

# Carrick Primary School



## E - Safety Policy

January 2020

## **VISION STATEMENT, MISSION STATEMENT AND SCHOOL AIMS**

### **Vision Statement**

Forward Together: “Ar Aghaidh le Chéile”.

### **Mission Statement**

In Carrick Primary School we aim to provide a safe, caring and stimulating environment, in which to realise and celebrate the academic and non-academic potential of all our pupils. We expect our pupils to work hard and encourage parents to assist us in laying the important foundations for future learning.

### **School Aims**

**In our school we aim to:**

- Create a safe, enjoyable learning environment, in which effective learning is facilitated and quality teaching is provided;
- Implement all aspects of the Northern Ireland Curriculum;
- Help our pupils to develop a positive attitude towards life and a love of learning;
- Value, respect and nurture every child in our care;
- Encourage pupils to respect themselves and others, and to support and care for one another;
- Equip our children with the necessary life skills, to enable them to participate in a fast changing society;
- Develop and strengthen each pupil’s understanding and love of Catholic values, by promoting the Catholic ethos throughout the school;
- Endorse the United Nations’ Convention on the Rights of the Child and work towards the implementation of policies and practices which reflect the Convention; and
- Involve the parents, Board of Governors and wider community in the life of the school, and in the holistic development of the children in our care.

## **Introduction**

The purpose of this policy is to ensure that all staff, parents, Governors and children understand and adhere to the school's approach to e-safety. The policy relates to other policies including Using ICT, Internet Code of Conduct, Anti-Bullying, Child Protection, Positive Behaviour and Health and Safety.

## **Writing and reviewing the E-Safety policy**

The school's Designated E-Safety Coordinators are Mrs O'Hare, Mrs Doran and Mrs Cassidy. When this e-safety policy has been agreed by the Leadership Team, the staff, the School Council, parents and the Governors, it will be formally adopted and will be reviewed every two years.

## **Teaching and Learning**

The purpose of internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school's management information and business administration systems.

Access to the internet is a necessary tool for staff and students. It helps to prepare students for the future and is used across a range of subjects.

## **Internet use enhances learning**

Internet access is provided by C2k and is designed so that material is filtered, in a way which is appropriate to the content and age of pupils. Internet access is planned to enrich and extend learning activities. Access levels are reviewed to reflect the curriculum requirements. Pupils are given clear objectives for internet use and Primary 3-7 pupils sign an Internet Agreement each year. Staff members select sites which support the learning outcomes planned for pupils and these will be appropriate for the pupils' age and levels of maturity.

Pupils are encouraged to use the internet appropriately in class and at special Internet Safety Assemblies.

## **Pupils are taught how to evaluate internet content**

Pupils are taught ways to validate information before accepting that it is necessarily accurate. Pupils are taught to acknowledge the source of information, when using internet material for their own use. Pupils are made aware that the writer of an email or the author of a web page might not be the person claimed. Pupils are encouraged to tell a member of staff immediately if they encounter any material which makes them feel uncomfortable.

## **Information System Security**

The security of the school's ICT system is reviewed regularly. Where this is a concern, advice is accessed immediately from C2K and/or Child Protection/Safeguarding Agencies.

### **Email**

Pupils are only allowed to use school email accounts, when in school. Pupils are encouraged to tell a member of staff immediately if they receive offensive emails. When emailing, pupils are taught that they must not reveal their personal details or the personal details of others or arrange to meet anyone without parental permission. Pupils are strongly advised not to open suspicious incoming emails or attachments. The forwarding of chain letters is not permitted.

### **Social networking and personal publishing**

Pupils will not be allowed to access public chat rooms. New applications will be thoroughly tested before pupils are given access to them.

### **Managing filtering**

The school works in partnership with pupils, staff members, Governors, parents and C2k to ensure that appropriate systems are in place to protect pupils and these systems are subject to regular review.

If staff members or pupils discover unsuitable sites, the URL (address) and content will be reported immediately to the E-Safety Coordinators, who will report the site to the C2k helpdesk.

### **Managing video conferencing and webcam use**

Video conferencing uses the C2k system. Video conferencing is always appropriately supervised and pupils must ask permission before accepting or making any calls.

### **Managing emerging technologies**

Pupils' mobile phones must not be used during school hours. Mobile phones and any other ICT devices which can record or can be used to take photographs or to access the internet must be left in the Principal's office before 9.00am and can be collected at home time. Only school iPads and/or school cameras are to be used by staff and children for educational purposes in Carrick Primary School and while on school trips.

### **Protecting personal data**

Personal data will be recorded, processed, transferred and made available according to current legislation and in accordance with the advice from EA and CCMS.

**Staff must not store confidential information on removable devices such as USB devices.**

### **Authorising internet access**

All staff must read and sign the "Staff Code of Conduct for ICT" before using any school ICT source. The school maintains a record of all staff members and children's access to the school's ICT systems.

Each year parents are asked to read and sign a consent form regarding their child's internet use from Primary 3 onwards.

Any person not directly employed by the school but requiring access to the school's computers/laptops/iPads will be asked to read and sign the ICT Code of Conduct and will be provided with a copy of the school's E-Safety Policy before being allowed to access the internet via the school's computers/laptops/iPads.

### **Assessing risks**

The school takes all reasonable precautions to prevent access to inappropriate material. However, it is impossible to guarantee that unsuitable material will never appear on a C2k computer, laptop or iPad. However, children and staff members are informed about what to do if they access any material which makes them feel uncomfortable or which is inappropriate.

### **Handling e-safety complaints**

Any complaint about a staff member's or a pupil's alleged misuse of ICT and/or the internet must be referred to the Principal.

Complaints of a Child Protection nature must be dealt with in accordance with the school's Child Protection Policy.

Pupils and parents are informed about the school's complaints procedures.

### **Introducing the e-safety policy to pupils**

E-safety posters are displayed around the school so that all users can see them.

Pupils are informed that network and internet use is monitored.

The children are reminded about the importance of e-safety and online safety, at least termly, both in class and at special e-safety assemblies, which are led by the ICT Coordinators, by the Principal or by external agents.

### **Staff and the e-safety policy**

All staff members are trained in e-safety and receive a copy of the E-Safety policy.

Staff members are informed that network and internet traffic can be traced to an individual user.

Staff will always use an appropriate search engine when accessing the web with pupils.

### **Enlisting parents' support**

Parents' attention is drawn to the school's E-Safety Policy in newsletters, in school policies and on the school's website.

Each year the school asks all the parents of P3-7 pupils to read and discuss the ICT Code of Conduct with their child, to sign it, and to return it to the class teacher. The signed documents are retained by the Principal.

### **Monitoring and Reviewing**

This policy will be monitored by the ICT Coordinators and by the Principal. It will be reviewed every 2 years, or sooner if required.

Signed: Mrs Anne Cassidy (Principal)

Signed: Mr Gerard Murdock (Chairperson of Board of Governors)

Date: January 2020

Review Date: January 2022