Millennium Integrated Primary School

Acceptable Use of the Internet Policy

Introduction

Department of Education Circular 2007/1 reiterates the Board of Governors’ duty to ‘safeguard and promote the welfare of pupils’ and the duty of the Board of Governors to ‘determine the measures to be taken at a school to protect pupils from abuse.’ In line with this duty, the school has developed a policy on The Acceptable Use of the Internet and Digital Technologies in School. This policy oversees the responsibilities of staff, pupils and visitors to the school when accessing and using the Internet and digital technologies.

Over recent years communication has rapidly developed and is continuing to evolve. The development of the Internet has made many new experiences available for our society. Communicating with another culture is only a few ‘clicks’ away and is an instantaneous way of sending and receiving information. The World Wide Web is constantly expanding and has both many advantages and some disadvantages for education today.

This policy is intended to assist staff, pupils and visitors in using the Internet and e-mail effectively in Millennium Integrated Primary School, thus enabling them to access good information whilst doing all we can to avoid undesirable material.

Responsibilities

The Board of Governors have overall responsibility in ensuring that the school has a policy on the safe and effective use of the Internet and digital technologies. The Principal is charged with ensuring that this policy is developed and implemented in the school community. The ICT co-ordinator and/or Senior Learning is responsible for the development of this policy in line with the expectations of the DENI guidelines.

The Importance of the Internet

- **The purpose of Internet use in Millennium Integrated Primary School is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school’s management information and business administration systems.**
- **Internet use is a part of the statutory curriculum for Northern Ireland and a necessary tool for staff and pupils.**
- **Internet access is an integral part of ICT and is an important aspect in supporting learning and the management of learning.**
- **Internet access provides pupils and staff with a vast array of resources to support teaching and learning through a variety of websites and the C2K maintained learning environment – Learning Northern Ireland (LNI)**
The Internet can be used to support distance learning and reinforce classroom learning through directed use at home or through other access points.

The Benefits of Internet Usage

Benefits of using the Internet in education include:
- access to world-wide educational resources including museums and art galleries;
- inclusion in government initiatives such as Learning Northern Ireland (LNI);
- educational and cultural exchanges between pupils world-wide through the use of email exchange or video conferencing;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with the Department of Education (DENI);
- development of research skills in children and ability to self-manage information.

Using the Internet to Enhance Learning

- The school Internet access is designed expressly for staff and pupil use and will include filtering appropriate to the age of pupils. Access to the Internet in Millennium Integrated Primary School is a privilege for the children and can only be accessed through C2K provided computers and hardware. All filtering of Internet content is the responsibility of C2K.
- Pupils will be taught what is acceptable and what is not acceptable and given clear objectives for Internet use. This shall be done through CEOP (Child Exploitation and Online Protection Centre) resources. Foundation and Key Stage 1 access the ‘Hector’s World’ resources while Key Stage 2 accesses the ‘Cybercafé’ resources. www.thinkuknow.co.uk.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements, learning outcomes and age of pupils. At Key Stage 1, access to the Internet will be primarily by adult demonstration with occasional directly supervised access to specific, approved on-line materials. At Key stage 2 there will be access to approved sites and directed search engines.
When possible material will be downloaded prior to class use. Teachers should ensure that they view materials prior to using them in a classroom setting.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location and retrieval.

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to C2K via the ICT co-ordinator.

Millennium Integrated Primary School will ensure that the pupils acknowledge the source of information used and to respect copyright when using Internet material in their own work.

Teachers will help pupils be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Email

The Department of Education encourages the use of e-mail as an essential means of communication for both staff and pupils. Directed e-mail use can bring significant educational benefits and interesting projects between schools can be created.

All children and staff have access to a monitored email account provided by C2K. This email account enables effective communication for both pupils and staff within school and between schools and outside bodies.

Millennium Integrated Primary School’s email policy contains more detailed information about the school’s email.

The use of email is outlined below:

- Pupils may only use approved e-mail accounts on the school system. This email account is provided by C2K and is based on the pupil’s unique username and will be followed by ‘@c2kni.net.’
- A pupil’s email account is at the discretion of the teacher, ICT Co-ordinator and Principal and can be withdrawn at any time if it abused in such a way as to be offensive or inappropriate, e.g. sending abusive emails to other people.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal details of themselves or others, such as address or telephone number, or arrange to meet anyone in e-mail communication.
- Pupil access in school to external personal e-mail accounts will not be allowed. E-mail will only be used for educational purposes. Teachers may access their own personal email accounts but should do so only at those
times when they are not teaching or expected to be completing work related tasks.

- **E-mail sent to an external organisation should be written carefully in the same way as a letter written on school headed paper.**
- **E-mail from school computers is liable to random checks by the ICT co-ordinator, the Principal or both.**
- **Communication between pupils and teachers via email should only occur through the school account. This means that a permanent record of any email can be kept and examined through a request to C2K. Teachers and pupils can access their email accounts via the LNI portal [www.c2kni.net](http://www.c2kni.net).**

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School Website

Millennium Integrated Primary School currently has a website that is hosted by C2K and managed by ‘Webanywhere.’ The current address of the school website is [www.millenniumps.saintfield.ni.sch.uk](http://www.millenniumps.saintfield.ni.sch.uk)

The school web site is used to celebrate pupils' work, promote the school and provide information. Editorial guidance will ensure that the Web site reflects the school's ethos that information is accurate and well presented and that personal security is not compromised. An editorial team ensure common values and quality control. Towards this outcome the site content is currently managed by the ICT co-ordinator in conjunction with the Core Learning Team. All classes are expected to arrange to have their individual page updated on a half-termly basis. This can include items of work and/or photographs of work based activities.

As the school's Web site can be accessed by anyone on the Internet, the school has to be very careful to safeguard the interests of its pupils and staff. The following rules apply:

- **The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils’ home information will not be published.**
- **Web site photographs that include pupils will be selected carefully. Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.**
- **Pupils’ full names will not be used anywhere on the Web site, particularly in association with photographs.**
- **The Headteacher or ICT Co-ordinator will take overall editorial responsibility and ensure that content is accurate and appropriate.**
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Emerging Technologies

Many emerging communication technologies offer the potential to develop new teaching and learning tools. Mobile communications, wide Internet access and multimedia present opportunities which need to be evaluated to assess risks, to establish benefits and to develop good practice. The safest approach is to deny access until a risk assessment has been completed and safety demonstrated. Therefore emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. This is the responsibility of C2K and only with their knowledge and authority can access to the school network be permitted.

Millennium Integrated Primary School recognises that mobile phones are able to access the Internet using a mobile form of browser. Access can also be gained from hardware equipped with a USB ‘dongle.’ Pupils shall not access the internet using these forms of communication and all staff should be aware that accessing the Internet in school using these technologies should be done in their own time. Staff should also treat this access in the same way that they use the Internet through the school’s network and so should, in no way, access or have access to inappropriate material while on school grounds.

Mobile phones should not be used during lessons or formal school time. Ideally, if a member of staff needs to be contacted, this should be done through the school phone and at an appropriate time, except in the case of an emergency. Most mobile phones now contain a camera and staff need to be very aware of this. If the need to use a mobile phone arises, staff should ensure that their calls are made away from the presence of children so as to not, inadvertently, take an image of a pupil on their phone. Staff should also recognise that mobile phones are identified as ‘media storage devices’ and, as such, while on school property they are subject to the same checks that would be expected of any media storage devices such as a CD, DVD, USB pen, et al.

Pupils and staff have permission to bring games consoles into school for periods such as ‘Golden Time’ or staff events. Pupils should only play age appropriate games in this period and staff have a duty to enforce this in their classroom. If in doubt they should contact the ICT co-ordinator or refer to www.pegi.info or www.ersb.org for further information. Staff using such technologies have an obligation to ensure that when using them, pupils do not have access to age-inappropriate material.
Safe Use of the Internet

- All use of the school’s Internet access will be monitored, including that by staff, governors, parents and any other members of the community. Pupils will be informed that Internet use will be monitored. Logs of Internet use and websites visited are stored by C2K and can be accessed, upon request, if needed. This should be authorised by the Network Manager in the case of a pupil and by the Principal in the case of a member of staff.
- The school will work in partnership with parents, DENI, and C2K to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to C2K via the ICT co-ordinator.
- The ICT Co-ordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable. Virus protection will be installed and updated regularly but is the responsibility of C2K.
- Rules for Internet access will be posted near all computer systems.
- Children’s access to the Internet should be supervised and directed. It is accepted that children may occasionally complete work outside of taught time, but they should only access agreed content and should not conduct an Internet search using a search engine while unsupervised.
- A module on responsible Internet use will be included in the PDMU programme covering both school and home use. Pupils will be instructed in the safe use of the Internet prior to use.
- Personal Media Storage Devices may not be used on the school network without specific permission and a virus check.
- Unapproved system utilities and executable files will not be allowed in pupils’ work areas or attached to e-mail.
- Files held on the school’s network will be regularly checked and should not be treated as confidential, unless assigned specifically through C2K provision. The school ICT systems will be reviewed regularly with regard to security.

Authorisation of Internet Use

- Millennium Integrated Primary School will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff leaving or the withdrawal of a pupil’s access.
- Parents will be informed that pupils will be provided with supervised Internet access and asked to sign a consent form.
- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Millennium Integrated Primary School cannot
accept liability for the material accessed, or any consequences of Internet access.

- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The headteacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

Wireless Networks

The school has both wireless and wired access to the Internet. This is provided and maintained by C2K under direction of DENI. The school has completed its own assessment of evidence available through documents provided by DENI and Becta and is comfortable providing this wireless access. This information can be accessed on request or through the school’s website.
Responding to e-safety incidents / Child Protection

The person with responsibility for Child Protection is Mrs Mary Roulston
The deputy designated teacher is Mr Barry Corrigan
The Child Protection team is completed by Mrs Wendy Ballard and Mrs Zoe Heatherington

A procedure has been drawn up to deal with incidents regarding e-safety. This is included as Appendix 1.
Appendix 2

Millennium Integrated Primary School
Responsible Internet Use

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site.
- On a network, I will use only my own login and password, which I will keep secret unless my teacher grants me access.
- I will not look at or delete other people's files.
- I will not bring storage media (USB pens, etc) into school without permission.
- I will only e-mail people I know, or my teacher has approved.
- The messages that I send will be polite and sensible.
- When sending e-mail, I will not give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

The school may exercise its right by electronic means to monitor the use of the school’s computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school’s computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.
Appendix 3

Internet Permission Form

Dear Parent,

As part of the school’s ICT (Information and Communication Technology) programme to raise standards and in line with Curriculum requirements, Millennium Integrated Primary School provides access to the Internet, including e-mail.

We believe at Millennium that the benefits to pupils from Internet access, in the form of information sources and opportunities for collaboration and communication, exceed any disadvantages.

In order to help protect your children from access to undesirable content, our school Internet Service Provider (C2K) operates a filtering system, in line with DENI requirements. This filtering system restricts access to inappropriate materials. Your children will be supervised when they are using the Internet, and every reasonable precaution will be taken to protect your children from accessing undesirable material. However, it is impossible to give an absolute guarantee that the supervision and filtering devices will prevent access to undesirable material.

I enclose a copy of the school Rules for Responsible Internet Use. Please contact me for any further information you require or to discuss any areas of concern. Before being allowed to use the Internet, all pupils must obtain their parents'/ guardians' permission you must sign the enclosed form as evidence of your approval and their acceptance of the school policy on this matter.

Children in Key Stage 2 are asked to sign an agreement form as we feel that they are of an appropriate age and understanding regarding the rules of computer and Internet use. If your child is younger than this, your signature confirms that you will have discussed (age-appropriate) rules about using the computer. All children have to have some access to the internet to ensure they can meet the curriculum requirements but if you do not give approval your child will not be able to take part in many of the curriculum activities.

Please return the enclosed permission form by (date), so that your children may use the Internet.

Yours sincerely,
Millennium Integrated Primary School
Responsible Internet Use

Please complete, sign and return to the school secretary

Pupil:

Class:

Pupil's Agreement (If Primary 5, 6 or 7)
I have read and understand the school Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access
I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Parent's Consent for Web Publication of Work and Photographs
I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published and that full names will not be used.

Signed:

Date: