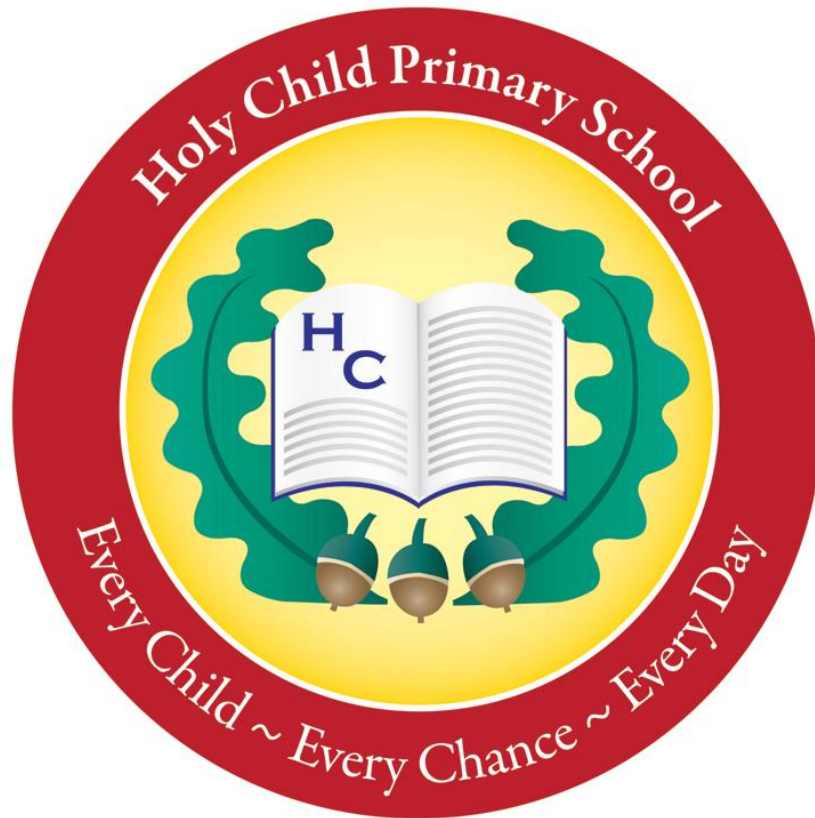


Holy Child Primary School

Holy Child Primary and Nursery School



ACCEPTABLE INTERNET USE POLICY

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Acceptable Internet Use Policy

- Holy Child PS Internet access has been designed expressly for staff and pupil use, including filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not as well as being given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Holy Child PS will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Parents will be informed that pupils will be provided with supervised Internet access.

World Wide Web

- If staff or pupils discover unsuitable sites, content or materials, they must be reported to the ICT coordinator and Designated Teacher for Child Protection for reporting to the Principal and c2k.
- Holy Child PS will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

Email

- Pupils may only use the approved C2k e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission that is approved by the pupil's parents/guardians.
- Whole class or group e-mail addresses should be used in school.

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Social Networking

- Holy Child PS will block/filter access to social networking sites and newsgroups unless a specific use is approved by the Principal.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils will be advised not to place personal photos on any social network space.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others including friends of their friends.

Filtering

- Holy Child PS will work in partnership with, WELB, C2k and the Internet Service Provider to ensure filtering systems are as effective as possible. Access to C2k's filtering categories will be in consultation with the Principal and the ICT Co-ordinator.

Video Conferencing

- IP videoconferencing will use the educational broadband network to ensure quality of service and security rather than the Internet.
- Pupils will need permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

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Published Content and the School Web Site

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.

- Group photos are used where possible, with general labels/captions.
- Holy Child PS contact details on the Web site will be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The Principal or nominees will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupils' Images and Work

- At Holy Child PS pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- Digital and video images of pupils are, where possible, taken with school equipment. Images are stored in the Shared/Public area of the school network.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site. (Entering FS, KS1 and again entering KS2)

Information System Security

Holy Child PS ICT systems capacity and security will be reviewed regularly.

Virus protection will be installed and updated regularly in partnership with C2K.

Security strategies will be discussed with the WELB and C2K.

Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

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Assessing Risks

Holy Child PS will take all reasonable precautions to prevent access to inappropriate material. The school should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

Handling e-safety Complaints

Complaints of Internet misuse will be dealt with by SLT, the ICT Co-ordinator & DTCP.

Any complaint about staff misuse must be referred to the Principal or, if appropriate, directly to the chair of the Board of Governors.

Complaints of a child protection nature will be dealt with in accordance with school child protection procedures.

Pupils and parents will be informed of the complaints procedure.

Communication of Policy

Pupils

Rules for Internet access will be posted in the Computer Suite.

Pupils will be informed that Internet use is monitored.

Staff

All staff will be given the School e-Safety Policy and its importance explained.

Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Parents

Parents' attention will be drawn to the School e-Safety Policy in newsletters and on the school Web site.

Internet Code of Practice

The Code covers fixed and mobile internet; school PCs, laptops and digital equipment. It should also be noted that the use of devices owned personally by staff and pupils brought onto school premises (such as mobile phones, cameras, PDAs) is subject to the same requirements as technology provided by the school. The ICT Co-ordinator will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

- Pupils accessing the internet should be supervised by an adult at all times.
- All pupils are aware of the rules for the safe and effective use of the internet. These are displayed in classrooms, computer suite and discussed with pupils.
- All pupils using the internet have written permission from their parents.
- All websites used by pupils should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age-appropriate, accurate, unbiased or out of date.
- Accidental access to inappropriate materials/content or any other breaches of the school Code of Practice should be reported immediately to the Principal and the ICT Co-ordinator.
- Deliberate access to inappropriate materials/content or any other breaches of the school Code of Practice should be reported immediately to the Principal and will be dealt with according to the staff discipline policy, code of conduct policy and child protection procedures.
- 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.
- 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.
- School systems may not be used for unauthorised commercial transactions.
- Posting of comments, images and/or movies on the internet into a public forum is strictly forbidden, this includes but not limited to YouTube, Facebook, Twitter, SnapChat and WhatsApp.

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To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's Internet Acceptable Use Policy and Internet Code of Practice for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the Principal.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school e-Safety Coordinator or the Designated Child Protection Coordinator.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.
- I will ensure that pupils in my care do not post comments, images and/or movies about anyone they know on the internet into a public forum when under my supervision.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the Information Systems Code of Conduct.

Signed:

Date:

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Using the Internet

Rules for Pupils

The following rules are to promote a safe and healthy learning environment to work within and to help pupils to develop 'safe and discriminating' behaviours when using the internet and other technologies as well as fostering respect for others.

1. *I will only access the system using my own login and password, which I will keep secret.*
2. *I will respect the privacy of others and will not access their files.*
3. *I will only use the computers for school related work.*
4. *I will only contact people that my teacher has approved.*
5. *I will not deliberately use any messages or images, which may be regarded as offensive to others.*
6. *I will immediately tell my teacher or an adult of any website, messages or material that make me feel uncomfortable, unsure or worried.*
7. *I will not reveal my full name, personal address/phone number or those of my friends.*
8. *I will not copy or download anything illegally.*
9. *I will use my time with the computer constructively and for educational purposes.*
10. *I will not wilfully damage the computer or the computer network.*
11. *I will not record or take photographs of other pupils or members of staff without their permission/knowledge.*
12. *I will not post comments, images and/or movies about anyone I know on the internet into a public forum.*

Sanctions

1. Any **deliberate** violation of the above rules will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be taken in accordance with the Discipline Policy of Holy Child PS, regarding inappropriate language or behaviour.
3. If applicable, police or local authorities may be involved.

Parents/guardians will be informed if their child has breached any of these rules.

Pupil Signature _____

Date: _____