KIRKINRIOLA PRIMARY SCHOOL

ACCEPTABLE USE OF THE INTERNET AND DIGITAL TECHNOLOGIES POLICY

Reviewed June 2018
Reviewed November 2019

KIRKINRIOLA PRIMARY SCHOOL

ACCEPTABLE USE OF THE INTERNET AND DIGITAL TECHNOLOGIES

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

1. Introduction

In Kirkinriola 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 Kirkinriola Primary school. The policy has been drawn up by the staff of the school under the leadership of the Principal and ICT Co-ordinator.

It has been approved by governors and circulated to all parents.

The policy and its implementation will be reviewed regularly.

2. Acceptable Use Agreement

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 Acceptable Use Agreement for Kirkinriola PS makes explicit to all users (staff and pupils) what is safe and acceptable and what is not.

The scope of the Agreement covers fixed and mobile Internet; school PCs, laptops, 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 is subject to the same requirements as technology provided by the school.

The ICT Co-ordinator will monitor the effectiveness of the Acceptable Use Agreement, particularly in the light of new developments in technology.

- **Acceptable Use Agreement 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 is sought from parents on an annual basis before pupils access the Internet.

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

  - The school's Acceptable Use Agreement for use of the Internet and other digital technologies (enclosed) is made explicit to all pupils and is displayed prominently;
  - Our Acceptable Use Agreement is reviewed as required and signed by pupils and parents, annually.
  - 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 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.

Pupil's personal devices such as mobile phones or tablets are not normally permitted on the school premises during school hours. However, in exceptional circumstances, permission must be granted by a member of staff before a device is brought in.

All personal devices must be given to a member of staff on entry to school.

During school hours, pupils are forbidden to play computer games or access social networking sites, unless specifically assigned by the teacher.

- **Sanctions**

  Incidents of technology misuse which arise will be dealt with in accordance with the school's Positive Behaviour Policy. Minor incidents will be dealt with by the Principal 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's Child Protection Policy.

- **Acceptable Use Agreement for staff**

  Staff have agreed to the following Code of Safe Practice:

  - Pupils accessing the Internet should be supervised by an adult.
  - All pupils are aware of the rules for the safe and effective use of the Internet. These are discussed with pupils and displayed in classroom.
  - All pupils using the Internet have written permission from their parents.
  - Where possible, 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 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 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 are stored on a centralised area on the school network, accessible only to teaching staff. Any photographs should be saved and deleted from the device as soon as possible.
- School systems may not be used for unauthorised commercial transactions.

3. Internet Safety Awareness

In Kirkinriola PS we believe that, alongside having a written safety policy and acceptable use agreements 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 follow a structured programme of Internet Safety Awareness using a range of online resources.

- **Internet Safety Awareness for staff**

The ICT Co-ordinator 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 on a regular basis.

- **Internet Safety Awareness for parents**

The ICT Acceptable Use Agreement for Pupils and Parents is sent home for parental signature. Internet safety leaflets for parents and carers also are sent home as appropriate.

4. Health and Safety

Kirkinriola PS have attempted, as far as possible, to ensure a safe working environment for pupils and teachers using ICT resources. Pupils are supervised when Interactive Whiteboards and Digital Projectors are being used.

5. Digital and Video Images of Pupils

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

- **School Online Forums; including our school website, Facebook page and Seesaw application.**
  Our online forums are used to 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 being used inappropriately the following steps are taken:

  - Group photos are used where possible, with general labels/captions;
  - First names only are used sparingly;
  - Personal details like home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff are never shared in these online forums.

- **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.

6. Social Software

Chatrooms, blogs and other social networking sites are blocked by the C2K filters so pupils do not have access to them in the school environment without staff consent.

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 Anti-Bullying and Child Protection Policies.

Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

This policy should also be read in conjunction with our Social Media, Anti-Bullying and Child Protection Policies.

Appendix A

Kirkinriola Primary School

ICT Acceptable Use Agreement for Pupils (P4-7) and Parents

In order to support our curriculum and develop ICT skills, we provide every child with access to Ipads, Desktop and Laptop computers. These all have filtered access to the Internet and are password protected. However, to keep everyone safe and help us be fair to others we would like you to agree these rules along with your child.

- **I will never give out personal information or passwords.**
- **I will not access other people's files without permission.**
- **I will only use the computers for class work and homework.**
- **I will only use a pen drive with permission.**
- **I will only use my personal devices in school with permission.**
- **I will always ask permission before taking someone's photo.**
- **I will ask permission before posting any photos of my friends online.**
- **I will only e-mail people I know, or my teacher has approved.**
- **I will not open e-mails sent by someone I don't know.**
- **The messages I send will be polite and responsible.**
- **I will never arrange to meet someone offline without telling my parent(s).**
- **I will report any material or messages I find unpleasant.**
- **I understand that the school may check my computer files and may monitor the Internet sites I visit.**

Signed by child

_____

Signed by parent/guardian on behalf of pupils in P1-3

_____

Date

_____