Rosstulla School
Together Towards Tomorrow

Safe and Effective use of the Internet and Digital Technologies Policy
2015/16

(This policy is based on DENI circular 2007/1 – Acceptable use of the Internet and Digital Technologies in Schools and 2011/22 Internet Safety.)

Introduction
Rosstulla School believes that the use of the internet and other digital technologies is an extremely useful educational resource when used effectively and appropriately.

This policy explains how the internet and digital technologies can be used safely and effectively in Rosstulla. The policy applies to all members of the school community and visitors.

The Parents and Friends of Rosstulla Association have their own policy relating to the Associations Facebook page and Twitter Feed.

Pupils, parents and staff were consulted when drawing up this policy.

Code of Safe Practice
All online activity is for appropriate educational purposes and is supervised, where possible. Pupils hold the lowest level of internet access provided by C2K. This should ensure educational use made of resources is safe and secure, whilst protecting users and systems from abuse.

All personal information relating to staff and pupils is recorded on SIMS (School Information Management Service) and password protected. Access to information is restricted.

The C2K system tracks, records and stores all usage. Usage may be monitored. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.

Parental permission is sought from parents on an annual basis to cover pupil internet access, the use of photographs of pupils on the school website, in local press etc. Group photos are used where possible with general labels/captions. The website does not include personal information about pupils or staff.

When using the internet and digital technologies all users must comply with relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. Care must be exercised when selecting and downloading teaching resources. Staff, parents and pupils should ensure that any educational material downloaded at home for use in school is suitable for use in the classroom (no inappropriate pictures or language etc).

Users must also comply with the relevant Code of Practice.

Personal devices e.g. mobile phone, PDAs, iPad/tablet owned by staff, pupils, governors and visitors but brought onto school premises are subject to the same code of practice as technologies provided by the school.

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

The school's 'Acceptable Use of the Internet and Digital Technologies' is displayed prominently.

However rigorous measures may be, they can never be 100% effective. Neither the school nor C2K can accept liability under such circumstances.

Code of Practice for Pupils

Pupils will:
- be made fully aware of Rosstulla's 'Code of Practice'
- use the Internet in highly visible areas of the school
- where possible, use sites and Apps pre-selected by the teacher and appropriate to their age group
- be educated in the safe and effective use of the Internet, (both at home and at school) through a number of selected programmes e.g. visits by PSNI, Internet Proficiency Scheme.
- not be permitted to use mobile/smart phones during school hours. Mobile devices are to be handed to class teacher on arrival in school and will be kept in a safe place by the teacher for the duration of the school day.

Code of Practice for Staff
Staff will:
- supervise (where possible) pupil internet access
- ensure pupils have parental permission to access the Internet
- ensure that both they and pupils log in using their own user name and password
- report immediately to the Principal or his/her deputy any deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice whether theses occur on or off site
- Securely store pupil or staff information on an encrypted data pen or SIMS (not personal devices)
- Ensure pupil images and recordings are made using school equipment and are not stored on personal devices
- only use their C2k email account when conducting school business not for personal use

- ensure portable school equipment e.g. an iPad being used off site is not used to access the Internet by others. When off-site Rosstulla's policy extends to their usage.
- where a member of staff is likely to be away from school through illness, professional development (secondment etc), arrangements must be made for any portable equipment to be returned to school.
- no software licensed or not may be installed on portable devices in the care of teachers as the school does not own or control the licenses for such software.
- ensure that personal equipment (Smartphone, iPad etc) is not used for anything other than educational purposes during class contact time
- refrain from Internet shopping during class contact time
- not access personal social networking sites using school equipment
- refrain from using personal devices to take photographs or videos of pupils.
- mobile/smart phones turned off during training, meetings and class contact

Code of Practice for Parents, Governors and Visitors
Parents, governors and visitors will:
- have mobile/smart phones turned off during training and meetings
- refrain from using mobile devices to record discussions, concerts, Sports Day etc. unless the permission of all concerned has been sought or given
- parents/carers will only photograph their own child and not store/share images of other children that have been taken on school premises
- if accessing the internet as a guest user using school's Wifi provider adhere to the guidance re accessing inappropriate sites etc.
- report immediately to the Principal or his/her deputy, any deliberate/accidental access to inappropriate materials or any other breaches of the school code of practice

Staff and Governors are advised that:
- social networking sites are 'public'. No comments or photographs should be posted on such sites that would bring the school or individual into disrepute
- those who belong to social networking are advised to make their profiles private and should refrain from accepting or making 'friend requests' to/from pupils past or present
- any 'friend requests' from current or past pupils should be reported to Mrs A Fryers (Designated Teacher for Child Protection)

Incidents of Technology Misuse and Accidental Access to Blocked Sites
If an incident is reported to the Principal or his/her deputy (if Principal not available). the C2k Helpdesk will be advised immediately and will implement procedures for handling issues. The Board of Governors will be informed by the Principal of any incidents.

Child protection issues will be dealt with in accordance Rosstulla's child protection procedures.

Health and Safety
Rosstulla has attempted to ensure a safe working environment for pupils and staff using ICT resources. Any concerns regarding ICT health and safety issues should be reported to the ICT Co-ordinator.

Staff should be aware of and act appropriately concerning pupils who may have photosensitive epilepsy

Cyber Bullying/Harassment/Grooming
Incidents of cyber bullying/harassment of pupils or staff or the grooming of a child will be regarded as very serious offences and dealt with according Rosstulla's Child Protection Policy.

Carole-Anne Stuart
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