



# ICT and Online Safety Policies



## ICT Policy

### General Statement

ICT comprises a variety of systems that handle electronically retrievable information. These include computers, digital resources, interactive whiteboards, activ panels, floor robots, CD/DVD players, calculators, digital cameras and ipads.

ICT is concerned with the handling of electronic information and involves creating, collecting, holding, processing, presenting and communicating this information in a variety of ways for a variety of purposes.

Using Information and Communications Technology (UICT) is one of the three cross curricular skills in the Northern Ireland Curriculum, with an emphasis on the use of ICT resources to enhance and enrich all areas of learning.

### Rationale

Why should our pupils use ICT?

- ICT can enhance and enrich pupils' learning across the curriculum.
- ICT provides pupils with learning and teaching experiences not readily accessible otherwise.
- ICT provides a vehicle for the development of pupils' creativity.
- ICT can motivate and enthuse pupils.
- ICT can empower pupils, develop self-esteem and promote positive attitudes to learning.
- In to-day's information society, pupils need to develop ICT skills in order to access relevant information.
- ICT gives pupils immediate access to high quality learning materials.
- ICT has the flexibility to meet the individual needs and abilities of each pupil catering for both weak and high achievers.
- ICT promotes access for pupils with learning difficulties.
- ICT offers potential for effective group work and collaborative learning.
- ICT supports different types of learners - audio, visual and kinaesthetic.

### Aims

Our aims in using ICT in Teaching and Learning are to:

- extend and enhance learning across all areas of the curriculum.
- contribute to raising standards in literacy, numeracy and other areas of learning.
- encourage pupils to select and use ICT appropriate to the task.
- develop skills in the use of ICT and the ability to apply these skills in a range of curricular contexts.
- give children access to a variety of sources of information.
- instil in children a sense of confidence, achievement and enjoyment.
- enable pupils to extend their learning beyond the school environment.
- enable pupils to develop the skills of using ICT safely and responsibly in a safe learning environment.

Our aims in using ICT in Management are to:

- create, use and adapt high quality digital teaching resources.
- support communication with parents and the wider school community.
- encourage sharing of resources and good practice through ICT.
- increase professional efficiency through the use of ICT systems for planning, record keeping, reporting and communicating.
- enable the use of pupil performance data to inform strategic planning.

### Strategies for use of ICT

- Since the focus of the Northern Ireland Curriculum is now on 'Using' ICT skills, ICT is not taught as a distinct subject, but is a tool to be used in a variety of meaningful contexts throughout the curriculum.
- ICT is planned and delivered as an integral part of each curriculum area to support and enrich children's learning.
- All pupils are given equal access opportunities through management of ICT resources.
- ICT is a statutory entitlement for all pupils - never a punishment or reward.

### Planning and Progression

Planning for ICT ensures coverage of the statutory requirements for ICT as set out under the 5 'Es' - Explore, Express, Exchange, Evaluate and Exhibit. All pupils have opportunities to develop a wide range of skills and competencies commensurate with their age and abilities as they progress through the school from Year 1-7.

### Access

The school is well equipped to deliver a comprehensive curriculum. Each classroom has an interactive whiteboard or activ panel, 1-2 desktops, a laptop, at least one ipad and Apple TV. Pupils have access to laptops in the shared Resource Areas. In Key Stage 1 and 2 a flexible timetable is used to ensure equal access for all classes. An additional 11 iPads are also available which are booked by teachers using a central booking diary. There are other peripherals available for pupil use e.g. bee bots. At present we also run a lunch time computer clubs for pupils.

### Inclusion

The school's ICT facilities are available for use by all pupils and staff. All children will be given access to ICT regardless of gender, race, physical or sensory disability.

For pupils with learning difficulties appropriate use of ICT can often enhance access to other aspects of the curriculum.

### Internet and Online Safety

The school has internet access in every classroom and in shared areas. The Internet is a unique and exciting resource. It brings the world into the classroom by giving children access to a global network of educational resources. There is no doubt that the use of the Internet is an essential skill for children as they grow up in a digital world. Online Safety is concerned with safeguarding children in this digital world with an emphasis on learning to understand and use technologies in a positive way.

## Monitoring & Evaluating

Teachers routinely evaluate their use of ICT in learning and teaching and the impact on pupil outcomes. From September 2013 all teachers will have to report to parents in writing the levels attained in Year 4 and Year 7. Years 3, 5 and 6 will assess pupils making reference to the levels. All teachers from Year 2 upwards, will make regular use of online tasks to inform their judgement. Teachers will meet as required to ensure standardisation of levels (Year Groups/Key Stage/Whole School)

## School Development Plan

The school's action plan for ICT forms part of the overall School Development Plan, identifying and prioritising areas for development. This is reviewed on an annual basis, taking into account developments in technology and outcomes of monitoring and evaluation procedures.

## Staff Development

We recognise the need for the ongoing development of ICT capability to reflect the constantly changing nature of technology. We have a culture of continuing professional development of all staff, including support staff as appropriate. This will be provided in accordance with the school development plan and based on audits of identified need as well as developments in technology.

## Responsibilities of ICT Coordinator/C2k Manager

- Liaise with other members of staff to compile ICT policies.
- Review and update policies as required.
- Keep a list of computers and peripherals together with location and serial numbers.
- Advise on the training and support for whole staff and individual teachers.
- Ensure that ICT is included in teachers' planning.
- Support other teachers in the use and development of ICT in the curriculum.
- Regularly view pupils' work to ensure breadth of experience and progression.
- Report security incidents and inappropriate use to the principal.
- Liaise with C2k/Capita.

## Responsibilities of Class Teachers

- Integrate ICT throughout the curriculum.
- Acknowledge differentiation within planning and preparation.
- Ensure all pupils have equal access to all areas of ICT.
- Assess pupils' skills.
- Discuss with pupils the rules for the use of the computer. (see Appendix 1)
- Discuss with pupils the rules for using the internet and deliver a comprehensive Online Safety programme. (see Online Safety Policy)
- Monitor inappropriate use and report any security matters to ICT Co-ordinator/C2k Manager.
- Report hardware/software faults in writing to Miss M Campbell.
- Ensure all classroom equipment (computers, laptops, interactive whiteboard, ipads etc) are cleaned regularly.
- Vacuum projectors - Foundation Stage weekly and Key Stage 1 and 2 monthly.

## Online Safety Policy

*This policy is based on and complies with DENI Circular 2007/1 on Acceptable Use of the Internet and Digital Technologies in Schools.*

### **Introduction**

In Leaney Primary School 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 21<sup>st</sup> 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.

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 Leaney Primary School.

### **1. Code of Safe Practice**

When using the Internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, libel, fraud, discrimination and obscenity. The Code of Safe Practice for Leaney Primary School 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 ipads. 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,) are subject to the same requirements as technology provided by the school.

#### **♦ Code of Practice for pupils (See Appendix 2)**

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. Parental permission is sought from parents on an annual basis before pupils access the Internet.

In addition, the following key measures have been adopted 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 explicit to all pupils at the beginning of the school year and reinforced regularly.
- 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.
- 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.
- All pupils are educated in the safe and effective use of the Internet
- During school hours pupils are forbidden to play non-educational computer games or access social networking sites.
- 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. (For full details see Mobile Phone Policy)
- Apps used on the iPads are purchased using the school's i-tunes account and are rigorously examined for their content.
- Although YouTube and similar social media sites are accessible through iPads and active panels, pupils should not access them under any circumstances.
- Pupils should not bring any portable electronic devices into school.

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.

#### ◆ **Sanctions**

Incidents of technology misuse which arise will be dealt with in accordance with the school's Positive behaviour Policy. Minor incidents will be dealt with by the Principal/ICT Co-ordinator 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 child protection procedures.

#### ◆ **Code of practice for staff**

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet should be supervised by a teacher or classroom assistant at all times.
- All staff and pupils are aware of the rules for the safe and effective use of the Internet.
- All pupils using the Internet have written permission from their parents which is renewed annually and sent to the ICT co-ordinator for safe keeping.
- Any 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 Co-ordinator.
- In the interests of system security staff passwords should never be shared.

- Staff understand that the school has the right to monitor and access staff files, emails, internet use and any other activity using ICT network.
- Staff 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 should be careful not to download or use any materials which violate copyright rules.
- Photographs of pupils should, as far as possible, be taken with a school iPad and images should be deleted when no longer required.
- School systems may not be used for unauthorised commercial transactions or any other practices that would conflict with school procedures or policies.
- All staff are aware of the need to protect their own online reputation.
- All teachers are members of the Security Group Internet Streaming. This allows teachers to access videos on You Tube for teaching purposes. Teachers will take every precaution to ensure children are not exposed to unsuitable material/advertisements which may pop up on screen nor any unsuitable recommended videos on the sidebar.
- IEPs and other sensitive documents will not be stored in shared public folders including collaboration tools or file stores.

## 2. Online Safety

### For pupils

Rules for the Acceptable use of the Internet are discussed with all pupils. In addition, a planned Online Safety education programme for Years 1-7 takes place through both discrete lessons and wider curriculum areas.

Key areas addressed are:

#### Potential Contact

Children may come into contact with someone on-line who may wish to harm them.

Children should be taught:

- That people are not always who they say they are.
- That "Stranger Danger" applies to the people they encounter through the Internet.
- That they should never give out personal details or
- That they should never meet alone anyone contacted via the Internet, and
- That once they publish information it can be disseminated with ease and cannot be destroyed.

#### Inappropriate Content

Through the Internet there are unsuitable materials in many varieties. Anyone can post material on the Internet.

Children should be taught:-

- That information on the Internet is not always accurate or true.
- To question the source of information.
- How to respond to unsuitable materials or requests and that they should tell a teacher/adult immediately.

#### Excessive Commercialism

The Internet is a powerful vehicle for advertising. In visiting websites children have easy access to advertising which is very persuasive.

Children should be taught:

- Not to fill out forms with a lot of personal details.
- Not to use an adult's credit card number to order online products.

### **Cyberbullying**

Mobile phones, social media apps and gaming consoles can be used in a negative manner to intentionally hurt others.

Children should be taught

- Bullying in any form is unacceptable behaviour
- How to respond to all cases of cyberbullying

### **Online Safety Group**

An online safety group which is comprised of the Vice Principal, SENCO, ICT Co-ordinator and digital leaders is operational within the school. Pupils are aware if they access/inadvertently see anything online which is upsetting, or are victims of cyberbullying, they can talk to any member of this team. Digital leaders will report any disclosures to one of the adult members. All incidents will be dealt with in line with school procedures. Digital leaders will also maintain a monthly display to remind children of how to keep safe online. \*on hold due to Covid 19 pandemic

### **For staff**

The ICT Co-ordinator keeps informed and updated on issues relating to Online Safety. This information is then disseminated to all teaching staff. Online Safety is an integral part of Child Protection and as such will be included in all Child Protection training sessions.

### **For parents**

The Online Safety Policy is available on the school website. The Code of Practice for pupils is sent home at the start of each school year for parental signature along with Points for Parents to consider in order to encourage parents to regularly talk to their children about their activities online. An Online Safety Morning/Evening is held biannually to offer parents advice and help on how to keep children safe online. Our school website also has a live feed to the Parent Info website which provides up to date information regarding online safety.

## **3. Community Use of School ICT Resources**

The school's ICT facilities are used as a community resource under the Extended Schools programme. Users are issued with separate usernames and passwords by C2K. They must also agree to the school's Acceptable Use of the Internet policy before participating and only access pre-selected and appropriate websites under the guidance of a tutor.

## **4. Health and Safety**

We have attempted, as far as possible, to ensure a safe working environment for pupils and staff using ICT resources, both in classrooms and in the Resource Areas.

## **5. 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 (See Appendix 3)

- ◆ Social Media

Our school website, Facebook and Twitter promote and provide 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.
- 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. Under GDPR and the Data Protection Act, personal data should only be retained for the length of time it is required for therefore any photographs, when they no longer serve the purpose for which they were taken, will be deleted.

## **6. Social Software**

Chat rooms, 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 children will have access to a safe online collaborative site controlled by C2K.

However, we regard the education of pupils in the safe and responsible use of social software as vitally important and this is addressed through our Online Safety programme.

Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's 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.

## **7. Mobile Phones**

See Mobile Phone Policy

## **8. "The COVID-19 pandemic and partial closure of schools for a prolonged period of time means that staff will have to adjust their current practice to include teaching and interacting with young people online." (Online Teaching Methods, Contact with Children and families and Multidisciplinary Working EA 2020)**

During any times of remote or blended learning activities will be set in line with planned learning on the Seesaw app. All set work will be monitored daily and constructive feedback given. During prolonged closures any "face to face" meetings may be held between teachers and their class using Microsoft Teams or Collaborate Ultra. Contact will be made with parents if children are not completing their work regularly.

During any period of remote learning staff should:

- Avoid contacting pupils by phone except in exceptional circumstances and in agreement with the principal.
- Only use C2k email account, school info account or Seesaw app to contact parents.

- Be aware that conventional professional teaching standards apply to online learning.
- Monitor activities/provide feedback during normal school hours (as far as is possible).

Parents will be kept informed of closures/notifications from EA etc through Facebook, Seesaw and the school Jotter app.

### **Review**

Because of the rapidly changing nature of technology this policy will be reviewed regularly by the ICT Co-ordinator, in consultation with the Principal, teaching staff and governors.  
(November 2020)

# Points for Parents to Consider

**It is important to promote Online 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 on line.
9. Be aware that children may be using the Internet in places other than in their own home or at school.

For further advice access the Online Safety section of our school website at

[www.leaneyps.co.uk](http://www.leaneyps.co.uk)

# Points for Children to Consider

## Follow These SMART TIPS



**S**ecret - always keep your name, address, mobile phone number and password private - it's like giving out the keys to your home!



**M**eeting someone you have contacted in cyberspace can be dangerous. Only do so with your parent's/carer's permission, and then when they can be present.



**A**ccepting e-mails or opening files from people you don't really know or trust can get you into trouble - they may contain viruses or nasty messages.



**R**emember someone on-line may be lying and not be who they say they are. Stick to the public areas in chat rooms and if you feel uncomfortable simply get out of there!



**T**ell your parent or carer if someone or something makes you feel uncomfortable or worried.

**SMART TIPS** from "Helping your parents be cool about the Internet", produced by: Northern Ireland Area Child Protection Committee.

## Appendix 1

### RULES FOR COMPUTER USE

- Children should recognise that computer equipment is expensive and be made aware that care needs to be taken with it.
- Food and drink must not be in the computer area.
- Children should not plug in electrical equipment.
- Care should be taken to avoid any damage to all digital equipment.
- When working collaboratively children should be encouraged to share access to the keyboard/mouse.
- iPads will only be carried from class to class by digital leaders/Year 7 children (or adults)

## Appendix 2

(Foundation Stage and Key Stage 1)

# **ICT Code of Practice Agreement for Pupils and Parents**

***These rules will keep everyone safe and help us be fair to others.***

- I will work towards being able to / will login to the computer using my username and password.
- I will not open other people's files or interfere with any work stored on computers or iPads.
- I will only use the computers for school work.
- I will only access the Internet when in the presence of a teacher or classroom assistant.
- I understand that the school may check my computer files or activity and can monitor the Internet sites I visit.
- I will not attempt to access Internet chat rooms in school.
- I will never give out personal information or passwords.
- I understand that breaking these rules will result in disciplinary action in accordance with school policy.

-X-----

Signed by child \_\_\_\_\_

I have read and discussed the ICT Code of Practice with my child and give permission for him/her to access the Internet.

Signed by parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# ICT Code of Practice Agreement for Pupils and Parents

**These rules will keep everyone safe and help us be fair to others.**

- I will login to the computer using my username and password.
- I will not open other people's files or interfere with any work stored on computers or iPads.
- I will only use the computers for school work.
- I will only access the Internet and email when in the presence of a teacher or classroom assistant
- I will only e-mail people my teacher has approved.
- I will not open e-mails sent by someone I don't know.
- The messages I send will be polite and responsible.
- I will report any unpleasant material or messages sent to me.
- I understand that the school may check my computer files or activity and can monitor the Internet sites I visit.
- I will not attempt to access Internet chat rooms in school.
- I will never give out personal information or passwords.
- I understand that breaking these rules will result in disciplinary action in accordance with school policy.

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Signed by child \_\_\_\_\_

I have read and discussed the ICT Code of Practice with my child and give permission for him/her to access the Internet.

Signed by parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## CONSENT FORM FOR PHOTOGRAPHS AND FOOTAGE

Consent Form for .....

Date of Birth .....

Name of Class Teacher .....

Photographs and recordings of pupils for School, family and press are a source of pride to both the pupils and their families//legal guardians. Taking, keeping and publishing photographs and video footage involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulation, we are required to obtain express consent to the use of a pupil's image for example in school displays, performances, newsletters, prospectus and our social media platforms.

In all instances below, the image or footage may be of an individual, small group, class or classes. Where pupils are named, we will use first names only unless we have sought prior permission from you to publish full names. We will only use photographs and footage where pupils are appropriately dressed to reduce the risk of inappropriate use of the images or footage.

This consent form is valid for the academic year 2020 to 2021. It will be updated on an annual basis.

I give permission for photographs, voice recordings, videos or schoolwork of my child to be taken and used within school, for example: displays in school entrance.	Yes/No
I give permission for photographs, voice recordings or videos of my child to be used on the School's website and our school-managed social media portals, for example: as part of a school trip blog.	Yes/No
My child may be named in the associated captions or articles on the website or school-managed social media portals.	Yes/No
My child's image, voice or work may be used in school promotional materials, for example: prospectus, other publications that we produce for promotional purposes.	Yes/No
I give permission for representatives from the local press to take photos of my child and publish them in the local papers (which may include publication of first name).	Yes/No

Signed: \_\_\_\_\_ (Parent or Guardian)

Date: \_\_\_\_\_