HOLYWOOD PRIMARY SCHOOL
ACCEPTABLE USE OF THE INTERNET AND DIGITAL TECHNOLOGIES POLICY

INTRODUCTION

Holywood Primary School encourages pupils to use the vast array of information resources available on the Internet. The internet is a valuable resource that can raise educational standards by offering both pupils and teachers opportunities to search for information from a very wide range of sources based throughout the world. However, some of the information to be found on the internet will be inappropriate for pupils and we feel it is important to have a policy in place that takes this issue into account. It is our belief that while no technical solution can completely guarantee the restriction of pupils to unwanted Internet material, we must address this issue through education and parental involvement. The Internet is provided for pupils to conduct research and communicate with others. 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 our school. The school has a duty to ensure that before using the internet with pupils, staff have had the opportunity to discuss how they will deal sensitively with inappropriate use. The following policy helps to define appropriate and acceptable use by both staff and pupils and has been further discussed with Governors and pupils themselves. The development and implementation of this 'Acceptable use of the Internet and Digital Technologies Policy' along with good practice and parent/school contracts, address these issues.

PUPIL ACCESS TO THE INTERNET AND DIGITAL TECHNOLOGIES.

The school encourages the pupils to use the information resources available on the Internet, together with the development of appropriate skills to analyse and evaluate such resources. These skills will be fundamental in the society our pupils will be entering. Access to the Internet will enable pupils to explore thousands of libraries, databases, museums and other sources of information and to exchange personal communication with other Internet users around the world. All pupils will have access to the internet via the computer suite, class computers and class iPads. This will be monitored and safeguarded by C2K (appointed by DENI). While the purpose is to use Internet resources for constructive educational goals, there is always the unlikely possibility that pupils may find ways to access other materials. We believe that the benefits to pupils from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

In addition to making use of technologies provided by the school, all staff and pupils must appreciate that the use of their own technology devices on school premises, is subject to the same requirements as technology provided by the school.

Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. As a school we are required under the ICT initiative to seek parental permission before children are allowed to use the Internet.

Therefore, we support and respect each family's right to decide whether or not to apply for access.

Control of access to Internet and school devices.

Internet Filtering
Improved Websense filtering gives the school the flexibility to control and develop our own Internet Filtering Policy. A nominated member of staff manages the C2k delegated filtering access. This nominated user can further amend the local filtering policy to the needs and demands of the school. However there are a number of agreed locked down sites that can never be overridden by the local school policy.

Meru
Meru Wi-Fi will provide increased wireless coverage and improved speed. Meru supports multiple devices and school controlled secure guest access and allows the school to plan for and implement any further purchases. *These will be updated to Meraki when the EDIS upgrade takes place. Each classroom will be equipped with their own Meraki device.

Cloud Storage
Data and information will be stored on the Cloud in the new service and no longer in the school itself. This means it can be securely accessed from any location removing the need to carry data and files on insecure data pens and portable devices.

Personal Devices
C2K has included facilities to allow schools to explore possibilities of introducing new internet enabled devices to support teaching and learning. These include PCs, laptops, netbooks, tablets and phones. Control of access to the internet is managed by the school and must be enabled for each device.

Granular Controls
Through the new management console, the C2K Manager will be able to control access to the internet and services to named individuals and groups of users based on their role in the school, their age, courses studied or to support individual needs.

Securus
Securus will allow ICT coordinators to check pupil use of internet, ensuring search words and work are using appropriate language.

SCHOOL PROCEDURES

Pupils are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behaviour and communications apply.

The pupils are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

The following key measures have been adopted in Holywood Primary School to help ensure that our pupils are not exposed to unsuitable material:

- children using the internet will normally be working in the classroom, resource area or library during lesson time and will be supervised by an adult, usually the class teacher;
- Pupils should not use computers or access the internet at lunchtime unless supervised by the class teacher;
- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- 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 e-mail and the internet responsibly in order to reduce the risk to themselves and others;
- the school Rules for Responsible Internet Use will be posted near computer systems.
- the ICT co-ordinator will monitor the effectiveness of internet access strategies;
- the head teacher 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.

It is the experience of other schools that 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.

The school has developed a set of guidelines for the use of the Internet and Digital Technologies by pupils. These rules are enclosed for your child and will be kept under constant review. We would advise these rules should be discussed with your child at home.

All members of staff are responsible for explaining the rules and their implications to pupils.

Consequences

- Disrespecting and not following the school rules will result in a temporary or permanent ban on Internet use.
- Additional action may be necessary in line with existing school rules on inappropriate language or behaviour.
- Where applicable, PSNI or local authorities will be involved.

An important element of our Rules of Responsible to use the Internet and Digital Technologies, is that pupils will be taught to tell a member of staff immediately if they encounter any material that makes them feel uncomfortable.

The school would assure pupils and parents that if a child innocently and unintentionally accesses inappropriate material and immediately reports this to a teacher, then provided the teacher is satisfied the material was not accessed intentionally, the child will not be subject to the sanctions mentioned above.

INFORMATION FOR ALL MEMBERS OF STAFF

The internet is a powerful technology, and we realise that it must play an important role in any learning environment. Through the internet, teachers are able to find information on topics they may be teaching, worksheets that have been written by other teachers and newsgroups of a particular interest to the school, and they will be able to share ideas with teachers around the region, nationally and internationally too. It aids planning and collaboration between schools.

The use of the Internet in the curriculum needs careful planning, and it should not be assumed that the children have the skills and knowledge of how to work safely in an online environment – for example, how to use search engines safely. Therefore, if the internet is to be used, the teacher should ensure that these points are covered in the interests of accessibility, and also of safety.

An important educational goal for all staff in Holywood Primary School, is to ensure all users of the Internet and Digital Technologies are taught and learn to use these facilities effectively, appropriately and appreciate why the rules exist. All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.

1. All children using the Internet in school must have written permission from their parents.
2. Do not disclose your password or login name to anyone other than the persons responsible for running and maintaining the system.
3. Do not give the personal addresses, telephone numbers or fax numbers of any adult working at the school or any children at the school.
4. Discuss with your children the rules for Acceptable Use of the Internet. Ensure that children are aware of the risks and know what to do if they come across inappropriate content.
5. 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.
6. Under no circumstances should you view, upload or download any material which is likely to be unsuitable for children. This applies to any material of a violent, dangerous or inappropriate sexual content.
7. Any web sites to be visited in a lesson by the children must have been thoroughly checked in their entirety by a member of staff. These sites should be vetted regularly to check for unsuitable alterations. If at all unsure, the site should not be used.
8. Always respect the privacy of files of other users. Do not enter the file areas of other staff without their express permission.
9. Be polite. The use of strong language, swearing or aggressive behaviour is not allowed. Do not state anything, which could be interpreted as libel.
10. Arrange for suitable monitoring of the children in your class by an adult.
11. 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 Acceptable Rules Policy immediately to a member of staff.

INFORMATION FOR PARENTS & CARERS

It is really important to involve your children in thinking about your family code for safe and secure use of the Internet and Digital Technologies, just as you would explain about not talking to strangers in the park. Devise your own code of Internet use with your children. You are the expert when it comes to your own children so you can make sure that the code is appropriate for their individual ages and levels of maturity.

The following guidance has been given by Holywood Primary School to help make the Internet Safer for your child.

1. Parents must, in co-operation with staff, make pupils aware of the rules and expectations within this document.

2. A home computer with Internet access should be situated in a location where parents can monitor access.

3. Parents should agree with their children suitable days/times for accessing the Internet. Internet usage can add significantly to your phone bill.

4. Parents should discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when, how long, and what comprises appropriate use.

5. Parents should get to know the sites their children visit and talk to them about what they are learning.

6. Parents should consider using appropriate Internet filtering software for blocking access to unsavoury materials.

7. It is not recommended that any child under 16 should be given unmonitored access to newsgroups or chat facilities.

8. Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet or other digital technologies, such as a picture, moving images, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.

9. Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. If the message comes from an Internet service connection provided by the school they should immediately inform the school.

10. Parents are responsible for their child's use of social networking sites and Apps such as Instagram, SnapChat and WhatsApp many of which have strict age policies for usage. An 'Online Safety' section is on the Parents / carers tab of the school website to support parents and provide information regarding the safe use of the internet and social media.

Parents and carers are informed in writing of the school policy on acceptable use of the Internet and Digital Technologies and asked to give permission for their child/ren to use the Internet for the duration of their child's attendance at Holywood Primary School.

Year 4 to Year 7 pupils are also required to sign an undertaking agreeing to their proper use of the Internet and other technology during their time at Holywood Primary School.

Information for Pupils

The following are a set of guidelines for pupils to follow. Pupils should discuss these with their parents at home and the teacher in the classroom.

1. Pupils must not enter the electronic folders or files of anyone else.

2. Pupils must be aware that teachers and support staff have the right to enter any pupil folder in their own class.

3. The ICT Co-ordinators / Principal reserve the right to enter any pupil's folder.

4. Pupils must not use the Internet for unapproved purposes e.g. to retrieve, send, copy or display offensive messages, pictures or moving images.

5. Unless otherwise directed by a member of staff, pupils must keep any digital device including a mobile phone or personal electronic equipment <u>switched off at all times</u> when on the school premises.

6. Pupils must follow the school rules regarding the use of electronic equipment when involved in educational visits or other school events.

USE OF IMAGES

With respect to the school's usage of digital images, whether for internal or external use, parental consent will be obtained.

- These images will only be used for the duration of the child's attendance at the school or thereafter with permission.
- Members of staff are responsible for deleting digital images on school devices or transferring them onto a shared area on the school network at the end of each academic year.
- Any other photographs being stored on a CD/ DVD will be kept in the Principal's Office.
- Authorised access will only be permitted by the Principal (or the Vice-Principal / Head of Key Stage in the absence of the Principal) or the ICT Coordinators.

SCHOOL WEBSITE

Our school web site is intended to:

- provide accurate, up-to-date information about our school;
- celebrate good work;

- provide pupils with the opportunity to publish their work on the internet;
- promote the school.

Parents' permission will be needed before a child's image can be published on the Internet.
Conditions of use on our school website
1. The school will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image or video or scanned piece of work. General labels and captions will apply.
2. The school will not include personal e-mail, postal addresses or telephone numbers of any pupil or staff member.
3. The school will only use images of pupils who are wearing school uniform or the appropriate costume/kit relating to the activity being photographed.

The ICT co-ordinator and other members of staff are responsible for up-loading pages to the school web site, ensuring that the links work and are up-to-date.

The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual e-mail 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 web site.

School website address: http://www.holywoodprimary.org.uk

RISK ASSESSMENTS

21st century life presents dangers including violence, racism and exploitation from which pupils need to be reasonably protected. At an appropriate age and maturity pupils learn to recognise and avoid these risks — to become "Internet-wise" and ultimately good "digital citizens". Holywood Primary School acknowledges the need to perform risk assessments on the technologies within the school to ensure that they are fully aware of and can mitigate against the potential risks involved with their use. Pupils need to know how to cope if they come across inappropriate material or situations online. The school risk assessments help inform the teaching and learning, develop best practice for pupils and adults and are referenced in this policy along with the eLearning, Social Media, ICT and Use of iPad policies.

POLICY REVIEW

The Acceptable use of the Internet and Digital Technologies Policy will be revised and updated regularly to take account of changing technologies and methods of Internet access.
Created by: D Crookshanks (Principal)
Reviewed by: R McConnell and T Field (ICT Coordinators)
Date: March 2024
To be revised: 2026-2027

This policy acknowledges and complies with DENI circular 2007/1, issued on 18 June 2007, on the subject of Acceptable Use of the Internet and Digital Technologies for Schools.

Source of information

 http://www.deni.gov.uk/22-acceptable_use_of_the_internet_de_circular.pdf
(Acceptable use of the Internet and Digital technologies in Schools based
 on DENI Circular 2007/1)

Further free advice for parents is available from the following sources:

http://www.parentscentre.gov.uk/usingcomputersandtheinternet/

http://www.childnet-int.org/kia/parents/

http://www.kidsmart.org.uk/

http://www.nch.org.uk/information/index.php?i=209

PARENTAL / CARER AGREEMENT

As a parent/guardian I have read and agree to comply, and encourage my child/ren to comply,
with the above policy for access to the Internet, Digital Technologies and use of the school
computer network during their attendance at Holywood Primary School. I acknowledge the fact
that although the school uses a filtered Internet service, and that staff take all possible
precautions to ensure inappropriate material does not appear on screen, it is impossible to
completely guarantee that such material does not appear and that the user is ultimately
responsible for materials that they access on the Internet through school facilities.
I take full responsibility for how my child uses the Internet and Digital Technologies outside
school for school assignments.

Holywood Primary School   APPENDIX 1
Pupils agreement for Responsible Internet use and other technology.
These rules will keep everyone safe and help us be fair to others.

- I will only access the school computer system with my own user login 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.
- I will use the Internet only for activities and work set by the school.
- 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 or unsuitable electronic messages; my messages will be polite, responsible and only signed in my name.
- I will not create, retrieve, download, send, copy, print or display onscreen offensive messages, pictures or moving images.
- I will only take part in Newsgroups or Chat, which have been approved by the school.
- I will respect the privacy of others. I will not publish their names, addresses, phone numbers, photographs or moving images.
- I will not use photographs or moving images of myself on the internet unless I have been given written permission by a parent.
- I will not give my full name, home address or telephone number to anyone over the Internet.
- I will not arrange to meet anyone I have or have been contacted by 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 immediately report to a member of staff if any unpleasant material or messages are sent to me because this will help 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 intentionally waste school resources. e.g. paper and ink.
- I will not download software from the Internet.
- I will not bring in memory sticks or any other format of electronic data from outside school unless I have been given permission.
- Unless otherwise directed by a member of staff, I must keep any digital device, including a mobile phone or personal electronic equipment, switched off at all times when on the school premises.
- I will follow the school rules regarding the use of electronic equipment when involved in educational visits or other school events.
- I understand that the school may check my files and will monitor the Internet sites I visit.
- I understand that I will be held accountable for my actions and for the loss of privileges if the Rules of Responsible Internet Use and the use of other technology are violated.

I agree to accept the rules for Responsible Internet use and the use of other technology whilst a pupil at Holywood Primary School.
I agree to abide by the school's guidelines on the use of mobile phones, hand held computers, personal organisers and any other personal ICT equipment. I accept that the school takes no responsibility for loss or damage to personal ICT equipment brought to school or taken on educational outings.

Pupil Name: _____	Class _____
Pupil Signature: _____	Date _____
Parent/ Guardian Signature _____	Date _____

APPENDIX 2

Holywood Primary School - Staff Acceptable Use Policy Agreement.

This Acceptable Use Policy is intended to ensure:

• That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

• That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

• That staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement.
I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:
•I understand that the School Management Team and / or ICT Co-ordinators will monitor my use of the ICT systems, email and other digital communications.

•I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set.

•I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

•I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:
•I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

•I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.

•I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by full name, or other personal information, those who are featured.

•I will only use social networking sites in school in accordance with the school's policies.

•I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.

•I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the Education Authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

•When I use my mobile devices (PDA / laptop / mobile phone / USB device / iPad etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up-to-date anti-virus software and are free from viruses.

•I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

•I will ensure that my data is regularly backed up.

•I will not try to upload, download or access any materials that are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

•I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

•I will not install or attempt to install programmes on any digital device nor will I try to alter computer settings, unless this is allowed in school. (e.g. download Apps which have a cost)

•I will not disable or cause any damage to school equipment, or the equipment belonging to others.

•I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:
•I will ensure that I have permission to use the original work of others in my own work
•Where work is protected by copyright, I will not download or distribute copies (including music and moving images).

I understand that I am responsible for my actions in and out of the school:
•I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.

•I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff Name: _____

Signed: _____   Date: _____