

**St. Oliver Plunkett PS**

# **Acceptable Use Policy (AUP)**



**Co-ordinator: Mr Barry Conroy BSc (Hons); PGCE**

# **Acceptable Use Policy (AUP) for Internet and Digital Communications**

*This policy is based on and complies with DENI Circular 2013/25 on eSafety and Acceptable Use Policy guidelines, which highlights schools' responsibility to have in place an eSafety policy **and** an Acceptable Use Policy (AUP).*

## **1. Introduction**

At St. Oliver Plunkett Primary School, we believe that the internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The internet is an essential element of 21st century life for education, business and social interaction. This school provides pupils with opportunities to use the excellent resources on the internet, along with developing the skills necessary to access, analyse and evaluate them. As such, it is important that pupils, staff, parents and governors are aware of our school's AUP to ensure the safeguarding of pupils and staff at St. Oliver Plunkett Primary School.

## **2. Code of Safe Practice**

When using the internet, email systems and digital technologies, all users at St. Oliver Plunkett Primary School must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. The Code of Safe Practice for St. Oliver Plunkett Primary School makes explicit to all users (staff and pupils) what is safe and acceptable and what is not.

The scope of the Code covers fixed and mobile internet; school PCs, laptops, iPads and mobile devices and digital video equipment. It should also be noted that the use of devices owned personally by staff and pupils but brought onto school premises (such as mobile phones, iPads, tablets, kindles) is subject to the same requirements as technology provided by the school.

The ICT Co-ordinator will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

## **2.1 Code of Practice for pupils**

Pupil access to the internet is through filtered services provided by C2K and Classnet, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse. Parental permission is sought from parents before pupils access the internet.

In addition, the following key measures have been adopted by St. Oliver Plunkett Primary School to ensure pupils do not access any inappropriate material:

- The school's Code of Safe Practice for use of the Internet and other digital technologies (Appendix I) is made explicit to all pupils and is displayed prominently;
- Our Code of Practice is reviewed each school year and signed by pupils/parents;
- E-Safety guidelines are displayed prominently throughout the school;
- 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 Key Stage 2 are educated in the safe and effective use of the internet, through a number of selected programmes. (See below)

It should be accepted, that however rigorous these measures may be, they can never be 100% effective. The school, C2K or Classnet cannot accept liability under such circumstances.

The use of mobile phones by pupils is not 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.

## **2.2 Sanctions**

Incidents of technology misuse which arise will be dealt with in accordance with the school's discipline policy. Minor incidents will be dealt with by the Principal 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 child protection procedures.

### **2.3 Code of practice for staff**

It is vital that staff adhere to the GTCNI Code of Values and Professional Practice. Staff are given computers, iPad, email and Internet access to assist them in the performance of their work. Staff should have no expectation of privacy in anything they create, store, send or receive using the school computer equipment (including iPads). The computer/iPad network is the property of the school and may only be used for school purposes. The school reserves the right to access activity and staff/pupils should be aware that improper use can lead to disciplinary action.

The Code of Safe Practice has been agreed with staff (Appendix II).

- Pupils accessing the internet should supervised by an adult at all times.
- All pupils are aware of the rules for the safe and effective use of the internet. These are displayed in classrooms and discussed with pupils.
- All pupils using the internet have written permission from their parents.
- Any websites used by pupils should 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 code of practice should be reported immediately to the Principal/ICT coordinator.
- In the interests of system security, staff passwords should only be shared with the network manager.
- Teachers are aware that the C2K and Classnet systems track all internet use and records the sites visited. The systems also logs emails and messages sent and received by individual users.
- 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.
- Photographs of pupils should, where possible, be taken with a school camera/iPad and images should be stored on a centralised area on the school network, accessible only to teaching staff.
- School systems may not be used for unauthorised commercial transactions.

### **3. Internet Safety Awareness**

In St. Oliver Plunkett Primary School we believe that, alongside having a written safety policy and code of practice, it is essential to educate all users in the safe and effective use of the internet and other forms of digital communication. We see education in appropriate, effective and safe use as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

#### **3.1 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. Many of these resources are available under the 'Links' section of the school's website.

#### **3.2 Internet Safety Awareness for staff**

The ICT Coordinator keeps 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.

#### **3.3 Internet Safety Awareness for parents**

The eSafety Policy and Code of practice for pupils is sent home for parental signature. Internet safety leaflets for parents and carers also are sent home on a regular basis. Parental awareness evenings will be organised, with external agencies such as the PSNI being asked to contribute.

### **4. Health and Safety**

St. Oliver Plunkett Primary School has attempted, in so far as possible, to ensure a safe working environment for pupils and teachers using ICT resources in classrooms which have been designed in accordance with health and safety guidelines. Pupils are supervised at all times when Interactive Whiteboards and Digital Projectors are being used.

### **5. Digital and Video Images of Pupils**

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 parent/carers.

### **5.1 School Website**

Our school website [www.stoliverplunkettberagh.com](http://www.stoliverplunkettberagh.com) promotes and provides up to date information about the school, as well as giving pupils an opportunity to showcase their work and other aspects of school life. In order to minimise risks of any images of pupils on the school website being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels/captions;
- The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

### **5.2 Storage of images**

Digital and video images of pupils are, where possible, taken with school equipment. Images are stored on a centralised area on the school network, accessible only to teaching staff.

## **6. Social Software**

Chatrooms, blogs and other social networking sites are blocked by the C2K filters so pupils do not have access to them in the school environment. However, we regard the education of pupils on the safe and responsible use of social software as vitally important and this is addressed through our Internet Safety Education for pupils. Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's discipline policy and child protection procedures. Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

## **7. Parental agreement**

Having read the school's Internet acceptable use policy parents are asked to complete and return a permission form and user agreement on behalf of their child (see attached). This is available from the Office and will be given to all new pupils upon entry to the school.

This policy has been agreed with Principal, ICT Co-ordinator, whole staff and Board of Governors.

**Date**

September 2017

## Appendix I

St. Oliver Plunkett Primary School

# ICT Code of Safe Practice for Pupils

## E Safety Rules

- ✓ I will log onto the school network *My School* Learning Platform with my own user name and password.
- ✓ I will only use ICT, including the internet, e-mail, iPad, digital video, mobile technologies, etc. for school purposes.
- ✓ I will only use my class e-mail address or my own school e-mail address when e-mailing.
- ✓ I will only open e-mail attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will only open/delete my own files. I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this, I will tell my teacher immediately.
- ✓ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be checked and that my parent/ carer will be contacted if a member of school staff is concerned about my eSafety.

Pupil's Full Name ..... (printed) Class: .....

Pupil's Signature ..... Date .....

## Appendix II: ICT Code of Safe Practice for Staff

*ICT (including data) and the related technologies such as e-mail, internet and mobile devices are an expected part of our daily working life in school. This code of practice is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to agree to this code of practice and adhere at all times to its contents. Any concerns or clarification should be discussed with Mr Conroy (ICT Coordinator) or Mrs Maguire (Principal).*

**EMAIL:** I will only use the school's email or personal email (if approved by Mr Conroy)/ Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Principal or Board of Governors. (See school's Email Policy). I will use the approved C2k secure e-mail system for school business and communication with parents. I will ensure that all electronic communications with pupils and staff are compatible with my professional role.

**PASSWORDS:** I will comply with the C2K ICT system security and not disclose passwords provided to me by the school or other related authorities.

**DATA PROTECTION:** I will not give out personal details e.g. mobile phone number/personal e-mail address to pupils. I will ensure personal data is kept secure and used appropriately, whether in school, taken off school premises or accessed remotely. Images of pupils/staff will only be taken, stored and used for professional purposes online with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carers, member of staff or Principal.

**C2K INSTALLATION:** I will not install any hardware or software on the C2K system without the permission of Mr Conroy.

**USE OF INTERNET AND DEVICES:** I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory on the C2K system or iPads. I understand that my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to Mr Conroy or Mrs Maguire (managers). I will respect copyright and intellectual property rights. I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.

**SOCIAL MEDIA:** In my private life, I will take great care to ensure posts are appropriate. I will not befriend pupils of the school.

**MOBILE PHONES:** My phone will be on silent and not used when my duty is to be with the pupils.

I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

### User Signature

I agree to follow this code of practice and support the safe and secure use of ICT throughout the school

Staff Member:..... Signature .....

Job Title: ..... Date .....



## Appendix III

### St. Oliver Plunkett Primary School Beragh Parental Agreement/Consent Letter

Dear Parent

It is essential that pupils are aware of eSafety and know how to stay safe when using Information and Communications Technology (ICT). As part of St. Oliver Plunkett PS's ICT programme, we offer pupils supervised access to a *filtered* Internet services provided by C2k (PCs & laptops) and by Classnet (iPads). Access to the Internet will enable 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 should be advised 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 Service providers have installed filtering software which operates by blocking thousands of inappropriate websites and by barring inappropriate items, terms and searches in both the 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.

The school's rules for safe Internet use accompany this letter. Please read and discuss these with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation, please make contact.

Yours sincerely,

Barry Conroy  
UICT Co-ordinator

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#### e-Safety Acceptable Use Rules Return Slip 2017-2018

Pupil / Parent Agreement:

We have read and discussed the rules and confirm that we have understood what they mean.

Pupil's Signature \_\_\_\_\_ Class \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_