Springhill Primary School
Acceptable Use of the Internet and other Digital Technologies Policy

April 2025

Approved by Board of Governors _____

Date for Review _____

Introduction

E-safety relates to all fixed and mobile technologies that children may encounter, now and in the future, which allow them access to content and communications that could raise e-safety issues or pose risks to their well-being and safety [BECTA British Educational Communication and Technology Agency]

E-safety may be described as the school's ability to protect and educate pupils and staff in their use of technology and to have in place suitable mechanisms to intervene and support any incident where appropriate [OFSTED Office for Standards in Education 2012].

E-safety or electronic safety is about utilising electronic devises or e-technologies in a safe and responsible way. It is mainly concerned with the safeguarding of children and young people in the digital world and educating them to be safe when accessing e-technologies [NCB NI National Children's Bureau Northern Ireland].

Our School Ethos:

In Springhill we work together to create a welcoming, nurturing and supportive environment where individuals in school and the wider community are all included, valued and respected equally. As global citizens we appreciate and strive to help sustain our world and its resources. We endeavour to build confidence, develop curiosity and foster creativity through organic and digital learning environments that will grow happy, resilient and independent life-long learners.

Our School Vision:

Our vision is rooted in a desire to see our pupils flourish through a globally connected community where well-being and respect is cultivated and pupils are encouraged, enabled and expected to reach their full potential.

This document sets out the policy and practices for the safe and effective use of the Digital Technology in Springhill Primary School.

Springhill Motto – Supporting our Pupils to Succeed

Springhill Primary School supports and encourages pupils to effectively and safely use the different digital technologies that are available to them. Digital Technologies provide our children with a wide range of opportunities and in a world so dependent on digital skills, it is our responsibility to provide effective and up to date learning to allow our pupils to develop these necessary digital skills. Education for both pupils, parents and staff is key to ensuring our children are as safe as possible online.

Pupil Access to the Internet and Digital Technologies

Access to the Internet will be via a specially filtered educational web site provided by C2K appointed by DENI, but there is always the unlikely possibility that pupils may find ways to access inappropriate materials. In Springhill we endeavour to create a "nurturing and supportive environment" that will allow our pupils to confide in the trusted adults if an online incident occurs.

In addition to making use of technologies provided by the school, all staff must appreciate that the use of their own technology devices on school premises, is subject to the same requirements as technology provided by the school.

Pupils are not permitted to use their own devices within school.

Parents and guardians are frequently reminded that they are responsible for setting and conveying the standards that their children should follow when using media and information sources at home.

School Procedures

Pupils are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on a school playground. Our schools Golden Rule is *"Treat other people the way you want to be treated"*

The following key measures have been adopted in Springhill Primary School to help ensure that our pupils are not exposed to unsuitable material.

- The pupils are advised never to access, keep, or send anything that they would not want their parents or teachers to see
- Children using the internet will always be working in highly-visible areas of the school (classroom or ICT Room will be supervised by an adult)
- Staff will check, as far as possible, that the sites pre-selected for pupils use are appropriate to the age and maturity of pupils
- All online activity is for appropriate educational purposes and is supervised (which includes free time as a reward for good choices and hard work)

- Pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others
- The school Rules for Responsible Internet Use will be posted near computer systems.
- The ICT co-ordinator will monitor the effectiveness of safe internet access strategies
- The Principal will ensure that the policy is implemented effectively
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools and advice from the EA, C2K, DENI, Safer Schools NI, Just2Easy and parents, as appropriate.
- If at any time school staff or pupils find themselves able to access from within the C2k system internet sites which they think should be blocked, they should advise the school Principal or the ICT Co-ordinator. The Principal/Co-ordinator should then report the matter to the Safeguarding Governor and C2k Helpdesk which will implement agreed procedures for handling such issues. Depending on the nature of the issue, these procedures may require C2k to report to the Department. All actions should be noted and taken immediately.
- 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.
- Where deliberate misuse occurs, school rules (see behaviour policy) and the law apply.

Consequences

- Parents or guardians informed, and agreement put in place regarding temporary restrictions when using digital technologies
- Where applicable, police or local authorities may be involved.

An important educational tool is our Rules of Responsible use of the Internet and Digital Technologies contract. This allows pupils, parents and school to agree on appropriate use of digital technology.

Staff Code of Practice

Springhill Primary School endeavours to ensure that all appropriate staff are aware of the contents of this policy and are given training and up to date information to allow them to keep the pupils and themselves safe online.

- Pupils accessing the Internet or digital platforms will be in a supervised area
- All pupils are aware of the rules for the safe and effective use of the Internet or digital platforms, and what to do if they come across inappropriate content
- Websites and apps used by pupils should be checked beforehand by teachers, where possible, to ensure there is no unsuitable content and that material is age appropriate. If at all unsure, the site should not be used.
- Deliberate/accidental access to inappropriate materials by pupils or any other breaches of the school code of practice should be reported by the supervising staff member immediately to the Principal/ICT Co-ordinator.

- Teachers are aware that the C2K and the iPad system tracks all Internet use and records the sites visited. The system 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. If in doubt, or you cannot obtain permission, do not use the material.
- Photographs of pupils should, where possible, be taken with a school iPad and images stored on a centralised area on the school network/password protected internet storage, accessible only to teaching staff. iPads are password protected. (Some authorised phone usage for social media purposes will be used)
- Report any incident which breaches the Rules of Responsible use of the Internet and Digital Technologies Policy immediately to the ICT Co-ordinator / Principal.
- 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

Information for Parents

In Springhill we endeavour to work in partnership with our parents to keep our pupils safe online. In order to do this, we provide:

- Termly Safer Schools App reminders, support and advice
- Termly Just2Easy App reminders, support and advice
- Internet Safety Parent Training
- Monthly Online Safety Newsletter
- Information Guides and Advice Posters provided to parents regularly linked to current trends, apps and online safety
- Advertisement of Internet Safety Week
- Love For Life Training – Face2Facebook

The following guidance has been given to parents/guardians by Springhill Primary School:

- We recommend that all devices that have Internet access should be situated where parents/adults can monitor access.
- Discuss and agree with your children suitable times for accessing the Internet, apps and digital platforms.
- Discuss with their child, Springhill's Responsible Use of Internet Agreement and support the school in implementing this.
- Get to know the sites and apps their children visit and talk to them about what they are learning.
- Consider using appropriate Internet filtering software for blocking access to unsavoury materials.
- Discuss the perils of giving out personal information (picture, an address, a phone number, the school's name, or financial information such as credit card or bank details).
- Be vigilant when allowing children to spend electronically. They can be susceptible to fraud and run up bills.
- Encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell a trusted adult if they receive any such messages or images. If the message comes from an Internet service connection provided by the school, they should immediately inform the school.
- Consider using the Safer Schools NI app to support and assist using the internet.
- Read the monthly newsletter and other related information and attend any parent training sessions.

Parents are reminded that it is against the majority of social networking regulations that any child under 13 should be given access to social networking or chat facilities. e.g. Facebook, Instagram WhatsApp. We remind you , that these regulations are put in place to protect your child.

Parents will be informed in writing of the school policy on Acceptable use of the Internet and Digital Technologies. If a parent does not want their child to use digital technology, we will make reasonable adjustments.

Year 4 to year 7 pupils are also required to sign an undertaking agreeing to their proper use of the Internet and other technology during their time at Springhill Primary School.

Policy Review

The Acceptable use of the Internet and Digital Technologies Policy will be revised and updated regularly to take account of changing technologies, apps and methods of Internet access.

Sources of information

Acceptable use of the Internet and Digital technologies in Schools based on DENI Circular 2007/1 - https://www.education-ni.gov.uk/publications/circular-200701-acceptable-use-internet-schools

DENI: Circular Number: 2016/27 Online Safety - https://www.education-ni.gov.uk/publications/circular-201627-online-safety

https://360safe.org.uk/Overview/PDF-Version

https://www.bbc.com/ownit

https://www.saferinternet.org.uk

http://www.safeguardingni.org/sites/default/files/sites/default/files/imce/e-safety%20report.pdf

https://www.thinkuknow.co.uk

https://saferschoolsni.co.uk/

Springhill Primary School
Responsible Use of the Internet for Pupils

When using digital technologies and when having internet access which will be supervised, all users must comply with some basic rules to keep themselves and others safe.

I will:
- use the computer or iPad only as directed by the teacher
- be respectful in the language I use when communicating with others
- always have permission to access the internet, apps or any digital platforms
- will report any unpleasant material and messages I receive or, that I know someone else has received as quickly as possible to a trusted adult
- will be respectful of the computers and tablets I am using and report any accidental damage
- not access another pupil's work or folders, nor will I amend the work of others
- only copy, save or distribute information that I have been given permission to do
- be mindful of the information I disclose to others (my personal details and the personal details of others)

I understand that the school may check my computer files and monitor the Internet, apps and digital technologies sites I visit.

If these guidelines are not adhered to use of the digital technologies may be withdrawn for a set time period.

I accept that Springhill Primary School accepts no responsibility for loss/damage of personal technologies, such as phones and smart watches etc. We remind pupils and parents that phones and other digital devices are not allowed in school, unless under special circumstances that has been agreed by the principal.

I agree to abide by the school's guidelines on use of digital technologies, apps and platforms.

Signed (child) _____

Signed (adult) _____

Date _____

_____

Pupil Name: .... Class ....

Pupil Signature:...(If in P4 – P7)

I give permission for my child to access the internet, apps and digital platforms in school.

Parent Signature: .... Date ....

Springhill Primary School Staff agreement for Responsible Internet use and other technology.

These rules will endeavour to keep everyone safe.

- I will only access my own files and will not damage or amend the work of others or their data.
- I will not send anonymous or unsuitable electronic messages; my messages will be polite, responsible and only signed in my name.
- I will not create, retrieve, download, send, copy, print or display onscreen offensive messages or pictures intentionally.
- Within school, I will only take part in Discussion Forums, Newsgroups or Chat, that have been approved by the principal.
- I will respect the privacy of others. I will not publish their names, addresses, phone numbers or photographs.
- I will give credit to the sources of materials included in my work and will not use work from the Internet as if it was my own.
- I will report any unpleasant material or messages sent to me to the Principal or ICT Co-ordinator because this will help protect pupils, other members of staff and myself.
- I will not intentionally waste school resources. e.g. paper and ink.
- I will not download software from the Internet without seeking permission from the ICT Co-ordinator.
- I understand that the school may check my files and monitor the Internet sites, apps and digital platforms I visit.
- I understand that I will be held accountable for my actions.
- Photos will be taken only on school equipment and solely used in accordance with our record of parental permissions. (Some authorised phone usage for social media purposes may be used)
- I will access personal social media only when children are not present
- Where appropriate, staff will undertake training on responsible and safe Internet use, digital platforms and apps.

I agree to accept the rules for Responsible Internet use and the use of other technology whilst a member of staff at Springhill Primary School.

Staff Name: ....

Staff Signature: .... Date ....