copy of this Acceptable Internet Use Statement and return it to the Principal.

* Internet use should be appropriate to staff professional activity or the pupils’ education
* Access should only be made via the authorised C2K account and password, which should not be made available to any other person.
* The C2k email account should be used for professional purposes.
* Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received
* Posting anonymous messages and forwarding chain letters is forbidden
* As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media
* Use of the network to access or send inappropriate materials such as pornographic, racist or offensive material is forbidden
* Use for personal financial gain, gambling, political purposes or advertising is forbidden
* Copyright of materials must be respected
* Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden

|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Date** |  | **Signed** |

**Appendix 4**

**Follow These SMART TIPS**

**Secret -** Always keep your name, address, mobile phone number and password private – it’s like giving out the keys to your home!

**S**

**Meeting** someone you have contacted in cyberspace can be dangerous. Only do so with your parent’s/carer’s permission, and then when they can be present.

**M**

**Accepting** e-mails or opening files from people you don’t really know or trust can get you into trouble – they may contain viruses or nasty messages.

**A**

**Remember** someone on-line may be lying and not be who they say they are. Stick to the public areas in chat rooms and if you feel uncomfortable simply get out of there!

**R**

**Tell** your parent or carer if someone or something makes you feel uncomfortable or worried.

**T**

SMART Tips from: – Helping your parents be cool about the Internet, produced by: Northern Area Child Protection Committee**.**