



Building a Legacy

Andrews Memorial Primary School

Policy on E-safety and Responsible Use of the Internet

Our school ethos

Andrews Memorial believes in the potential of every child: to create; to achieve; to celebrate; to make a difference. We believe in blending and balancing the traditional elements of literacy and numeracy with a stimulating, up-to-date and challenging curriculum. We recognise the potential for ICT to enhance learning across the curriculum.

We aim to ensure that we provide a welcoming, caring and happy learning environment, in and beyond the classroom; also that we deliver learning that is valued by the whole school community and which develops an understanding and an appreciation of the world around us.

Ultimately, we hope to nurture well-rounded young people, who can engage with each other and with adults; who respect everyone and who have a sense of moral responsibility.

We believe it is our duty to:

- ✓ Enthuse and enable pupils to reach their full potential by developing independence, self-discipline, self-confidence and self-esteem*
- ✓ Create an atmosphere of encouragement and high expectations*
- ✓ Build and nurture partnerships between home, school and the community*
- ✓ Provide a well-balanced, exciting and meaningful curriculum in a safe, caring and happy environment*
- ✓ Promote an ethos of engagement and achievement built on effort*
- ✓ Instil a sense of purpose in making a contribution to life in and beyond school*

Building a Legacy

**ANDREWS MEMORIAL PRIMARY SCHOOL
POLICY ON E-SAFETY AND RESPONSIBLE USE OF THE INTERNET FOR THE WHOLE
SCHOOL COMMUNITY**

E-safety is also known as internet safety, online safety and web safety. It is the safe and responsible use of technology including the internet and other means of communication, eg email, social media, mobile phones, tablets and gaming devices. E-safety is as much about behaviour as electronic security.

The Internet is defined as a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardised communication protocols.

The term 'Whole School Community' refers to the Governors, staff (teaching and non-teaching, including students, participants in work experience placements and volunteers), parents and pupils,

This policy has been developed to take into account the following areas:

- safe and responsible use of the Internet and Social Media/Networking sites
- safe and responsible use of Mobile Phones, internet enabled, and photographic devices
- safe and responsible use of the Internet as a learning tool in the school setting

The policy has been created through a consultation process, involving Governors, staff, parents and pupils. Its implementation will be facilitated through:

- Personal Development and Mutual Understanding lessons
- NSPCC Keeping Safe programme
- Anti-Bullying Week resources
- Opportunities to develop our 'pupil voice'
- Other related school policies

Aim

- To set out a clear Code of Conduct that is implemented and followed by the whole school community with regard to E-safety both in the professional and personal setting. This includes:
 - safe and responsible use of the Internet and Social Media/Networking Sites by Governors, staff, parents and pupils
 - safe and responsible use of Mobile Phones and Internet enabled devices by Governors, staff, parents and pupils
 - safe and responsible use of the Internet when used as a learning tool in the school setting

Code of Conduct

i. Governors and Staff

- ✓ The Governors and staff at Andrews Memorial Primary School have a responsibility to ensure that the reputation of the school and its community is protected. Therefore, it is expected that colleagues treat one another with respect and professionalism.
- ✓ The Governors and staff are aware that Social Networking within the professional setting, ie the school Twitter feed and Facebook page is strictly regulated. Access is controlled by designated members of staff and images are used in accordance with our Use of Images procedures, ie with permission.
- ✓ The Governors and staff should be aware that written permission from the Principal should be sought for the use of the school's name or logo on any other published material (including the school website) connected with the school.
- ✓ The Governors and staff should be aware that the posting of any communication or images which links the school to any form of illegal conduct, or which may damage the reputation of the school, will be considered a breach of this Code of Conduct.
- ✓ The disclosure of confidential information through online activity that could compromise the reputation and/or security of the school will be considered a breach of this Code of Conduct.
- ✓ Written permission from the Principal should be sought for the use of images of Governors, staff, pupils or anyone directly connected with the school whilst engaged in school activities.
- ✓ Comments posted on Social Media/Networking sites regarding the school, its activities and its community should be positive and in line with the school ethos.
- ✓ It is never appropriate for Governors or staff to 'friend' a pupil on their personal Social Media/Networking sites or make comments about a child still attending Andrews Memorial Primary School.
- ✓ Governors and staff who have personal Social Networking accounts should ensure that suitable privacy settings are in place.
- ✓ Personal Social Media/Networking accounts should not be accessed during working hours.
- ✓ Mobile phones must remain on silent during the course of the school day. Calls may be made at break, lunch or outside working hours, out of sight of pupils, except in the case of an emergency. If a member of staff is waiting for a call related to an emergency or personal/medical issue, the Principal or nominated deputy should be informed.
- ✓ A nominated member of staff will carry a mobile on school trips and residential trips. In the cases of residential trips, parents will be given a contact number to be used in case of an emergency.

- ✓ Mobile phones should be on silent and kept out of sight during meetings.
- ✓ Staff are asked to update school records when mobile numbers are changed.

NB - volunteers, external agencies and after school providers are expected to follow this Code of Conduct with relation to the use of images on their business Twitter and Facebook feeds, ie permission must be sought from parents.

ii. Parents

- ✓ Parents should be aware that written permission from the Principal must be sought for the use of the school's name or logo on any other published material (including the school website) connected with the school.
- ✓ Comments posted on Social Media/Networking sites regarding the school, its activities and its community should be positive and in line with the school ethos. Any issues and concerns regarding the school, its activities and its community must be brought to the school's attention by contacting the relevant member/s of staff via phone calls or by requesting a mutually suitable appointment.
- ✓ Written permission from the Principal should be sought for the use of images of Governors, staff, pupils or anyone directly connected with the school whilst engaged in school activities. Parents are reminded prior to school performances that children other than their own are assumed not to have given permission to appear on personal Social Media/Networking sites.
- ✓ Parents should be aware that the posting of any communication or images which links the school to any form of illegal conduct, or which may damage the reputation of the school, will be considered a breach of this Code of Conduct and may also be unlawful.
- ✓ Parents attending meetings or performances in school are requested to keep mobile phones on silent or switched off.
- ✓ Parents are requested to update school records (Data Capture forms) when telephone contact numbers are changed.

iii. Pupils

- ✓ Pupils are reminded through a range of curricular contexts of the importance of respecting their peers and being aware of the impact, positive or otherwise, they are making when in contact via their personal messaging/Social Networking sites and apps.
- ✓ Pupils are reminded that the School Office is the first point of contact for parents/carers in all circumstances.
- ✓ Pupils must seek written permission to bring mobile phones, Internet-enabled or photographic devices to school. If a pupil has been granted permission to bring such an item to school, then the device must remain

switched off and placed in a designated area for the duration of the school day. The device may be switched on once outside the school grounds.

- ✓ If a pupil brings a mobile phone without seeking permission, the phone will be retained by the school. Parents will be contacted to collect the phone.
- ✓ Mobile phones or Internet-enabled and photographic devices are not permitted on school trips or residential.

Potential and Actual Breaches of this Code of Conduct

In instances where there has been a breach of this Code of Conduct, the following action will be taken:

- Any breaches will be fully investigated by the Principal, designated staff and, ultimately, the Board of Governors.
- The number and status of any ongoing investigations will be monitored by the Board of Governors.
- In the event an investigation of any incident concludes that a breach of this Code of Conduct is found to have occurred, consideration will be given as to whether referral to any other school policy is appropriate. Reference may be made to disciplinary procedures outlined in TNC 2016/2 and TNC 2016/3.

Cyber Harassment (adults)

Andrews Memorial defines Cyber Harassment as the use of electronic means to make unsolicited advances, communications or interactions with another person. These interactions may include false accusations, sexting, defamation, slander and libel.

If Cyber Harassment occurs outside school hours, this should be dealt with through the relevant outside agencies.

If Cyber Harassment occurs because of an individual Governor or member of staff's association with the school, it will be investigated in line with this policy.

Cyber Bullying (children) - under review pending Anti-bullying legislation, September 2019. This area will form part of a revised Anti-bullying Policy to be drafted after agreed consultation.

Andrews Memorial defines Cyber Bullying as a repeated behaviour causing an imbalance of power which can include the following:

- ***Rejection and exclusion***
- ***Manipulation***
- ***Harassment***
- ***Defamation***
- ***Publicly posting or sending personal information about another person***
- ***Sexting***

The school will aim to manage the impact of any Cyber Bullying on a child's education (under review, as noted above).

Failure to Comply

A breach of this policy may lead to further action being taken under other school policies.

Responsible Use of the Internet

The following section of the policy outlines the educational and professional aspects of accessing the Internet in the school setting.

Providing access to the Internet in school raises educational standards and supports the professional work of staff. Teachers and pupils have access to websites worldwide offering educational resources, news and current events. There are opportunities for discussion with experts in many fields and to communicate and exchange information with students and others worldwide.

In addition, staff will have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the Education Authority and DENI; receive up-to-date information and participate in government initiatives.

The Internet is also used to enhance the school's management information and business administration systems (SIMS).

Setting boundaries and the supervision of online activity in the school setting is of paramount importance. The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- children using the Internet will normally be working in the classroom, activity area or DigiHub during class time and will be supervised by an adult (usually the class teacher)
- pre-selected sites or apps accessed by the children are done so on the instruction of the class teacher who will have checked that the content is age appropriate and meets the learning objectives of the lesson
- staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan
- pupils will be taught to use email and the Internet responsibly in order to reduce the risk to themselves and others
- online/Internet safety is taught as part of the PDMU curriculum throughout the school
- children will be made aware of our Rules for Responsible Internet Use
- the ICT Coordinator will monitor the effectiveness of Internet access strategies
- the Principal will ensure that the policy is implemented effectively
- methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the EA, C2K and DENI

The above measures have been highly effective. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a computer

screen. Neither the school nor C2k can accept liability for the material accessed, or any consequences thereof.

A most important element of our Rules for Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

As mentioned above, websites and apps accessed by the children are done so on the instruction of the class teacher who has already checked that the content is appropriate and meets the learning objectives of the lesson. Pupils **do not** have access to online gaming sites in school and, as pupils are not permitted to have mobile phones or any other Internet-enabled, photographic devices in school, this sets a clear boundary regarding what is responsible use of the Internet in the school setting. The school cannot be held responsible if a pupil shares inappropriate language or ideas gleaned through unsupervised access to unsuitable/non age appropriate online gaming sites or apps and websites at home.

Should an incident of Cyber Bullying be alleged, however, the school may choose to investigate pupils' Internet use outside school as a matter of procedure. The details of such an investigation are under review in light of proposed new anti-bullying legislation and management procedures not implemented at the time of writing.

School Website & Social Media platforms

The school website and social media feeds are intended to:

- provide accurate, up-to-date information about our school
- celebrate achievement
- provide pupils with the opportunity to share their learning
- promote the school

Parents' permission is sought through our Use of Images pro-forma before any child's image appears on the school website, which also includes a Twitter feed and links to its Facebook page. The PTA also runs a Facebook page which follows the same procedures as outlined in this policy.

The Principal and trained staff members are responsible for uploading pages to the school website, ensuring that the links work and news is up-to-date.

The point of contact on the website will be the school address, telephone number and email address. The school does not publish pupils' names on its web pages or social media feeds. Home information or individual email identities will not be published. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our website.

The school complies with GDPR legislation and includes GDPR-compliant statements on its permission slips and in its policies' portfolio on the website.

Information for Teachers

- Do not disclose your password or login name to anyone other than the persons responsible for running and maintaining the system.

- Do not give the personal addresses, telephone numbers or fax numbers of any adult working at the school or any children at the school.
- Using photographs of the pupils will require written permission from parents (Use of Images).
- Discuss with your children the rules for Responsible Use of the Internet. Ensure that children are aware of the risks and know what to do if they come across inappropriate content.
- Do not download, use, or upload any material which is copyright. Always seek permission from the owner before using any material from the Internet. If in doubt, or you cannot obtain permission, do not use the material.
- Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children. This applies to any material, including that which contains violent, dangerous or inappropriate sexual content.
- Any websites to be visited in a lesson by the children must have been thoroughly checked in their entirety by a member staff. These sites should be vetted regularly to check for unsuitable alterations. If at all unsure, the site should not be used.
- Always respect the privacy of files of other users. Do not enter the file areas of other staff without their express permission.
- Be polite; the use of strong language, swearing or aggressive behaviour is not permitted. Do not state anything which could be interpreted as libel.
- Arrange for suitable monitoring of the children in your class by an adult.
- Ensure that all children have followed the correct procedures:
 - before starting the session, they should be aware of exactly what is expected and which sites they are visiting; aimless surfing should never be allowed
 - during each session, they should be monitored closely and only allowed to visit the sites identified by the teacher
 - on completion of the session they should shut down the system correctly
- Report any incident which seriously breaches the Rules of Acceptable Use of the Internet immediately to the ICT Coordinator / Principal (see below).

Information for Pupils

- I will only access the system with my own username and password.
- I will not access other people's files or damage or amend their work or data.

- I will only use the Internet when I have permission and am supervised by a teacher.
- I will use the Internet only for activities and work set by the school, eg homework, topic work.
- I will only email people my teacher has approved and not use the Internet in school for personal or private messages.
- I will not send anonymous email messages.
- I will not send unsuitable email messages; my messages will be polite, responsible and only signed in my name.
- I will only take part in *newsgroups* or *chat* which has been approved by the school.
- I will respect the privacy of others. I will not publish their names, addresses, phone numbers or photographs.
- I will not give my full name, home address or telephone number to anyone via the Internet.
- I will not arrange to meet anyone contacted over the Internet.
- I will not use work from the Internet as if it was my own. I will give credit to the sources of materials included in my work.
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself.
- I will report any unpleasant material or messages sent to me. I understand that this report will be confidential and will help to protect other pupils and myself.
- I will not use school resources to subscribe to any goods or services nor buy or sell using the Internet in school.
- I will not download software or apps from the Internet.
- I will not bring in digital storage / audio devices, or any other electronic data from outside school unless I have been given permission.
- I understand that the school may check my files and will monitor the Internet sites I visit

Notes