

Saint Mary's Primary School

AUGHLISNAFIN



ACCEPTABLE USE OF THE INTERNET

(October 2022)

Acceptable Use of the Internet

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1. Introduction

The resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information, which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times, they will be able to move beyond these, to sites unfamiliar to the teacher.

The problems and issues that have been highlighted by the media concern all schools. Whilst some of the media interest is hype, there is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

- Establish the ground rules we have in school for using the Internet
- Describe how these fit into the wider context of our discipline and PSHE policies
- Demonstrate the methods used to protect the children from sites containing pornography, racist or politically extreme views and violence

The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians. At Aughlisnafin, we feel that the best recipe for success lies in a combination of site filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents. Parents will be sent an explanatory letter and the rules, which form our Internet Access Agreement (Attached to the end of this document).

2. Using the Internet for Education

The benefits include:

- ✓ access to a wide variety of educational resources including libraries, art galleries and museums
- ✓ rapid and cost effective world-wide communication
- ✓ gaining an understanding of people and cultures around the globe
- ✓ staff professional development through access to new curriculum materials, experts' knowledge and practice
- ✓ exchange of curriculum and administration data with Department of Education or CCEA
- ✓ social and leisure use
- ✓ greatly increased skills in Literacy, particularly in being able to read and appraise critically and then communicate what is important to others

The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons. All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught. Initially the pupils may be restricted to sites which have been reviewed and selected for content. Eventually pupils will have the opportunity to exchange information via email. They will be taught how to use the address book, how to attach files to an email and how to follow conventions of politeness. As pupils gain experience, they will be taught how to use searching techniques to locate and specific information for themselves.

Comparisons will be made between researching from different sources of information, (CD Rom, books, www). We hope that pupils will learn to decide when it is appropriate to use the Internet, as opposed to other sources of information, in terms of: the time taken; the amount of information found; the usefulness and reliability of information located. At times, information, such as text, photos etc may be “downloaded” from the Internet for use in pupils’ presentations. Tasks will be set to encourage pupils to view web sites and information with a critical eye. Older pupils will be involved as much as possible with the content of the school web site and other personal websites.

3. Pupils’ Access to the Internet

Our School will use the Classroom 2000 (CK2) “filtered” Internet Service, which will minimize the chances of pupils encountering undesirable material. We will normally only allow children to use the Internet when there is a responsible adult present to supervise. However it is unrealistic to suppose that the teacher’s attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, the expectation we have of pupils. Teachers will have access to pupils’ emails and other Internet related files and will check these on a regular basis to ensure expectations of behaviour are being met. The CEOP and Alert Now Apps on My School and the Worrybox / CEOP function on the school website allow pupils to report inappropriate content or other problems 24/7!

4. Expectations of Pupils Using the Internet

- All pupils are expected to read and agree the Internet Agreement.
- At our school, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the Service Provider can block further access to the site.
- Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. They have been taught the rules of etiquette in email and are expected to follow them.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No programs on disc or CD Rom should be brought in from home for use in school. This is for both legal and security reasons.
- Homework completed at home may be brought in on a usb but this will have to be virus scanned by the class teacher before use.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school, which comprises an escalating set of measures including a letter to parents and withdrawal of privileges.

5. School Web Site Guidelines (www.stmarysaughlisnafin.co.uk)

- ❑ A web site can celebrate good work, promote the school, publish resources for projects and homework, and link to other good sites of interest.
- ❑ Only Christian names will be used on the site to identify pieces of work
- ❑ No names will be linked to photographs
- ❑ Home information and e-mail identities will not be included only the point of contact to the school i.e. phone number, school address and e-mail to web manager
- ❑ Group photos will not contain a names list
- ❑ Work displayed will be of the highest quality and reflect the status of the school

6. Internet Agreement

All pupils and their parents / guardians will be asked to read and sign an agreement covering the expectations we have of pupils using the Internet in school.

Saint Mary's Primary School – Pupil Internet Agreement

This is to be read through with your parent(s) and then signed. You will be allowed Internet Access after this is returned to school.

- ❑ At Saint Mary's Primary School, Aughlisnafin, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- ❑ Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher.
- ❑ Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. It is forbidden to be involved in sending chain letters.
- ❑ Pupils must ask permission before accessing the Internet.
- ❑ Pupils should not access other people's files unless permission has been given.
- ❑ Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- ❑ No program files may be downloaded to the computer from the Internet.
- ❑ No programs on disc or CD Rom should be brought in from home for use in school.
- ❑ Homework completed at home may be brought in on a memory pen but this will have to be virus scanned by the class teacher before use.
- ❑ Personal printing is not allowed on our network for cost reasons (e.g. pictures of pop groups/cartoon characters).
- ❑ No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- ❑ Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

I have read through this agreement with my child and agree to these safety restrictions.

Signed: _____ (Parent/Responsible Adult)

Signed: _____ (Child)

Date: _____

Saint Mary's Primary School,
Aughlisnafin,
Castlewellan.

www.stmarysaughlisnafin.co.uk

Dear Parents,

Responsible Use of the Internet

Our school computer system gives the children access to the Internet. Mindful of the problems there are with children gaining access to undesirable materials, we have taken steps, along with the Department of Education, to deal with this.

Our Internet access is supplied by CK2. It has a builtin filtering system that restricts access to sites containing inappropriate content. All our screens are in public view and normally an adult is present to supervise.

No system is perfect, and you should be aware that it is not possible to remove entirely the risk of finding unsuitable material. We have been asked by the Department of Education to inform you of the rules which the children are expected to follow to help with our precautions. Early indications are that the children benefit enormously from this facility and are using it very responsibly already. I would ask you to look through these rules and discuss them with your child and then return the signed form to us at school.

If you would like to have a look at our full 'Policy for Internet Access' it is available on our school website; <http://finnschool.weebly.com/internet-policy.html>

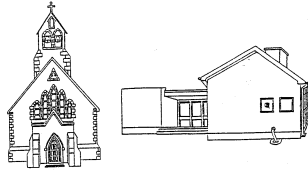
Many thanks,

Lavelle Grant

7. Teachers Acceptable Use of the Internet Policy (AUP)

All teachers wishing to use a full open internet (YouTube, our school's Facebook etc) must sign this AUP policy.

Saint Mary's Primary School



5 Aughlisnafin Road, Castlewellan, BT31 9JP
www.stmarysaughlisnafin.co.uk

Principal: Mr. C Murphy

Telephone: 437 78460

Acceptable Use Policy (AUP): Staff agreement form

Covers use of digital technologies in school: i.e. email, internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Principal.
- I will not reveal my password(s) to anyone.
- I will not allow unauthorised individuals to access email / internet / intranet / network, or other school systems.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any school business.
- I will only use the approved school email or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Principal or ICT coordinator
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.

- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will embed the school's e-safety curriculum into my teaching.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

User Signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies. I agree to abide by all the points above.
 I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature

Date

Full Name(printed)

Job title.....

Authorised Signature (Principal)

I approve this user to be set-up.

Signature

Date

Full Name (printed)

Saint Mary's Primary School - Use of Children's Photographs / Images

October 2022

Dear Parent

Child Protection Issues

In line with our Child Protection Policy, I am writing with regard to the use of children's photographs/images in connection with the school.

Children's photographs / images have been used in the past, in a number of ways:

- Photographs of children are regularly taken in school, on school trips, for pupil of the month, in sports/music groups, during school productions and on other special occasions. Many of these photographs are used in school publications, e.g. termly newsletters, school Facebook, school website (no names are used)
- Occasionally local newspapers come to school to photograph the children making charity presentations or on other special occasions. These are then published in the particular newspaper. Children's names usually accompany the photograph.
- From time to time T.V. companies will request if they can come to film some particular item of interest.

In the present climate, I want to give all parents the opportunity to withdraw their permission for their child's photograph / image to be used in any of the above ways. No explanation has to be given for such permission to be withdrawn.

If you wish to withdraw your child from any of the above categories, please complete the accompanying form and return it to your child's class teacher as soon as possible.

If we do not receive a form, we will assume that permission has been granted in all the areas.

If you require further clarification on any of the above issues, please contact me at the school.

Yours faithfully

C Murphy (Principal)

Child Protection Policy

Use of Children's Photographs / Images

Child's Name: _____ Date of birth: _____

Please tick any categories which apply:

I do not wish my child's photograph to be displayed in school.

I do not wish my child's photograph to appear in any school publication.

I do not wish my child's photograph to be published in any newspapers.

I do not wish my child's image to be taken by any television/video company.

I do not wish my child's image to appear on the internet (e.g. School Facebook or www.stmarysaughlisnafin.co.uk).

I understand the above requests will be honoured throughout my child's time at Saint Mary's Primary School unless I otherwise inform the school in writing.

Parent/Guardian signature: _____

Date: _____

