

Bunscoil Bheanna Boirche

eSafety Policy

2017

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eSafety Policy

This policy outlines our purpose in providing e-mail facilities and access to the internet and explains how the school is seeking to avoid the potential problems that unrestricted internet access could give rise to.

Management of internet

Under the supervision of C2K (the Education Authority's I.T provider) Bunscoil Bheanna Boirche is given access to the internet. C2k monitor web sites and block unwanted SPAM providing a safe environment for school children to surf the web.

Maintaining the security of the school ICT network

The school's network is managed by an outside body which has been approved and licensed by the Education Authority

We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

C2K has installed and monitors a state of the art protection system that ensures access is only granted to its users.

Advantages of Internet Access to Learning and Teaching

Providing children with access to the internet in school will:

- raise educational standards and support the professional work of staff
- give access to web sites world-wide (including museums and art galleries) offering educational resources, news and current events
- improve the communication of both staff and pupils with other schools

In addition, staff will have the opportunity to:

- access educational materials and good curriculum practice
- communicate with the advisory and support services, professional associations and colleagues
- exchange curriculum and administration data with the education boards
- receive up-to-date information
- participate in government and school initiatives.

The internet is also used to:

- enhance the school's management information and business administration systems which follow data protection regulations.

Professional development for teachers

Staff, including supply staff, will not be expected to take charge of an internet activity without training. Staff will be given opportunities to discuss the issues and develop good teaching strategies. All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, will be provided with the school eSafety Policy, and will have its importance explained to them.

Parental awareness

Parents' attention will be drawn to the Policy in writing in the first instance and, thereafter, our school eSafety Policy will be available for parents and others to read on appointment with the school office. Alternatively, the Policy will be available from school website at any time.

Risk Assessment- Ensuring internet access is appropriate and safe

It is not possible to guarantee that particular types of material will never appear on a computer screen.

Neither the school nor C2K can accept liability for the material accessed, or any consequences thereof.

The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material:

- our internet access is monitored by C2K which provides a service designed for pupils including a "firewall" filtering system intended to prevent access to material inappropriate for children;
- children using the internet will normally be working in the classroom, during lesson time and will be supervised by an adult (usually the class teacher) at all times;
- staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils;
- staff will be particularly vigilant when pupils are undertaking their own research and will check that the children are following the agreed Golden Rules;
- pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others;
- Golden Rules for Responsible Internet Use will be posted near computer systems.
- the IT co-ordinator will ensure that occasional checks are made on files to monitor compliance with the school's Internet Access Policy;
- the principal will ensure that the policy is implemented effectively;

Inadvertent or Deliberate exposure to unsuitable material

It is the experience of other schools that the above measures have been highly effective. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen.

A most important element of our Golden Rules of Responsible Internet Use is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the IT Co-ordinator and the Child Protection Officer in consultation with the Principal and the pupil's class teacher.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites the IT co-ordinator will be informed. The IT co-ordinator will report the URL (address) and content to C2K; if it is thought that the material is illegal, the site will be referred to the Internet Watch Foundation and the police.

Pupil awareness and responsibilities

A most important element of our **Golden Rules of Responsible Internet Use** is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

If there is an incident in which a pupil is exposed to offensive or upsetting material the school will wish to respond to the situation quickly and on a number of levels.

Responsibility for handling incidents involving children will be taken by the ICT Co-ordinator in consultation with the Principal and the pupil's class teacher. All the teaching staff will be made aware of the incident at a Staff Meeting if appropriate.

- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue;
- If staff or pupils discover unsuitable sites the ICT co-ordinator will be informed. The ICT coordinator will report the URL (address) and content to the Internet Service Provider and the Education Authority.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the **Golden Rules of Responsible Internet Use**, which have been designed to help protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own Internet search, then sanctions will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the Internet may be denied for a period.

Using the internet to enhance teaching and learning

Using a web browser & Internet safety

Pupils will learn how to use a web browser. Older pupils will be taught to use suitable web search engines. Staff and pupils will begin to use the internet to find and evaluate information. Access to the internet will become a planned part of the curriculum that will enrich and extend learning activities and will be integrated into the class schemes of work.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.

Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the internet may be by teacher (or sometimes other-adult) demonstration;
- pupils may access teacher-prepared materials, rather than the open internet;
- pupils may be given a suitable web page or a single web site to access;
- pupils may be provided with lists of relevant and suitable web sites which they may access;
- older, more experienced, pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher; pupils will be expected to observe the Golden Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the Golden Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

Using information from the internet

We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information

available on it. In particular, they should know that, unlike the school library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited/edited and most of it is copyright protected.

- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;
- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the internet (as a non-moderated medium);
- when copying materials from the Web, pupils will be taught to observe copyright;
- pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.

Social networking via our school web site & Facebook

Our school web site is intended to:

- provide accurate, up-to-date information about our school;
- enable pupils to publish work of a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others;
- celebrate good work;
- provide pupils with the opportunity to publish their work on the internet;
- promote the school.

All classes may provide work for publication on the school web site. Class teachers will be responsible for ensuring that the content of the pupils' work is accurate and the quality of presentation is maintained. All material must be the author's own work, crediting other work included and stating clearly that author's identity and/or status.

The point of contact on the web site will be the school address, telephone number and e-mail address. We do not publish pupils' full names or photographs that identify individuals on our web pages. Home information or individual e-mail identities will not be published. Permission will be sought from other individuals before they are referred to by name on any pages we publish on our web site.

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Inappropriate content

The above site is to be used to promote Bunscoil Bheanna Boirche in a positive manner. It is not to discuss or debate school related issues. Inappropriate content will be deleted, the persons posting will be blocked and the appropriate authorities contacted if necessary.

We in Bunscoil Bheanna Boirche deem the following inappropriate

- Offensive language or remarks aimed at the school, its staff, parents, governors, children or others affiliated with the school.
- Unsuitable images or content posted to its feed
- Images or text that infringe upon copyright
- Comments that aim to undermine the school, its staff, parents, governors or others affiliated with the school.

Our website is viewed primarily as a means of disseminating information to parents and the community regarding the school. It should not be viewed by parents or members of the public as the primary means of contacting the school. The primary means of contacting the school will be through the school office (02843771356) or through the Info@bunscoilbb.castlewellan.ni.sch.uk.

We also have a private school Facebook group run by 'Cairde BBB'. This group will be used to share positive news about the school such as sporting achievements or information or photos of a school trip. Photos taken on a device/phone for the purpose of sharing on Facebook will be immediately deleted from the phone once the photos have been posted online

- Parents are not expected to post pictures of pupils other than their own children on social networking sites.
- Parents should make complaints through official school channels rather than posting them on social networking sites.
- Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.

Internet access and home/school links

Internet use in pupils' homes is rapidly increasing and some parents may be grateful for any advice/guidance that school can offer – especially with regard to safe access for children. The ICT co-ordinator is willing to offer advice and suggest alternative sources of advice on the understanding that neither he/she, the school nor C2k can be held responsible for the consequences of such advice. Further:

- school guidelines on issues such as safe internet use will be made available to parents together with printed information and internet sites providing information for parents about safe access for children;
- the ICT co-ordinator will maintain a stock of relevant leaflets for internet safety.
- the school will participate in the annual 'Safer Internet Day' event with promotes safety online

As it is not possible to be certain of the originator of an e-mail message, the school is unable to accept an e-mail as parental authorisation of a pupil absence or consent to school activities.

Review

Unless any other changes are required, the school eSafety policy will be reviewed in 2019.

Máire Uí Bhuadáin

ICT Co-ordinator

Rules for Responsible Internet Use: Pupils

Teagmháil slán ar an idirlíon - Na Rialacha Órga

1. Bí freagrach agus tú ar-líne.
2. Logáil isteach faoi d'ainm féin i gcónaí agus logáil amach arís nuair nach bhfuil an t-idirlíon in úsáid agat. Ná logáil isteach riamh faoi ainm úsáideora duine eile.
3. Má bhíonn tú i dteagmháil le duine ar líne, ná tabhair d'ainm iomlán, do sheoladh ná d'uimhir ghutháin do dhuine ar bith.
4. Ná bain úsáid as ceamara gréasáin ach amháin le daoine a bhfuil aithne agat orthu.
5. Ná buail le daoine nach bhfuil fíor-aithne agat orthu – is fearr aithne ná aiféala.
6. Ná cuir/scríobh teachtaireachtaí dána, nó rudaí a dhéanfaidh dóchar do dhaoine eile.
7. Níl cead ag páistí ná múinteoirí suíomh mean soisialta ar bith a úsáid ar scoil.
8. Ná glac grianghraf de dhuine ar bith nach bhfuil sásta leis. Ar scoil, ná bain úsáid as ceamara digiteach/iPad ach amháin má tá múinteoir leat.
9. Níl cead ag páistí gutháin pócaí a thabhairt ar scoil ag am ar bith. Mar sin de, níl cead ag páistí ceamara digiteach ar ghutháin a úsáid ar scoil.
10. Má fheiceann tú pictiúr/teachtairacht ar líne a chuireann isteach ort, cuir in iúl don mhúinteoir ranga nó do dhuine fásta láithreach.

Safe Use of the Internet - The Golden Rules

1. Always act responsibly whilst online.
2. Always log on to your computer/device using your own username, and log out/off again when you are not using it. Never log in under someone else's username.
3. Never meet in person someone you have met online
4. Never use a webcam with anyone unless you know them well.
5. If you are communicating with someone online, never give out personal information like your full name, your address or your telephone number.
6. Never send rude or inappropriate messages. Never send a message that is hurtful or offensive.
7. Use of any social media sites in school is strictly prohibited.
8. Don't take photos of someone unless they are happy about it. At school, you are only allowed to use a digital camera/iPad if a teacher is present.
9. Pupils are not allowed to bring mobile phones to school at any time. As a result, taking photos using a mobile phone is not allowed.
10. You must tell a teacher immediately if you encounter any pictures/messages that makes you feel uncomfortable.

Rules for Responsible Internet Use: Staff

The computer system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school's eSafety Policy has been drawn up to protect all parties - the pupils, the staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.

1. All pupils are aware of the rules for the safe and effective use of the internet.
2. Access should only be made via the authorised account and password, which should not be made available to any other person;
3. Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden;
4. Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received;
5. Posting anonymous messages and forwarding chain letters is forbidden;
6. All internet activity should be appropriate for staff professional activity or pupils' education.
7. The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded or may be sent inadvertently to the wrong person;
8. Use for personal financial gain, gambling, political purposes or advertising is forbidden;
9. Users must access only those sites and materials relevant to their work in school.
10. Users will be aware when they are accessing inappropriate materials and should expect to have their permission to use the system removed;
11. 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
12. Teachers are aware that the C2K and iPad system tracks all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users.
13. 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.
14. Staff should not give their email address to pupils.
15. Photographs of pupils should, where possible, be taken with a school camera/iPad and images stored on a centralised area on the school network/password protected internet storage, accessible only to teaching staff.

I agree to the above rules and understand that the school has the authority to request access to my files and personal folders, for the benefit of the school.

Signed:

Other sources of Information:

<http://www.deni.gov.uk/teachers/circulars/dc1999/dc1999-25.pdf> Acceptable use of the Internet Policy based on DENI Circular 99/25 -

<http://www.parentsonline.gov.uk/> - promotes home school links by helping parents understand the role of Information Communications Technology (ICT) in learning.

www.kidsmart.org.uk

<http://www.wiseuptothenet.co.uk/> - The Home Office guide to Internet safety with downloadable leaflets for parents

<http://www.getnetwise.org/> - information about filtering programs for home use

<http://www.bbc.co.uk/chatguide/parents.shtml> - The BBC websites guide to Chat room safety for parents

<http://www.iwf.org.uk/index.html> - The website of the Internet Watch Foundation which provides information on what to do if you encounter inappropriate material.

<http://www.thinkuknow.co.uk/> - a website designed to inform children of the potential hazards involved with online chat rooms.

<http://www.naace.org> – information relating to acceptable use of the Internet in schools.