NETWORK INTERNET ACCEPTABLE USE POLICY

Introduction

"The internet is a rich source of information and entertainment and opens up exciting opportunities for teaching and learning. However, we must all remain vigilant to the dangers and ensure that young people are not only protected, but also educated on appropriate and responsible usage."
(Weir MLA, P. (2017). Keeping Children Safe Online. Retrieved from https://www.education-ni.gov.uk/news/keep-children-safe-online-weir)

This document sets out our policy and practices for the safe and effective use of the Internet in The Wallace High School Preparatory Department. The policy has been drawn up by the staff of the school under the leadership of the Head of Preparatory Department.

Internet and electronic technology affect all our lives. We use it for educational, recreational, domestic, social and commercial/business purposes. Electronic devices such as a smartphones, tablets, laptops and games consoles can all provide easy access to the internet to meet our needs in today's expanding and ever-changing online world. We want pupils to have the opportunity to avail of all the positive benefits that come from learning, exploring and connecting with each other online. However, in doing so, they need to know how to protect themselves.

The Wallace High School Preparatory Department recognises its role in raising awareness of the risks, highlighting the impact of behaviour when engaging with online technologies and educating children about how to act appropriately and stay safe. We believe pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. Pupils are taught that access is a privilege, not a right and inappropriate use may result in that privilege being withdrawn.

E-Safety Statement

"E-safety is about using electronic devices in a safe, responsible and respectful way. It means safeguarding children and young people in the digital world and educating them to keep themselves safe online."
(Northern Ireland Executive Consultation Document, ' Keeping children and young people safe online: an e-Safety Strategy and Three Year Action Plan for Northern Ireland 2019-2022.'

Behaviours which fall under the remit of e-safety include:
- Online activities such as social media, shopping, gaming and viewing or uploading online content.
- E-communications, including texting, emailing, instant messaging and video chatting.
- Some offline activities on electronic devices, such as gaming or watching downloaded content.

Professional Development for Teachers

Safeguarding and promoting pupils' welfare around digital technology is the responsibility of everyone who comes into contact with them in the school or on school-organised activities.

The e-safety training which staff receive is continually revised and amended due to technological advances changes in society. It is vital that staff are confident and informed in dealing with e-safety. Staff understand that incidents related to e-safety are treated with the same procedures that child protection incidents are. Teachers receive a programme of ICT training in each school year. Each training session is underpinned by the importance of e-safety and the risks which any piece of software may present. E-safety is included in Child Protection training each academic year and the services of outside e-safety agencies are regularly employed.

Responding to Incidents

Inappropriate use of the school resources will be managed with in line with other school policies e.g. Behaviour, Anti-Bullying and Child Protection Policy. Any suspected illegal activity will be reported directly to the police. Third party complaints, or from parents concerning activity that occurs outside the normal school day, should be referred directly to the Head of Preparatory Department.

Breaches of this policy by staff will be investigated by the Principal and Head of Preparatory Department.

Serious breaches of this policy by students will be treated as any other serious breach of conduct in line with school behaviour policy. Minor student offences, such as being off-task, visiting games or email websites will be handled by the teacher in situ by invoking the school behaviour policy.

Education of Pupils

Pupils take part in a planned, age-appropriate e-safety programme each year. This takes place via both discrete lessons and wider curriculum opportunities. Teachers have access to a varied set of resources in order to provide these lessons. Each February, classes have a specific look at e-safety as part of Safer Internet Day.
Resources include: www.thinkuknow.co.uk
                       www.saferinternet.org.uk

www.kidsmart.org.uk

Cyber/Online Bullying

The Northern Ireland Anti-Bullying Forum (NIAF) defines bullying as, *'behaviour, that is usually repeated, by one or more persons intentionally to hurt, harm or adversely affect the rights and needs of another or others.'*

Online bullying is bullying that takes place through electronic technologies, such as:

- Mobile or smart phones – e.g. calls, texts, etc.
- Smart phone apps – e.g. Kik Messenger, Snapchat, WhatsApp, etc.
- Social network sites – e.g. Facebook, Twitter, Instagram, etc.
- Gaming consoles – e.g. Xbox Live, Playstation, etc.

Online bullying can happen in many different ways. It can be part of a bullying situation that is going on in the physical world or one that is just happening in the cyber world.

Some examples of online bullying include:
- Posting hurtful, embarrassing or threatening material (e.g. posts, photos, video) on social network websites
- Sending nasty messages by text or through an app
- Excluding someone from an online game
- Setting up fake profiles on a social network website to make fun of others
- Sharing embarrassing photographs or video of someone to hurt them or their reputation

At The Wallace High School Preparatory Department we take online/cyber bullying as seriously as all other types of bullying and will ensure that procedures in our anti-bullying are followed if and when necessary.

Social Media and Communications Technologies

The Wallace High School Preparatory Department has a Facebook and Instagram account. Mr J Harper and Mrs A Patterson act as administrators for these accounts. The passwords are known only by these staff members.

As part of e-safety education, pupils understand that the school social media accounts are solely for the benefit of staff and parents. They are taught that it is illegal for them to hold their own Facebook or Twitter account.

Pupils use SeeSaw safely to connect with their peers, staff and parents in regard to their learning.

Staff understand that it is unacceptable to communicate with pupils via social media or any other online facility. If a pupil were to communicate with a staff member this way, they must report it to the e-safety co-ordinator, Mrs A Patterson.

Staff understand they must not make or accept friend requests from pupils. More information can be found within the School's Staff / Volunteer Code of Conduct.

E-mail Security

Staff are expected to use their Legacy (@wallacehigh.net) or C2k emails at all times for correspondence related to school. Emails are secured through the School's filtering and security system.

Staff are also expected to change their passwords when prompted and to keep these passwords confidential.

Where it is suspected that there has been inappropriate use of email by a pupil or staff member, the Principal, in liaison with the Head of Preparatory Department and ICT Support Staff has the authority to revoke the access of that user.

Emails accessed via a mobile device should be secured with a pin code and a user password.

Digital and Video Images of Pupils

The developments of digital images and videos have significant benefits within the curriculum and enhance learning. Image and videos may either be taken by staff and pupils for educational purposes or downloaded from the internet to support learning in the classroom. However, staff and pupils need to be aware of the risks associated with sharing images, especially via the internet. Staff and pupils are made aware that once an image/ video is posted on the internet that it will remain there forever. This could cause harm or embarrassment in the future.

When using digital images, staff will inform and educate pupils about the risks associated through the modelling of good practice.

Staff are permitted to take digital / video images to support educational purposes, but those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes. Care should be taken that when capturing images/ videos that all pupils concerned are appropriately dressed and not participating in activities that could bring either the pupils or the school into disrepute.

Parental permission is sought to cover the use of photographs of pupils on the school website, in the local press and for displays etc. within school and written permission must be obtained from the parent/carer.

Code of Practice

Pupil access to the Internet is through a filtered service managed by our ICT Support Technicians, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse.

Parental permission, through An Acceptable Use Agreement, is sought from parents before pupils access the Internet.

The following key measures have been adopted by The Wallace High School Preparatory Department 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 (Appendices 1 and 2) is made explicit to all pupils and is displayed prominently
- Our Code of Practice is reviewed at least annually
- 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, where possible;
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group;
- Pupils in P4-P7 are educated in the safe and effective use of the Internet, through recommended programmes such as NSPCC Speak Out, Stay Safe
- All pupils receive age-appropriate Internet safety lessons as part of their curriculum
- 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.
- During school hours pupils are forbidden to play computer games or access social networking sites, unless specifically assigned by the teacher.
- Pupils are not permitted to use the computer/iPad/Internet during 'wet' break or lunch unless with the prior permission from a senior member of staff.

It should be accepted that, however rigorous these measures may be, they can never be 100% effective. The school cannot accept liability under such circumstances.

Sanctions

Incidents of technology misuse which arise will be managed in accordance with the school's positive behaviour policy. Minor incidents will be managed by the class teacher and/or Head of Preparatory Department. This may result in a temporary or permanent ban on Internet use. Incidents involving child protection issues will be managed in accordance with school child protection procedures.

Internet Safety Awareness for pupils

Rules for the Acceptable use of the Internet are discussed with all pupils and are prominently displayed in classrooms. In addition, Key Stage 2 pupils follow a structured programme of Internet Safety Awareness using a range of online resources. PSNI also come into school to talk about Internet Safety in Assembly. P7 pupils attend an annual BeeSafe event which reinforces a number of 'keeping safe' messages including online safety.
Pupils in P4-7 receive the NSPCC Speak Out, Stay Safe workshops/assemblies.

Internet Safety Awareness for staff

The UICT Co-ordinator keeps staff informed and updated on issues relating to Internet Safety and attends regular courses. This training is then disseminated to all teaching staff, classroom assistants and supervisory assistants as appropriate.

Internet Safety Awareness for parents

The Internet Safety Policy and Code of practice for pupils is sent home for parental signature. Internet safety leaflets for parents and carers are also sent home. As deemed appropriate, parents will be offered an update on E Safety through an information seminar.

Communication of the e-safety policy

This policy has been subject to approval by the Board of Governors and on approval made available to the whole school community via the school website policy page.

Related Policies
Digital Technologies and Using ICT
Mobile Devices
Safeguarding and Child Protection
Anti-Bullying Policy
Positive Behaviour Policy
Photography Policy
Staff and Volunteer Code of Conduct

Appendix 1.

P1-3 Code of Practice

Think then Click

These rules help us to stay safe on the Internet

I will only use the computer/iPad when my teacher allows me.

I will only use the Internet when an adult is in the room.

I can click on the buttons or links when I know what they do.

I will always ask if I get lost on the Internet.

I understand that the school can check my files on the computer.

I know that if I break the rules I might not be allowed to use the computer.

Appendix 2. P4-7 Code of Practice

Name:_____   Class:_____
Code of Practice

'Technology' includes iPads, computers, cameras, Interactive Whiteboards, Bee-Bots etc.
In Wallace Prep we believe technology can help you to learn but we want to make sure you stay safe when doing so. To help keep you safe we need you to follow some rules at all times when in school.

Rule	Please tick
I will only go into an ICT room or log onto a classroom computer with permission	
When in the ICT Suite I will only walk. I will not run or push.	
I will not eat or drink when using a computer / iPad	
I will not touch, move, connect or disconnect any computer equipment without permission	
I will always leave the ICT Suite or computer area clean and tidy	
I know that the school can check what I have been doing on the computer	

Rule	Please tick
I will log onto the computer with my own username and password	
I will only access sites that my teacher has told me to	
I will ask my teacher before sending any messages online	
I will check with my teacher if a message appears or 'pops up' on my screen and I don't know what it means or what to do	
I will be polite about other people's work on the Internet or on SeeSaw	
I will ask permission from my teacher before printing	
I will only take photos or videos of other people with their permission and only when my teacher tells me to	
I will log out of my computer when I have finished my work	

I will not give my name, home address, school name, telephone numbers or any other personal information about myself or others online without permission	
I will never arrange to meet strangers who may approach me online	
I will never give my username or password to anyone else	
I will not share any work with others either in school or at home without permission. This includes the use of airdrop etc.	
I will not send or look for nasty messages or pictures and I will tell my teacher if I see anything that upsets me or makes me feel uncomfortable	
I will not download anything, e.g. games in School without permission from my teacher	
I will not play games or use apps downloaded at home whilst in school without my teacher's permission	
I will not intentionally cause damage on or to the computer system or waste resources e.g. printing ink	
I will not access the Internet or play computer games during break or lunchtime without permission from Mr Harper or Mrs Patterson.	

Please follow this code or you may have your computer/Internet use restricted or stopped.

Signed by child _____

Appendix 3
E-safety Posters

Keep Our iPads

Stay away from liquids

Always use two hands

Follow instructions

Enjoy this technology & treat it with respect!

This is how I stay safe when I use the iPad:

- ✓ I will protect the iPad and carry it carefully in its case

- ✓ I will keep food and drinks away from the iPad as they may damage it

- ✓ I will not change the settings on the iPad without adult permission

- ✓ I will only use activities on the iPad that a teacher/classroom assistant has allowed me to use

- ✓ I will tell a teacher or classroom assistant if I see something that upsets me on the screen

- ✓ I will use the camera when the teacher tells me and photograph people with permission

- ✓ I will never share images or movies on the internet, unless I am instructed to by my teacher

- ✓ I will abide by the school's Internet Safety rules

I know that if I break the rules, I might not be allowed to use the iPad for some time.

S Keep Safe...

Never tell someone on the internet or on a mobile phone your full name, your address or your telephone number.

M Never Meet...

Never meet up with an online friend. If somebody asks to meet you, tell an adult. **Never** go alone.

A Never Accept...

Never accept emails or text messages from people you do not know.

R Reliable...

Never rely on what you see on the internet. It's not always true. Don't rely on people you meet online they may lie about who they are.

T Always Tell...

Always tell an adult if somebody upsets you. Tell and adult if you see something on the computer that makes you sad.

SMILE and stay safe

Staying safe means keeping your personal details private, such as full name, phone number, home address, photos or school.

Meeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you.

Information online can be untrue, biased or just inaccurate. Someone online my not be telling the truth about who they are - they may not be a 'friend'

Let a parent, carer, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online.

Emails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply.

Appendix 4
Letter to accompany Online Safety Booklet

Dear Parent/ Carer

It is essential that pupils are aware of Internet Safety and know how to stay safe when using Information and Communications technology (ICT). As part of The Wallace High School Preparatory Department's ICT programme, we offer pupils supervised access to a _filtered_ Internet service. Access to the Internet enables pupils to explore and make appropriate use of many websites that are of enormous educational benefit. They can also exchange messages with other Internet users throughout the world. However, in spite of the tremendous learning potential, you will already know that some material accessible, via the Internet, may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

In order to help minimise any risks, which might arise from Internet use, our filtering software operates by blocking thousands of inappropriate websites and barring inappropriate items, terms and searches in both Internet and e-mail.
To further enhance safety, pupils will only use the Internet for educational purposes, under the supervision of a member of staff.

Please read through the accompanying Online Safety Booklet (appendices 1-3) with your child and ensure your child understands these. Please take note yourself of the Internet Safety rules that your child will be expected to adhere to when in school.

If you have any concerns or would like some explanation, please contact Mr Harper.

✂

Online Safety Leaflet

Parent/ Carer signature _____

Pupil: _____   Class: _____

We have discussed the information in the The Wallace High School Preparatory Department's ICT and Internet Safety Booklet.

…………………………………........ (child's name) agrees to follow the Internet Safety rules and to support the safe use of ICT at The Wallace High School Preparatory Department.

Parent/ Carer's Signature …………………………………………….   Date ………………………

The Wallace High School Preparatory Department
Network Acceptable Use Agreement

Digital technologies including the iPad and the computer are integral in the lives of our children, both within and outside school. These technologies provide powerful tools, which open up learning opportunities, stimulate discussion and promote creativity. The pupils of The Wallace High School Preparatory Department have an entitlement to safe internet access at all times.

Prior to your child being permitted to access the school's computer system and Internet in school parents are asked to enter into an Acceptable Use Agreement on behalf of their child. An acceptable use agreement is intended to ensure:

- That pupils will be responsible users and stay safe while using the internet

- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk

- That parents and carers are aware of the importance of online safety and are involved in the education and guidance of their children with regard to online behaviour.

The school will try to ensure that your child has good access to digital technologies to enhance learning and will, in return, expect the pupils to agree to be responsible users. A copy of the pupil's Code of Practice is attached so that you are aware of the school's expectations.

Parents are requested to sign the permission form to show their support.

- ✓ I understand that my son/daughter has signed the Code of Practice Agreement

- ✓ I understand my child receives online safety education to help him/her stay safe online.

- ✓ I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure my child will be safe online. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed online.

- ✓ I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have any concerns about any possible breaches of the agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have any concerns over my child's online safety.

I confirm that I have read the school's Code of Practice for using the computer system.

Signed_____ Parent / Guardian

Pupil's Name:_____

Parent Copy - Please detach this page and keep for your own reference.

Code of Practice

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I will only go into an ICT room or log onto a classroom computer with permission
When in the ICT Suite I will only walk. I will not run or push.
I will not eat or drink when using a computer / iPad
I will not touch, move, connect or disconnect any computer equipment without permission
I will always leave the ICT Suite or computer area clean and tidy
I know that the school can check what I have been doing on the computer

I will log onto the computer with my own username and password
I will only access sites that my teacher has told me to
I will ask my teacher before sending any messages online
I will check with my teacher if a message appears or 'pops up' on my screen and I don't know what it means or what to do
I will be polite about other people's work on the Internet or on SeeSaw
I will ask permission from my teacher before printing
I will only take photos or videos of other people with their permission and only when my teacher tells me to
I will log out of my computer when I have finished my work

I will not give my name, home address, school name, telephone numbers or any other personal information about myself or others online without permission
I will not give my name, home address, school name, telephone numbers or any other personal information about myself or others online without permission from my teacher
I will never arrange to meet strangers who may approach me online
I will not send or look for nasty messages or pictures and I will tell my teacher if I see anything that upsets me or makes me feel uncomfortable
I will not download anything, e.g. games in School without permission from my teacher
I will not play games or use apps downloaded at home whilst in school without my teacher's permission
I will not intentionally cause damage on or to the computer system or waste resources e.g. printing ink
I will not access the Internet or play computer games during break or lunchtime without permission from Mr Harper or Mrs Patterson.