



Whitehead

Primary School
& Nursery Unit

'LEARNING AND GROWING TOGETHER'

Acceptable use of the Internet and Digital Technologies Policy

Last Review	April 2020	G Baird
Next Review	February 2024	G Baird

This policy is based on and complies with DENI Circular 2007/1 on acceptable use of the internet and an addendum to this document DENI Circular 2011/12.

At Whitehead Primary School we believe that the internet and other digital technologies are very powerful resources which can enhance and potentially transform learning and teaching when used effectively and appropriately. We provide pupils with opportunities to use the excellent resources on the internet and endeavour to develop 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 policy:

- sets out the practices for the safe and effective use of the Internet in Whitehead Primary School.
- has been drawn up by the staff of the school under the leadership of the principal and ICT Curriculum Leader.
- has been approved by governors and is available for all parents to view on our school website.

The policy and its implementation will be reviewed annually.

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 Whitehead 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 into school premises (such as mobile phones, camera phones etc.) is subject to the same requirements as technology provided by the school. Likewise, any materials or resources downloaded by teachers, pupils or parents from outside the C2K filtered network should be deemed suitable for use in the classroom and also comply with the relevant legislation mentioned above.

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

Code of Practice for pupils

Pupils 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 for pupils upon entry to school before they can access the Internet.

In addition, the following key measures have been adopted by Whitehead Primary School to ensure our pupils do not access any inappropriate material.

- The school Code of Practice for use of the Internet and other digital technologies is made explicit to all pupils and is displayed on iPad home screens
- Children using the Internet will work in visible areas of 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
- Pupils throughout all key stages are educated in the safe and effective use of the Internet, through Whitehead Primary School's Internet safety program

It should be accepted that, however rigorous these measures may be, they can never be 100% effective. Neither Whitehead Primary School nor C2K can accept liability under such circumstances. The use of mobile phones by pupils is not permitted on the school premises during school hours, unless in exceptional circumstances, where permission may be granted by a member of staff. Any mobile phones brought into school must be left in the school secretary's office.

During school hours, pupils are forbidden to play computer games or access social networking sites.

Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's Positive Behaviour Management Policy. Minor incidents will be dealt with by the Principal/ICT Curriculum Leader and may result in a temporary or permanent ban on Internet use in school. Such incidents will be recorded by the class teacher using Appendix I and reported to the ICT Curriculum Leader. 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 an adult at all times
- All pupils are aware of the rules for the safe and effective use of the Internet – these are discussed with pupils
- All pupils using the Internet have written permission from their parents/guardians

- Any websites used should be checked beforehand by teachers to ensure that there is no unsuitable content and that material is age appropriate
- Any resources or materials downloaded outside of the C2K filtered system should be checked by teachers to ensure that 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 ICT Curriculum Leader and Principal
- In the interests of system security staff passwords should only be shared with the network manager
- Teachers are aware that the C2K system tracks all Internet use and records the sites visited
- Teachers are aware that the C2K system 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
- Photographs of pupils should, where possible, be stored in a centralised area on the school network, accessible only to teaching staff. Photographs taken on personal devices should be removed at the earliest opportunity
- School systems may not be used for unauthorised commercial transactions

Internet Safety Awareness

In Whitehead Primary School 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.

Internet safety awareness for pupils

Rules for the acceptable use of the Internet are discussed with all pupils and are displayed on iPad home screens. In addition, pupils in all key stages follow a programme of Internet safety awareness using paper and online resources.

Internet safety awareness for staff

The ICT curriculum leader keeps informed and updated on issues relating to Internet safety and attends regular courses. This training is then disseminated to all teaching staff where appropriate.

Internet safety awareness for parents

The Internet Safety Policy and Code of Practice for pupils is made available to parents on the school website (www.whiteheadps.com) and is sent home with new pupils for parental signature. Internet safety information for parents and carers is also shared regularly on the school Facebook page.

Health and Safety

Whitehead Primary School have attempted, as far as possible, to ensure a safe working environment for pupils and teachers, using ICT resources in school. Pupils are supervised at all times when Interactive whiteboards are being used.

Digital and Video Images of Pupils

Written parental permission is sought for new pupils to cover the use of photographs of pupils on the school website/Facebook page, in the local press and for displays etc. within school, in line with GDPR regulations.

▪ School Website and Smartphone App

Our school website and smartphone application promote and provide up to date information about the school, as well as giving pupils opportunity to showcase their work and other aspects of school life. In order to minimise risk of any images of pupils being used inappropriately the following steps are taken:

1. Group photos are used when possible, with general labels/captions
2. Names and images are kept separate – if a pupil is named their photograph is not used and vice-versa
3. The website does not include home addresses, telephone numbers, personal emails 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 on a centralised area on the school network, accessible only to teaching staff.

Social software

Chatrooms, blogs and other social networking sites are blocked by the C2K filters so pupils do not have access to them inside the school environment. However, we regard the education of pupils on the safe and responsible use of software as vitally important and this is addressed through 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 Positive Behaviour Management 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.



Appendix I



Internet Usage Record of Concern

Name of reporting member of staff					
Date of incident		Time of incident		Class	
Details of the incident / concern (devices / children involved etc.)					
Action taken so far					
Signature of reporting member of staff					
Date					