BELLAGHY PRIMARY SCHOOL

E-SAFETY POLICY

1. Staff and Pupils

When using the Internet, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all school staff (both teachers and non-teaching staff) are expected to communicate in a professional manner.

Pupils are responsible for their good behaviour on the school networks, just as they are on and off school premises. While the use of information and communication technologies is a required aspect of the statutory Northern Ireland Curriculum, access to the Internet remains a privilege and not a right. It is given to pupils who act in a considerate and responsible manner, and should be withdrawn if they fail to maintain acceptable standards of use.

Staff ensure that pupils know and understand that no Internet user is permitted to:

- retrieve, send, copy or display offensive messages or pictures;
- use obscene or racist language;
- harass, insult or attack others;
- damage computers, computer systems or computer networks;
- violate copyright laws;
- use another user's password;
- trespass in another user's folders, work or files;
- intentionally waste resources (such as on-line time and consumables);

2. Location and Supervision

At Bellaghy Primary School, we ensure that access to the Internet provided to staff and pupils is a filtered service. All users are aware that the school can and does track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users.

Internet access for pupils in our school is available only on computers that are inhighly-used areas of our school such as classrooms. Machines which are connected to the Internet are in full view of people circulating in the area.

While using the Internet at school, pupils, where possible, are under supervision.

A poster explaining appropriate use of the Internet is displayed beside each computer. (See Appendix 1)

3. Examples of Acceptable and Unacceptable Use

On-line activities which are encouraged include, for example:

- the use of email and computer conferencing for communication between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), between schools and industry;

- use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;

- the development of pupils' competence in ICT skills and their general research skills.

On-line activities which are not permitted include, for example:

- searching, viewing and/or retrieving materials that are not related to the aims of the curriculum;

- copying, saving and/or redistributing copyright protected material, without approval;

- subscribing to any services or ordering any goods or services, unless specifically approved by the school;

- playing computer games or using other interactive 'chat' sites, unless specifically assigned by the teacher;

- publishing, sharing or distributing any personal information about a user (such as: home address; email address; phone number, etc.);

- any activity that violates a school rule.

4. Advice for Parents

While in school, teachers will guide pupils toward appropriate materials on the Internet.
Outside school, parents bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies, radio and other media.

Appropriate home use of the Internet by children can be educationally beneficial, and can make a useful contribution to home and school work. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of Internet resources at home.

Good practice for Parents:

- parents should discuss with their children the rules for using the Internet and decide together when, how long, and what comprises appropriate use;

- parents should get to know the sites their children visit, and talk to them about what they are learning;

- parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way they can protect their children (and

themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud;

- parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images.

POLICY REVIEWED – MARCH 2018 MLR
(based on DENI Circular 1999/25)

BELLAGHY PRIMARY SCHOOL

RULES FOR RESPONSIBLE USE OF INTERNET

In our school, we have computers with Internet access to assist with our learning. These computers are fitted with built-in filters for our safety. Below are listed some rules which all users must adhere to. These rules will keep everyone safe and help us to be fair to each other.

- I will not access other people's files

- I will only use the computer for school work or for preparation for homework

- I will not bring in floppy discs from home without permission from my teacher

- I will ask for permission before I use the Internet

- I will only visit sites approved by my teacher

- I will only e-mail people I know, or my teacher has approved

- The messages I send will be responsible and polite

- I will not give my home address or telephone or mobile number or arrange to meet someone unless my parent or teacher has given permission

- I will report any unpleasant material I come across on the Internet to my teacher

- I will report any messages sent to me

- I understand that my teacher can access my files and may monitor the sites I visit