



E-safety Policy incorporating Acceptable use of the Internet and Digital Technologies

This policy is centred on and complies with:

DENI Circular 2007/1 - "Acceptable Use of the Internet and Digital Technologies in Schools"

DENI Circular 2011/22 - "Internet Safety"

DENI Circular 2016/26 - "Effective Uses of mobile Digital Devices"

DENI Circular 2016/27 - "Online Safety"

DENI Circular 2017/04 - "Safeguarding & Child Protection in Schools - A Guide for Schools" & (Updated September 2024)

This policy should be read alongside our other Pastoral and Child Protection Policies and is not designed to be a standalone policy.

Introduction

Online safety in all cases in schools remains a paramount concern. Schools play a crucial role in raising awareness of the risks, highlighting the impact of behaviour when engaging in online technologies and educating children and young people about how to act appropriately and stay safe.

In St. Colman's 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. St Colman's Primary 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.

DE Circular 2007/01 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 St. Colman's Primary school. The policy has been drawn up by the staff of the school referencing best practice guidelines from Circulars, BECTA and CEOP under the leadership of the Safeguarding Team & ICT Leader.

In January 2014 the SBNI published its report "An exploration of e-safety messages to young people, parents and practitioners in NI". This report points to a number of important factors which should be taken

into account in an E-Safety Policy, not least that the young people's extensive use of technology leaves no doubt over the importance of online safety.

These risks have been defined under four categories:

Content Risks: The child has been exposed to harmful material.

Contact Risks: The child participates in adult initiated online activity.

Conduct Risks: The child is involved in bullying behaviour or subjected to bullying behaviour or is involved in very negative peer to peer exchange.

Commercial Risks: The child is exposed to inappropriate commercial marketing schemes, advertising or hidden costs.

Our work in this policy has been reviewed and approved by Governors (April 2018, June 2024) and will be circulated to all parents (September 2024).

The policy and its implementation will be reviewed regularly. Amendments will be made when deemed necessary following training and new guidance.

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 St. Colman's 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, Chromebooks, BenQ Boards, Surface Pros, 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) are subject to the same requirements as technology provided by the school.

The ICT Area Leader will monitor the effectiveness of our relevant Code of Practice, particularly in the light of new developments in technology.

As part of our good record keeping the principal, Mr Baine keeps an up-to-date record of potential breaches of the children's online safety.

Code of Practice for pupils

Pupil access to the Internet is through a filtered service provided by C2K which should ensure the educational use made of resources is safe and secure, whilst protecting users and systems from abuse. Parental permission is sought from parents before pupils access the Internet, normally as Year 1 pupils.

Apps used on the i-pads are purchased using the school's i-tunes account and are rigorously examined for their content. Apps are uniformly downloaded to all iPads. The Board of Governors is in agreement with this current system.

In addition, the following key measures have been adopted by St. Colman's 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 is made clear to all pupils and is displayed prominently.
- Our Code of Practice is reviewed each school year and signed by pupils/parents.
- Pupils using the Internet will normally be working in highly visible areas of the school under adult supervision.
- All online activity is for appropriate educational purposes and is supervised.
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group.
- Pupils in P4-P7 are educated in the safe and effective use of the Internet, through a number of selected programmes. (See below)

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 the principal.

In cases where classwork involves the use of ICT to communicate no such information is sent without the class teacher having seen and approved. This also applies to images.

Children are encouraged to tell their teacher; classroom assistant or parent should they feel they need to speak to someone or report a concern if they feel they need help with Internet safety.

In St. Colman's our ICT Leader is **Mr. Kernan**

Our core Safeguarding Team is:

Designated Teacher: **Ms Phoenix**

Deputy Designated Teacher: **Mr. McCaffery**

School Principal: **Mr. Baine**

Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's Promoting Positive Behaviour policy. Minor incidents will be managed by the principal and may result in a temporary or permanent ban on Internet use. Incidents involving bullying or child protection issues will be dealt with in accordance with school Child Protection procedures.

Code of practice for staff

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet should supervised by an adult at all times.
- All incidents of pupil or staff misuse of the internet should be reported in confidence to Mr. Baine or Ms Phoenix/Mr McCaffery. Mr. Kernan our ICT Leader can also be notified. The same procedures as used to report a Safeguarding concern should also be used. Staff have received up to date training in this procedure.
- 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.

- 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.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the Principal/ICT teacher leader.
- In the interests of system security, staff passwords should only be shared with the network manager.
- 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 only use mobile phones in designated areas - staffroom etc. Social Media must not be used during the school working day.
- Photographs of pupils should be taken with a school camera, iPad and images should be stored on a centralised area on the school network, accessible only to teaching staff.
- School systems may not be used for unauthorised commercial transactions.

Internet Safety Awareness

In St. Colman's 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.

Our children have learned that their proper use of digital technology applies both at home and at school and we encourage and teach them to make good choices. Parents are strongly advised to continually monitor their child's use of the internet. Parents are informed through the appropriate channels of new and concerning APPS or games and encouraged to ensure their child has no use of them.

Internet Safety Awareness for pupils

Our school relies on its preventative curriculum and PDMU to support our work in this field. We promote a whole school approach. The teaching and learning process provides age related opportunities for the children to exercise good, informed choices in using the internet and technology.

Our P6 & P7 Digital Buddies support our younger children in their use of ipads and Chromebooks.

The school actively promotes messages for our children on how to stay safe; how to protect themselves online and how to take responsibility for their own and other's safety.

Importantly, online safety risks are integrated across the curriculum for pupil sin all key stages.

Rules for the Acceptable use of the Internet are discussed with all pupils and are prominently displayed in classrooms. In addition, Key Stage 1 & 2 pupils follow a programme of Internet Safety Awareness using a range of online resources including CEOP's "Think U Know?" and REIM resources. Each year our Primary 6 & 7 children have focused sessions with REIM Training Solutions on the Use of Internet, Social Media and staying safe online.

Each year we enjoy a Safer Internet Day and the learning alongside the message.

Internet Safety Awareness for staff

The ICT Leader keeps informed and updated on issues relating to Internet Safety and attends regular courses. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants on a regular basis. All staff can recognise and are aware of online safety risks.

Internet Safety Awareness for parents

The Internet Safety Policy and Code of practice for pupils is sent home for parental signature. Internet safety leaflets for parents and carers also are sent home on a regular basis.

Health and Safety

The Governors of St. Colman's PS have attempted, in so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources, both in classrooms and in the shared resource areas. Pupils are supervised at all times when BenQ Boards are being used.

Digital and Video Images of Pupils

Parental permission is sought 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 parent/carer. This permission is sought at the beginning of the child's school career and/or at the beginning of each academic year.

School Website

Our school website and ClassDojo system 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. We believe this is a valuable aspect depicting daily life in our school:

- Group photos are used **where possible**, with general labels/captions.
- Names and images are kept separate in so far as possible - if a pupil is named their photograph is not used and vice-versa.
- The website & ClassDojo system does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.
- Our school website www.stcolmanslambeq.com uses a CEOP hyperlink to the Think, You Know advice/software for parent, pupil and class use.

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 school staff.

Social Software

Chatrooms, blogs and other social networking sites are blocked at present by the C2K filters, so pupils do not have access to them in the school environment. The school policy is that our children should not be using social media websites at all. These sites have age related content with many stating that only persons of age 13+ should be using them.

The school has use of Google Classroom, Microsoft Teams Videoconferencing Software and Virtual Learning Environments (VLE). This is used in line with this policy and our overarching aims and objectives. 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 Code of Conduct, Promoting Positive Behaviour Policy and Child Protection procedures. Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

Our school policy in this work is vehemently opposed to social networking sites i.e., Facebook, Snapchat, Instagram, Twitter, TikTok etc and agree with overarching policy that these sites **should not be accessed by children younger than 13 years**. The school has utilised the help of PSNI Community Police, NSPCC and REIM to assist the children to make good "Electronic" choices and keep themselves protected.

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/children. This is available from the Office and will be given to all new pupils upon entry to the school.

Points for Parents to Consider:

It is important to promote Internet Safety in the home and to monitor Internet use.

1. Take an interest in what children are doing. Discuss with the children what they see and why they are using the Internet.
2. Monitor on-line time and be aware of excessive hours spent on the Internet.
3. Advise children to take care and to use the Internet in a sensible and responsible manner. Know the SMART tips.
4. Discuss the fact that there are websites which are unsuitable.
5. Discuss how children can respond to unsuitable material/requests.
6. Tell children - Never give personal information on the Internet.
7. Remind children that people on-line may not be who they say.
8. Be vigilant. Ensure that children do not arrange to meet someone they meet online.
9. Be aware that children may be using the Internet in places other than in their own home or at school.



Mobile Phones & Devices

St. Colman's Primary School does not permit the use of personal mobile phones/devices by children in school or on trips.

Be aware of the safety issues regarding mobile devices. Increasingly these may have Internet access.

Encourage children to talk about how they use mobile devices. Remind children not to give mobile numbers to strangers and people they do not know very well. Talk about responsible use of text messaging.



Note:

Points for Children to Consider is recorded on poster form and on display in each classroom (attached)

St. Colman's Primary School

ICT Code of Practice Synopsis Agreement for Pupils and Parents

The school has installed Chromebooks, computers, i-pads and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will access the system with my login and password, which I will keep secret.
- I will not access other people's files without permission.
- I will only use the computers for schoolwork and homework.
- I will not bring an i-pad or other tablet into school without permission.
- I will ask permission from a member of staff before using the Internet.
- I will only e-mail people I know, or my teacher has approved.
- I will not open e-mails sent by someone I don't know.
- The messages I send will be polite, well thought out and responsible.
- I will not give my home address or telephone number or arrange to meet someone.
- I will report any unpleasant material or messages sent to me.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.
- I will not use Social Media sites or Internet chatrooms in school.
- I will never give out personal information or passwords.
- I will tell someone I trust if I feel uncomfortable or at risk using the Internet of e-technologies.

Parents should now refer to our Acceptable use of the Internet appendices for information and agreement.

St. Colman's PS

Digital and Video Images of Pupils

I have read section 5 of the school's Acceptable Use of the Internet and Digital Technologies policy and have circled below how I wish images of my child to be used.

Images/ Recordings of _____ (pupil's name) may be published in the following ways.		
On the school website	Yes	No
On television / in the press	Yes	No
For displays within school	Yes	No

Signed: (Parent/Guardian) Date:

Revised May 2024

Are you SMART on the internet?

At St Colman's we follow the SMART rules when we use the internet to help to keep ourselves safe.

Be smart on the
internet



Childnet
International
www.childnet.com

S

SAFE Keep safe by being careful not to give out personal information when chatting or posting online. Personal information includes your email address, phone number and password.



M

MEETING Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.



A

ACCEPTING Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



R

RELIABLE Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows.



T

TELL Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

You can report online abuse to the police at www.thinkuknow.co.uk

THINK
U
KNOW



www.kidsmart.org.uk

KidSMART



Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.



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