

EDENDERRY PRIMARY SCHOOL



E-Safety Policy And Acceptable Use Agreement

Respect, Responsibility, Kindness, Co-operation.

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Introduction

Information and Communications Technology (ICT) covers a wide range of resources including web-based and mobile learning. Currently the internet technologies children and young people are using, both inside and outside of the classroom, include:

- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/Smart phones with text, video and/or internet access
- Other mobile devices with internet access

Whilst these ICT resources can be exciting and beneficial both in and out of the context of education, all users need to be aware of the range of risks associated with the use of Internet technologies.

In Edenderry Primary School we understand the responsibility to educate our pupils in e-Safety issues. We aim to teach them 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.

The Internet

The Internet is a unique and exciting resource. It brings the world into the classroom by giving children access to a global network of educational resources. There is no doubt that the use of the Internet is an essential skill for children as they grow up in the modern world. The Internet is, however, an open communications' channel, available to all. Anyone can send messages, discuss ideas and publish materials with little restriction. This brings young people into contact with people from all sectors of society and with a wide variety of materials some of which could be unsuitable. 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

Children should 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 their or anyone else’s personal details or
- That they should never meet alone anyone contacted via the Internet, and
- That once they publish information it can be shared 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. eg some use the web to publish information on weapons, crime and racism which would be restricted elsewhere.

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

Children should 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.

Roles and Responsibilities

As e-Safety is an important aspect of strategic leadership within the school, the Principal and Board of Governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. It is the role of the ICT Co-ordinator to keep abreast of current e-safety issues and guidance through organisations such as CEOP (Child Exploitation and Online Protection) and Childnet. The ICT Co-ordinator has responsibility for leading and monitoring the implementation of e-safety throughout the school.

The Principal/ICT Co-ordinator will update Senior Leaders and Governors with regard to e-Safety and all governors have an understanding of the issues at our school in relation to local and national guidelines and advice.

Writing the e-Safety Policy

This policy, supported by the school's Acceptable Use Agreement for staff, governors, visitors and pupils, is to protect the interests and safety of the whole school community. It is linked to other school policies including those for ICT, Behaviour, Health and Safety, Child Protection, and Anti-bullying.

E-Safety Skills' Development for Staff

- All staff receive regular information and training on e-Safety issues through the co-ordinator at staff meetings.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any member of the school community.
- New staff members receive information on the school's Acceptable Use Agreement as part of their induction.
- All staff are encouraged to incorporate e-Safety activities and awareness within their lessons.

E-Safety Information for Parents/Carers

- Parents/carers are asked to read through and sign the Acceptable Use Agreement on behalf of their child.
- Parents/carers are required to make a decision as to whether they consent to images of their child being taken/used on the school website.
- The school will communicate relevant e-Safety information through newsletters and the school website.

Parents should remember that it is important to promote e-Safety in the home and to monitor Internet use.

- Keep the computer in a communal area of the home.
- Be aware that children have access to the internet via gaming stations and portable technologies such as smart phones.
- Monitor on-line time and be aware of excessive hours spent on the Internet.
- Take an interest in what children are doing. Discuss with the children what they are seeing and using on the Internet.
- Advise children to take care and to use the Internet in a sensible and responsible manner. Know the SMART tips.
- Discuss the fact that there are websites/social networking activities which are unsuitable.
- Discuss how children should respond to unsuitable materials or requests.
- Remind children never to give out personal information online.
- 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 and that this internet use may not be filtered or supervised.

Teaching and Learning

Internet use:

- The school will plan and provide opportunities within a range of curriculum areas to teach e-Safety.
- Educating pupils on the dangers of technologies that may be encountered outside school is done informally when opportunities arise and as part of the e-Safety curriculum.
- Pupils are aware of the impact of online bullying and know how to seek help if these issues affect them. Pupils are also aware of where to seek advice or help if they experience problems when using the Internet and related technologies; i.e. parent/carer, teacher/trusted member of staff, or an organisation such as Childline.
- The school Internet access is filtered through the C2k managed service and SSNi managed service.
- No filtering service is 100% effective, therefore all children's use of the Internet is supervised by an adult.
- Use of the Internet is a planned activity. Aimless surfing is not encouraged. Children are taught to use the Internet in response to a need e.g. a question which has arisen from work in class.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Children are taught to be Internet Wise. Children are made aware of Internet Safety Rules and are encouraged to discuss how to cope if they come across inappropriate material.

Social Networking:

- The school C2k system will block access to social networking sites.
- We accept that some pupils will use of social network spaces, we will advise pupils and parents that this should be done under adult supervision; they will be advised never to give out personal details of any kind, which may identify them or their location.
- Pupils are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.

- Our pupils are asked to report any incidents of bullying to the school.
- School staff will not add children as 'friends' if they use these sites.

Mobile Technologies:

- The use of portable media such as memory sticks and external hard drives will be monitored closely as potential sources of computer virus and inappropriate material.
- Staff should not store pupils' personal data and photographs on memory sticks.
- Pupils are not allowed to use personal mobile devices/phones in school. Any phone found to be in use on the school premises will be placed in the school safe and must be retrieved by the child's parent.
- Staff should not use personal mobile phones during designated teaching sessions. Calls made/received must not be in the presence of pupils.

Managing Video-conferencing:

- Videoconferencing will be via the C2k network to ensure quality of service and security.
- Videoconferencing will be appropriately supervised.

Publishing Pupils' Images and Work

- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website. This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue.
- Parents/carers may withdraw permission, in writing, at any time.
- Photographs that include pupils will be selected carefully and **will not** enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the school website, particularly in association with photographs.
- Pictures of groups or group activities will be used.
- Pupil's work can only be published by outside agencies with the permission of the pupil and parents.

Loan of School mobile devices:

- Mobile devices are owned by the school but these will be made available to pupils should online learning be deemed necessary. A contract will be signed by parents and the school in regard to the loan and use of the device. Parents will be held responsible and pay for all damage or loss caused by neglect or abuse, as determined by the Principal.

Policy Decisions:

Authorising Internet access

- Pupil instruction in responsible and safe use should precede any Internet access and all children must sign up to the Acceptable Use Agreement for pupils and abide by the school's e-Safety rules.
- Access to the Internet will be supervised.
- All parents will be asked giving consent for their child to use the Internet in school by following the school's e-Safety rules and within the constraints detailed in the school's e-Safety policy.
- All staff must read and agree in writing to adhere to the Acceptable Use Agreement for Staff before using any school ICT resource.

Password Security:

- Adult users are provided with an individual login username and password, which they are encouraged to change periodically. Login details should not be shared with pupils.
- All pupils are provided with an individual login username and password which they are remind they must not share with others.
- Pupils are not allowed to deliberately access files on the school network which belong to their peers, teachers or others.
- Staff are aware of their individual responsibilities to protect the security and confidentiality of the school network.

Handling e-Safety Complaints:

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Deliberate access to inappropriate materials by any user will lead to the incident being recorded by the ICT Co-ordinator.
- Any complaint about staff misuse must be referred to the Principal.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints' procedure.

Communicating the Policy:

Introducing the e-Safety Policy to pupils

- e-Safety rules will be displayed in all classrooms and the ICT suite and discussed with the pupils at the start of each year. Specific lessons will be taught by class teachers at the beginning of every year and at relevant points throughout e.g. during PDMU lessons/circle times/anti-bullying week.

Staff and the e-Safety Policy:

- All staff will be given the School e-Safety Policy and its importance explained.
- Any information downloaded must be respectful of copyright, property rights and privacy.
- Staff should be aware that Internet traffic could be monitored and traced to the individual user. Discretion and professional conduct is essential.
- A laptop 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.

Monitoring and review:

This policy is implemented on a day-to-day basis by all school staff and is monitored by the ICT Co-ordinator.

This policy is the Governors' responsibility and they will review its implementation and effectiveness every two years. They will do this during reviews conducted between the ICT Co-ordinator and Designated Child Protection Co-ordinator.

Signed: _____ (Chair of Board of Governors)

Signed: _____ (Principal)

Date: _____

Safety Rules for Children

Follow These SMART TIPS

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

M **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.

A **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.

R **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!

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

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Acceptable Use of the Internet

Children should know that they are responsible for making an Acceptable Use of the Internet. They must discuss and agree rules for this Acceptable Use. Parents are also asked to be aware of the code of Acceptable Use and confirm that their children will follow these rules.

- On the network, I will only use my own login username and password.
- I will keep my username and password private.
- I will not access other people's files without their permission.
- I will not change or delete other people's work/files.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will use the Internet for research and school purposes only.
- I will only send e-mail which my teacher has approved. I will make sure that the messages I send are polite and responsible.
- I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using e-mail etc.
- When sending e-mail I will not give my name, address or phone number or arrange to meet anyone.
- I understand that I am not allowed to enter Internet Chat Rooms while using school computers.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I will not bring in memory sticks from home to use in school unless I have been given permission by my class teacher.
- I understand that the school may check my computer files/Emails and may monitor the Internet sites that I visit.
- I will always quote the source of any information gained from the Internet i.e. the web address, in the documents I produce.
- I understand that if I deliberately break these rules I could be stopped from using the Internet/E-mail and my parents/cares will be informed.

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Acceptable Use Agreement For Pupils

Please complete and return this form to your child's class teacher

Pupil's Name		Class Teacher	
As a school user of the Internet, I agree to follow the school rules on its' use. I will use the network in a responsible way and observe all the restrictions explained to me by my school.			
Pupil Name (print)			
Pupil Signature		Date	

Parents Name			
As the parent or legal guardian of the pupil above, I give permission for my son or daughter to use the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some of the materials on the Internet may be unsuitable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information.			
Parent Name (print)			
Parent Signature		Date	

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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 Internet Access Policy has been drawn up to protect all parties – the students, 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.

- All Internet activity should be appropriate to staff professional activity or the pupils' education
- Access should only be made via the authorised account and password, which should not be made available to any other person
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Copyright of materials must be respected
- 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 inappropriate materials such as pornographic, racist or offensive material is forbidden

Name		
Date		Signed

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Loan and Use of School Device

This document must be read in addition to the ICT Acceptable Use Agreement. Families wishing to take up a loan offer must read and agree to the conditions below:

- I understand that the care of the device is my responsibility.
- I will protect the device by keeping it in an approved case at all times.
- I will not allow my child to place decorations (such as stickers, markers, etc.) on the device.
- I will not lend the device to other individuals.
- I will keep food and drinks away from the device at all times.
- I will ensure my child avoids using objects that may scratch the screen.
- I will ensure the device is not exposed to extreme temperatures and direct sunlight.
- I will ensure my child does not deface the identification sticker on the device.
- I will not install or uninstall any applications or software on the device.
- I will ensure that the device will not be taken apart or any repairs attempted on it.
- I will ensure the device is used in ways that are educational and appropriate, as directed by my child's teachers.
- I will ensure my child follows the Edenderry Primary School Acceptable Use Agreement and e-Safety Policy at all times.
- I understand that the device remains the property of Edenderry Primary School.
- I will notify the school of any theft, vandalism or damage to the device.
- I will know where the device is at all times.
- I will be responsible and pay for all damage or loss caused by neglect or abuse, as determined by the Principal.
- I agree to return the device, case and charger in good working condition.
- I understand that the device is only to be used in a family or common area, for example, the living room or kitchen and not in the bedroom.

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Loan and Use of School Device

Device Type & Number _____

I agree to the stipulations set forth in the Parent Agreement for loan of the device and I acknowledge that the device received is in working order and in good condition.

Date of Loan: _____

Parent Name: _____

Parent Signature: _____

Principal's Signature: _____

The device on return to school has been checked by a staff member
is in good working order and condition / needs to be repaired *delete as appropriate*

Date Returned: _____

Parent Signature: _____

Principal's Signature: _____