Mill Strand
Integrated
School
& Nursery

Acceptable Use of the Internet and Digital Technologies

Adopted by Governors in May 2017
Review Date May 2020

Mill Strand Integrated 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 and addendum Circular 2011/22 on Internet Safety

1. Introduction

In Mill Strand I.P.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. The 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 Mill Strand Integrated Primary school. This policy has been drawn up by the Principal of the school and approved by the Board of Governors and is available to all on the school's website. Copies may be obtained, on request, from the school office.

The policy applies to staff, students and volunteers of the school.

2. Code of Safe Practice

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 Code of Safe Practice for Mill Strand I. P.S. makes explicit to all users (staff and pupils) what is safe and acceptable and what is not.

The scope of the Code 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, camera phones, any form of digital technology) is subject to the same requirements as technology provided by the school.

The ICT Co-coordinator will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

3. Code of Practice 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.

(i) Pupils must not access the internet through any system other than C2K.

(ii) The use of mobile phones or any other form of digital technology by pupils is not normally permitted on the school premises during school hours, unless in exceptional circumstances, where permission may be granted by a member of staff.

(iii) Mobiles phones and all forms of digital media devices brought into school by pupils must be switched off and given to the class teacher at the start of the school day and may be collected at the end of that day.

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

In addition, the following key measures have been adopted by Mill Strand I.P.S. to ensure our pupils do not access any inappropriate material:

(v) The school's Code of Practice for use of the Internet and other digital technologies is made explicit to all pupils.

(vi) Pupils using the Internet will be working in highly-visible areas of the school.

(vii) All on line activity is for appropriate educational purposes and is supervised.

(viii) Pupils will, where possible use sites pre-selected by the teacher and appropriate to their age group.

(ix) Pupils in Key Stages 1 and 2 are educated in the safe and effective use of the Internet, through several selected programs.

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.

4. Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's discipline policy. Minor incidents will be dealt with by the teacher, the Principal, or the ICT Co-coordinator 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 procedures.

5. Code of Practice for Staff

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

(i) All pupils should be made aware of, or reminded of, the rules for the safe and effective use of the Internet.

(ii) Recommended websites for each year group are available under favourites . Any additional websites used by pupils should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age appropriate.

(iii) Deliberate or accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal and/or ICT Co-coordinator.

(iv) In the interests of system security staff passwords should only be shared with the network manager.

(v) Teachers and Classroom Assistants 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.

(vi) Teachers and Classroom Assistants 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.

(vii) Photographs of pupils should, where possible, be taken with a school camera or device and images should be stored on a centralised area on the school network, accessible only to teaching staff.

(viii) School systems may not be used for unauthorised commercial transactions.

6. Internet Safety Awareness

In Mill Strand I.P.S. we believe that, alongside having a written safety policy and code of practice, 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.

7. Internet Safety Awareness for Pupils

Rules for the Acceptable use of the Internet are discussed with all pupils. In addition, Key Stage 1 and 2 pupils follow a structured programme of Internet Safety Awareness using a range of online resources.

8. Internet Safety Awareness for Staff

The ICT Co-ordinator keeps informed and updated on issues relating to Internet Safety and disseminates relevant information to all teaching and classroom assistants on a regular basis.

9. Health and Safety

Mill Strand I PS have attempted, as far as possible, to ensure a safe working environment for pupils and teachers using ICT resources in the classrooms. Pupils are supervised at all times when Interactive Whiteboards are in use.

10. Digital and Video Images of Pupils

Parental permission is sought at the start of each school year to cover the use of photographs of pupils on the school website, in the local press and for displays etc within school and written permission must be obtained from the parent/carer.

11. School website

Our school website promotes and provides up to date information about the school, as well as giving pupils an opportunity to show case their work and other aspects of school life. To minimise risks of any pupils on the school website being used inappropriately the following steps are taken:

(i)Group photos are used where possible, with general labels/captions;

(ii) Names and images are kept separate – if a pupil is named their photograph is not used and vice versa;

(iii) The web site does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

12. 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, accessible only to teaching staff. At the end of each academic year photographs from that year are archived.

13. Social Networking

Social networking sites are blocked by the C2K filters, so pupils do not have access to them in the school environment. 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 policies and procedures. Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

Signed:

Date:

Version History

Date	Type	Version
May 2013	Definitive	V1.0
April 2017	Draft	V1.1
May 2017	Final	Final
May 2020	Draft	V1.2