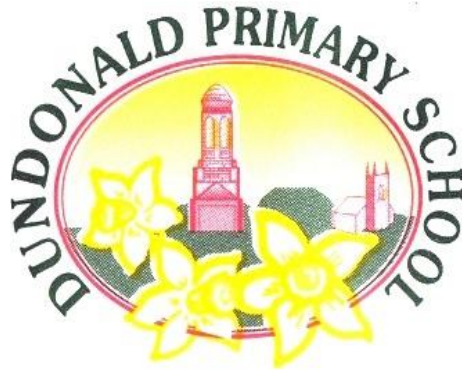


DUNDONALD PRIMARY SCHOOL
& NURSERY UNIT



Together we ...

Inspire Believe Achieve

Safeguarding
e-Safety Policy

Our school is a UNICEF Rights Respecting School and Articles 3 & 17 of the United Nations Convention on the Rights of the Child underpins our school vision:

“The best interests of the child must be a top priority in all things that affect children”

“You have the right to get information that is important to your wellbeing, from radio, newspaper, books, computers and other sources. Adults should make sure the information you are getting is not harmful, and help you find and understand the information you need”

School Vision

At Dundonald Primary School our vision is **Together we ... 'Inspire Believe Achieve'**. We strive to provide a safe and stimulating environment, which offers a broad based education within which children will reach their full potential in a changing world.

Context

All schools are required to have an Acceptable Use Policy for the Internet and Digital Technologies in Schools as outlined in the DENI Circular 2007/1 'Acceptable Use of the Internet and Digital Technologies in Schools'. The following DENI Circulars have also issued guidance to schools on e-safety: 2011/22 'Internet Safety', 2013/25 'e-Safety Guidance', 2016/26 'Effective Educational Uses of Mobile Digital Devices' and 2016/27 'e-Safety'. This policy has been drafted in consultation with DENI guidelines for schools. It should also be read in conjunction with the school's Child Protection Policy.

It also links to Article 17 from the UN Convention on the Rights of the Child which states: *'You have the right to get information that is important to your wellbeing, from radio, newspaper, books, computers and other sources. Adults should make sure the information you are getting is not harmful, and help you find and understand the information you need.'*

This policy provides guidance to teachers and parents on how we deal with the issue of e-Safety in Dundonald Primary School.

e-Safety

The purpose of this e-Safety policy is to support safe and effective use of electronic communications using internet technologies and electronic communication. We now use a wide range of technologies in school with an emphasis on using new technologies to support learning in a positive way. E-Safety covers not only internet technologies, but also electronic communications via mobile phones and wireless technology as well as collaboration tools and personal publishing.

Roles and Responsibilities

As e-Safety is an important aspect of strategic leadership within the school, the Principal and Board of Governors have ultimate responsibility to ensure the policy and practices are embedded and monitored. The Principal/ICT Curriculum Leader update senior management and governors with regard to e-safety and all governors have an understanding of the issues at our school in relation to DENI guidelines for schools.

Internet Security

C2K – All schools in Northern Ireland have access to the Internet, electronic mail and online computer conferencing through C2K. C2K has installed filtering software that operates by blocking inappropriate web sites and by barring inappropriate items and searches. However, it must be stated that no filtering service can be fool proof and so it is essential that users behave in a responsible manner according to the guidance given in the acceptable use of the resources, backed by these policy guidelines.

Classnet – The school’s wi-fi and infrastructure has been installed and is maintained with an active, monitored filter system to satisfy both the needs of child protection / inappropriate content whilst ensuring that it serves to support teaching and learning.

This system exists in parallel to all C2K infrastructure. In line with DENI requirements the school has ensured that this additional service is:

- filtered to standardised child protection levels;
- supported by trained staff in its use.

Access to the Classnet network is governed by unique device registration and pre-approval by authorised staff only (ICT Curriculum Leader, SLT and Principal). No devices can join the network without this approval and authentication. Only the following devices will be granted access to Classnet:

- school owned iPads and school owned Apple TV devices;
- Staff are not permitted to use mobile phones on the Classnet network.

Internet Use

The school will plan and provide opportunities within a range of curriculum areas to teach e-Safety. Educating pupils on the dangers of technologies that may be encountered outside of school will be discussed with pupils in an age appropriate way on a regular basis by teachers and other agencies. Pupils will be made aware of the impact of online bullying and know how to seek help if these issues affect them. Pupils will also be aware of how to seek advice or help if they experience problems when online. E.g. from a parent, teacher/trusted member of staff. The school internet access is filtered through the C2K managed service and Classnet.

Use of the internet is a planned activity. Aimless surfing is not encouraged. Children are taught to use the Internet in response to a need e.g. a question which has arisen from work in class. Pupils will be taught to use the internet as an aid to learning.

The school will ensure that the use of internet derived materials by staff and pupils complies with copyright law.

Children will be taught to be ‘Internet Wise’ and therefore good online citizens. They are encouraged to discuss how to cope if they come across inappropriate content.

Email Security

Children will not use individual email accounts. Whole class or group email addresses will be used. Personal email accounts will not be used in school.

School Website

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

- Group photos are used where possible, with general labels/captions
- Only photographs of children with parental consent will appear on the school’s website
- Names will be included with photographs on the website, only if parent permission has been given.
- The website does not include home addresses, telephone numbers, personal email, or any other personal information about pupils or staff.
- The point of contact for the school i.e. school telephone number, school address and email address are available on website.

e-Safety Guidance for Staff

- Pupils accessing the Internet will be supervised by an adult at all times.
- All pupils will be made aware of the rules for the safe and effective use of the Internet. These will be displayed in classrooms and the ICT suite and discussed with pupils.
- All pupils using the Internet will have written permission from their parents.
- Only recommended websites for each year group will be used. Any additional websites used by pupils will 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's Code of Practice will be reported immediately to the Principal/ICT Co-ordinator.
- In the interests of system security, staff passwords will only be shared with the C2K manager.
- The staff is aware that the C2K system tracks all Internet use and records the sites visited. They understand that the C2K system also logs emails and messages sent and received by individual users.
- The staff is aware of copyright and intellectual property rights and must be careful not to download or use any materials which are in breach of these.
- Photographs of pupils will only be taken with a school camera/iPad and images will be stored in a centralised area on the school network, accessible only to teaching staff. These photographs will be deleted when no longer needed.
- School systems may not be used for unauthorised commercial transactions.
- All staff will receive regular information and training on e-Safety issues through staff meetings.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any member of the school community.
- New staff members receive information on the school's Acceptable Use Agreement as part of their induction.
- All staff are encouraged to incorporate e-Safety activities and awareness within their lessons.

e-Safety Guidance for Parents

- Parents should be aware that the access to the Internet provided to staff and pupils in school has extensive security features.
- Parents should be aware that the use of the Internet in school is closely monitored by staff.
- Parents should be aware that there will be no use of the Internet without the supervision of staff.
- Parents should, in co-operation with staff, make pupils aware of the Acceptable Use of the Internet Agreement and expectations within this document.
- Parents should be aware that the use of ICT is complimentary to the teaching already done – i.e. the use of computers in the classroom is a tool used by teachers to enhance teaching.
- Parents should be aware that children's full names will not be available online at any stage.
- Parents should be aware that no individual photographs of pupils will be available online without parents giving their permission.
- Parents should discourage pupils from bringing mobile phones to school on the grounds that Internet access becomes very difficult to police. (Refer to Mobile Phone Policy)

- A copy of the e-Safety policy is available for parents to view on the school website. The Acceptable use of the Internet Agreement will be sent home at the start of each school year for parent and pupil signature. Information on e-Safety is available for parents on CEOP's Think U Know website www.thinkyouknow.co.uk and learning.

e-Safety for Pupils

Parental permission will be sought before pupils are allowed to access the Internet. In addition, the following key measures have been adopted by Dundonald P.S to ensure pupils do not access any inappropriate material:

- E-Safety rules will be displayed in all classrooms and the ICT suite and discussed with pupils at the start of each year.
- Activities throughout the school year, including Safer Internet Day and visits from the PSNI will reinforce e-Safety and further pupils understanding.
- The Acceptable Use of the Internet Agreement will be reviewed each school year and signed by pupils and 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 will be supervised;
- Pupils will use sites pre-selected by the teacher and appropriate to their age group;
- Pupils must not enter the folders or files of anyone else;
- Pupils must be aware that teachers have the right to enter any pupil folder in their own class;
- The ICT Co-ordinators and Principal reserve the right to enter any pupil's folder;
- Pupils must not use the Internet for unapproved purposes.
- Pupils will be informed that network and internet use will be monitored

It should be accepted, however, that no matter how rigorous these measures are, they can never be 100% effective. The school, C2K and Classnet cannot accept responsibility under such circumstances. While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school, Dundonald Primary School discourages pupils from bringing mobile phones to school. If pupils bring mobile phones to school, the phones must remain switched off when in the school grounds and buildings. (Refer to Mobile Phone Policy)

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's Child Protection Policy and Procedures.

e-Safety Team

The school's e-Safety Team consists of:

Mr J Byers	Principal, Designated Teacher for Child Protection/Safeguarding e-Safety Co-ordinator
Mrs J McGonigle	FS/KS1 ICT Curriculum Leader
Mrs A Scullion	KS2 ICT Curriculum Leader
Mrs A Sloan	C2K Manager

Writing and Reviewing the e-Safety Policy

This policy, supported by the school's Acceptable Use of the Internet Agreement for staff, governors, visitors and pupils, is to protect the interest and safety of the whole school community. It is linked to other school policies including those for ICT, Positive Behaviour, Mobile Phone, Health and Safety, Child Protection and Anti-Bullying.

It has been agreed by the Senior Leadership Team, staff and approved by the Board of Governors. The e-Safety policy and its implementation will be reviewed in line with the School Development Plan.

Date of Policy: April 2017

Policy Review: September 2018