Carr's Glen Primary School
629 Oldpark Road
Belfast
Co.Antrim
BT14 6QX
August 2019

Carr's Glen Primary
and
Nursery School

Online Safety Policy 2019

Schedule for Development/Monitoring/Review

The online safety policy was approved by the Board of Governors on:	September 2019
The implementation of this Online safety policy will be monitored by the:	ICT Co-ordinator and Principal
The policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, threats or incidents. The next review will be:	August 2020
Should serious online safety incidents take place, the following external persons/agencies should be informed:	PSNI/Social Services

Introduction

In Carr's Glen PS 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. This 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.

"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 Carr's Glen Primary school based on DE Circular 2013/25. The policy has been drawn up by the staff of the school under the leadership of the Principal & ICT Co-ordinator.

It has been approved by governors and circulated to all parents.

The policy and its implementation will be reviewed regularly.

Roles and Responsibilities

The following section outlines the Online Safety rules and responsibilities of individuals and groups within school.

Board of Governors

Governors are responsible for the approval of the Online Safety Policy. Governors will be provided with regular information about Online Safety incidents

Principal and Senior Leaders

- The principal has a duty of care for ensuring the safety (including Online Safety) of members of the school community, though the day to day responsibility for Online Safety will be delegated to the Online Safety Team.

- The principal and members of the Online Safety Team should be aware of the procedures to be followed in the event of a serious Online Safety allegation being made against a member of staff

- The principal and Senior Leaders are responsible for ensuring that the Online Safety Team and other relevant staff receive suitable training to enable them to carry out their Online Safety roles and to train other colleagues, as relevant

- The Senior Leadership Team will receive regular monitoring reports from the Online Safety Team

Online Safety Co-ordinator (along with Online Safety team)

- Leads the Online Safety Team

- Takes day to day responsibility for Online Safety issues and has a leading role in

establishing and reviewing the school Online Safety policies/documents

- Ensures that all staff are aware of the procedures that need to be followed in the event of an Online Safety incident taking place.

- Provides training and advice for staff

- Receives reports of Online Safety incidents and create a log of incidents to inform future Online Safety developments

- Reports regularly to Senior Leadership Team

Staff

- All staff will sign an Acceptable Use Agreement on appointment

- They have an up to date awareness of Online Safety matters and of the current school Online Safety policy and practices

- **They report any suspected misuse or problem to the Online Safety coordinator**

- Staff must be aware of dangers to themselves in monitoring ICT use, for instance in viewing inappropriate images to investigate their source. Any allegation of inappropriate behaviour must be reported to Senior Leadership.

- All digital communications with students/parents/pupils/carers should be on a professional level

- Ensure Online Safety issues are embedded in all aspects of the curriculum and other activities.

- Ensure pupils understand and follow the Online Safety and Acceptable Use Policies

- In lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

Designated Child Protection Teacher

The designated child protection teach should be trained in Online Safety issues and be aware of the potential for serious child protection/safeguarding issues to arise from:

- Sharing of personal data

- Access to illegal/inappropriate materials

- In appropriate on-line contact with adults/strangers

- Cyber-bullying

- GDPR

Pupils

- All pupils will sign an Acceptable Use Policy and use the school systems in accordance with this

- Staff reserve the right to enter any pupil's folder

- Pupils must not use the Internet for unapproved purposes

- Pupil's should be discouraged from bringing mobile phones on the grounds that they are valuable, capable of storing images and don not have internet filters appropriate for school. If mobile phones are brought to school they must not be switched on during school time.

- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so

- Should understand the importance of adapting good Online Safety practise when using digital technologies in and out of school and realise that the schools Online Safety policy covers their actions out of school, if related to their membership of the school

Parents

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and by any other means.

Parents and carers will be encouraged to support the school in promoting good Online Safety practice and to follow guidelines on the appropriate use of:

- Digital and video images taken at school events

- Their children's personal devices in the school

- Parents will be asked to sign and return a consent form for Acceptable Use of technology and permission for pupil access to Internet

- Parents should be aware that the Use of the Internet in school is closely monitored

- Parents should be aware that no photographs of pupils will be available online without parents giving their permission and that all photos will be disposed of appropriately according to GDPR Policy

- Parents should discourage pupils from bringing mobile technology to school on the grounds that internet access becomes very difficult to police

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

Community Users

Community Users who access school systems as part of the wider school provision will be monitored appropriately.

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 Carr's Glen PS 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, ipads 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, ipads, PDAs) are 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. Any breach of the code must be reported using the appropriate form as in Appendix A at the end of this policy.

Code of Practice for pupils

Pupil access to the Internet is through a filtered service provided by C2K, which should ensure use made of resources is safe and secure, while protecting users and systems from abuse. Parental permission is sought from parents before pupils access the Internet. Some ipads are using a BT filtered service which is closely monitored and has a Filtering Policy.

In addition, the following key measures have been adopted by Carr's Glen PS to ensure our pupils do not access any inappropriate material:

- The school's Code of Practice for use of the Internet and other digital technologies (enclosed) is made explicit to all pupils and is displayed prominently;
- Our Code of Practice is reviewed each school year and sent out in Year 1 each year and also in Year 5;
- A separate Code of Practice is used with the nursery unit.
- Pupils using the Internet will normally be working in highly-visible areas of the school;
- All online activity is for appropriate educational purposes and is supervised, where possible;
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group;
- All children are trained in Online Safety using suitable resources. The school celebrate E-safety week in February and all classes share activities that have taken place during that week.

It should be accepted, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor C2K can accept liability under such circumstances.

The use of mobile phones 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.

The playing of computer games and access to social networking sites will normally not be permitted during school hours, unless specifically permitted by the teacher.

Code of practice for staff

Staff have agreed to the following Code of Safe Practice:

- 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 and discussed with pupils.
- All pupils using the Internet have written permission from their parents.
- When children are using Google teachers must be proactive in their supervision
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal/ICT coordinator.
- In the interests of system security, staff passwords should only be shared with the network manager but it is understandable that children may have knowledge of their teacher's password to help unlock the computer in the classroom. Children should not be logged on as their teacher unless supervised.
- 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.
- Staff should NOT take any photos of children with their personal devices.

Internet Safety Awareness

In Carr's Glen PS 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.

Risk Assessment

Life in the 21st century presents dangers including violence, racism and exploitation from which pupils need to be reasonably protected. The school, to the best of its knowledge, has considered all new technologies wisely to ensure that it is fully aware of and can mitigate against the potential risks involved with their use. In so doing, pupils are informed of what to do if they come across inappropriate material or situations online.

Digital and Video Images of Pupils

Parental permission is sought to cover the use of photographs of pupils on the school website, facebook page, in the local press and for displays etc within school and written permission must be obtained from parent/carer. The GDPR policy states how photos will be stored and how they will be destroyed/deleted when the children leave Carr's Glen PS.

School Website

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. In order to minimise risks of any images of pupils on the school website being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions;
- Full names and images are kept separate
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

Storage of images

Digital and video images of pupils are, where possible, taken with school equipment. Images are stored in each teacher's own username in 'My pictures', or in a specific folder in Public if needed by the children, on the school network.

Social Software

Chatrooms, blogs and other social networking sites are blocked by the C2K filters so pupils do not have access to them in the school environment. However, 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 discipline policy and child protection procedures. Pupils are aware that any misuse of mobile phones/hand held devices/websites/email should be reported to a member of staff immediately who then must pass this on to the ICT coordinator.

Social Media – Protecting Professional Development

School staff should ensure:

- No reference should be made in social media to pupils, parents/carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to Carr's Glen PS or local authority
- They do not correspond with pupils through social networking sites and add them as 'friends'

- Security settings on personal social media profiles are regularly checked to minimize risk of loss of personal information. Staff must try and ensure their profiles are private to deter parents gaining personal information about them.

Carr's Glen Primary School's use of social media for professional purposes will be checked regularly by the Online Safety Team to ensure compliance with the school's policies.

BYOD – Bring Your Own Device

The school allows children in Year 6-7 to bring their own devices to school to be used for classwork and at the teacher's discretion. Children and parents must sign the BYOD agreement to be allowed to do this. All rules are stated in this document.

Parental agreement

Having read the school's Internet acceptable use policy parents are asked to complete and return a permission form and user agreement on behalf of their child. This is available from the Office and will be given to all new pupils upon entry to the school.

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 class teacher and may result in a temporary or permanent ban on Internet use or use of computers/devices. Incidents involving child protection issues will be dealt with in accordance with school child protection procedures.

Handling E-Safety Complaints

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities

- Parent, teachers and pupils should know how to submit a complaint
- A range of sanctions will be required when rules are breached, linked to the school's behaviour policy

Illegal Incidents

- If there is any other suspected illegal activity, report to the Online Safety Team
- If the school identifies a suspect device it should not be used or viewed. Schools should isolate any devices concerned.

After a major or minor incident a comprehensive debriefing should occur to review school policy and procedures, to make and monitor any necessary changes and to maximize what can be learnt

- Complaints of internet misuse will be dealt with by Online Safety Team
- Any complaint about staff misuse must be referred to the Online Safety Coordinator
- 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

<u>Acceptable Use Policy – Code of Practice for Pupils and Parents</u>
<u>*Nursery*</u>

Agreement and Consent Form

All pupils use Digital Devices including Internet access as an essential part of learning, as required by the curriculum. Both pupils and their parents/carers are asked to read the rules and sign to show that these have been understood and agreed.

Parent's consent and Pupil Agreement for Internet Access

- An adult has explained the Acceptable Use Agreement to me(child)

Pupil:	Class:

- I have read and understood the school Online Safety Rules and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- I understand that the school cannot be held responsible for all the content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of Internet facilities.

Signed: (Parent)	Date:

Carr's Glen Primary School   *Online Safety Policy 2019*

Acceptable Use Agreement for Pupils (Nursery)

Pupils:

- I will look after the school's technology

- I will only use the computer/devices when my teacher allows me

- I will only use the internet when an adult is with me

- I will only use the computers/devices for school work and homework unless otherwise given permission

- I understand that all mobile/camera phones must be switched off during school (we would encourage none to be brought in but know this isn't always feasible)

- I understand that if I deliberately break these rules I could be stopped from using the internet/computers/devices and my Parent/Guardian will be informed

- I will follow the 'Be Smart Rules' (these will be discussed at the beginning of each school year)

<u>Acceptable Use Policy – Code of Practice for Pupils and Parents</u>
Agreement and Consent Form

All pupils use Digital Devices including Internet access as an essential part of learning, as required by the curriculum. Both pupils and their parents/carers are asked to read the rules and sign to show that these have been understood and agreed.

Pupil:	Class:

Pupil's Agreement

- An adult has explained the Acceptable Use Agreement to me

Signed: (Pupil)	Date:

Parent's consent for Internet Access

- I have read and understood the school Online Safety Rules and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
- I understand that the school cannot be held responsible for all the content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of Internet facilities.

Signed: (Parent)	Date:

Acceptable Use Agreement for Pupils

Year 1-4

Pupils:

- I will look after the school's technology

- I will immediately close any webpage I am not sure about

- I will always ask if I get lost on the Internet

- I will only use the computer/devices when my teacher allows me

- I will only use the internet when an adult is with me

- I will ask permission from a member of staff before using the internet

- I will only use search engines in the presence of a teacher or another adult in school

- I will access the system with my own username and password, which I will keep safe and secure

- I will not access other people's files without permission

- I will only use the computers/devices for school work and homework unless otherwise given permission

- I understand that the school may check my computer files and may monitor Internet sites I visit

- I understand that all mobile/camera phones must be switched off during school (we would encourage none to be brought in but know this isn't always feasible)

- I will not use internet chat rooms

- I understand that if I deliberately break these rules I could be stopped from using the internet/computers/devices and my Parent/Guardian will be informed

- I will follow the 'Be Smart Rules' (these will be discussed at the beginning of each school year)

Acceptable Use Agreement for Pupils

Year 5-7

Pupils:

- I will look after the school's technology
- I will immediately close any webpage I am not sure about
- I will always ask if I get lost on the Internet
- I will only use the computer/devices when my teacher allows me
- I will only use the internet when an adult is with me
- I will ask permission from a member of staff before using the internet
- I will only use search engines in the presence of a teacher or another adult in school
- I will access the system with my own username and password, which I will keep safe and secure
- I will not access other people's files without permission
- I will only use the computers/devices for school work and homework unless otherwise given permission
- I understand that the school may check my computer files and may monitor Internet sites I visit
- I understand that all mobile/camera phones must be switched off during school (we would encourage none to be brought in but know this isn't always feasible)
- I will only email people I know, or my teacher has approved (Year 5 - 7 only)
- I will not open emails sent by someone I don't know (Year 5 - 7 only)
- The messages I send will be polite and responsible
- I will report any unpleasant material or message sent to me
- I will not use internet chat rooms
- I understand that if I deliberately break these rules I could be stopped from using the internet/computers/devices and my Parent/Guardian will be informed
- I will follow the 'Be Smart Rules' (these will be discussed at the beginning of each school year)

<u>Acceptable Use Agreement for Staff/Volunteers</u>

To ensure that staff are fully aware of their professional responsibilities when using information systems, that are asked to sign this Acceptable Use agreement. Staff should consult with the Online Safety Policy 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 the school may monitor my information systems and Internet use to ensure policy compliance
- Access should only be made via the authorized account and password, which should not be made available to any other person. (Please Note children may need staff passwords to help unlock the computer but they should not be working on the computer logged on as a teacher unless supervised.)
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off school premises or accessed remotely and according to GDPR.
- I will report any incidents or concern regarding children's safety to the school Online Safety Coordinator or the Designated Child Protection Teacher
- I will ensure that my electronic communications with pupils are compatible with my professional role but all communication should be open to parents
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Copyright of materials must be respected
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden
- Staff must NEVER do a live you tube search in front of the children
- I will adhere to Use of Social Media guidelines as set out in the Online Safety Policy
- I will promote Online Safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create
- I understand that staff members may NOT use personal digital cameras/phones to take photos of children, a school device must be used

The school may exercise its right to monitor the use of the systems when it believes it necessary to do so.

I have read, understood and agree with the Acceptable Use Agreement
Signed: _____
Name: _____ Date: _____

Carr's Glen Primary School   *Online Safety Policy 2019*

Bring Your Own Device Agreement (Year 6-7)

My child is able to bring a portable computer device e.g. tablet, ipod, ipad (Not a phone) to use as a learning tool in the classroom to support their learning or during golden time **if allowed by the teacher.**

- I have read the Acceptable Use policy with my child and signed and returned it.
- I agree that my child is responsible for the safety and security of their device.
- I am aware the device is covered by the owner's insurance. The school cannot be held responsible for loss or damage of the device.
- I understand that there may be times when the use of mobile devices is not appropriate, and agree that my child will power down when asked by a member of staff.
- I agree that any downloading of Apps will be done outside the school environment, i.e at home unless with permission of the teacher and if so I will need to come to school with my itunes store signed in
- I have signed out of my itunes store account. Check this by tapping Setting > Store. It should read "Account: Not signed in". (Apple users only)
- I am aware the school may not be able to support any technical issues and/or upgrades of the device.
- I understand that the device is used at the teacher's discretion. It will not be used during morning intervals and lunch breaks.
- I understand the internet will not be accessed on this device whilst in school.
- I have installed Find my iPad or equivalent app.
- I must not take photos on my device.
- I must not bring in damaged devices.

Name of Pupil _____ *Year* _____ *Room* _____

Device Type _____

Serial Number _____ *(11 or 12 characters normally)*

I agree to the above information and understand that misuse of the device will result in the device being taken from the child and stored until retrieved by a parent.

Signed _____   _____

       Pupil   *Parent*

Date _____

Carr's Glen Primary School   *Online Safety Policy 2019*

Be SMART When Using the Internet

Remember to use SMART rules when using the Internet on any device.

S **Safe**: You wouldn't give a stranger on the street personal information, so don't do it online. Stay safe by not posting or sharing personal information (name, address, password etc.).

M **Meeting:** It is dangerous to meet someone that you have talked to online but never met. Never go without telling someone and always ask permission from parents' or carers' - they need to come with you!

A **Accepting:** There are loads of ways to download information on the Internet. Accepting emails, IM messages, text or pictures from a source you don't know (a person or company etc.) may contain viruses or inappropriate information!

R **Reliability:** Just because it is on the Internet does not mean it is true. Anyone can add or edit information on the internet, or even lie about who they are! Try to stick to websites you trust for information and only chat to friends and family.

T **Tell:** If anything happens that leaves you feeling worried or uncomfortable when using the Internet you need to tell someone. The best people to talk to are trusted adults - parents, carers, teachers etc.

Remember, talking to someone for a long time online still does not mean you really know them!

Always tell an adult if you are getting cyberbullied.

twinkl

www.twinkl.co.uk

Carr's Glen Primary School

Online Safety Report Form

Name of Person Reporting	
Date	
Time	
Location of incident	
Name of Child/Children/Person involved	
Incident *(as detailed as possible)*	
Follow Up *(e.g. sanctions, reported to parents, Child Protection, Police)*	

Signed _____ (Person reporting)

Signed _____ (Mrs Fulton)