

**POLICY  
ON THE ACCEPTABLE  
USE OF  
THE INTERNET IN  
DRUMAHOE PRIMARY  
SCHOOL**



**The purpose of this document is to reflect the values of Drumahoe Primary School in relation to the Acceptable Use of the Internet.**

**PARENT COPY**

# Drumahoe P.S



## Code of Practice for Safe and Effective Use of I.C.T.

When using the Internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity.

Drumahoe P.S. will therefore make explicit to pupils – (**see Appendix 1**) what is safe and acceptable and what is not. Drumahoe P.S. will ensure that all pupils understand how they are to use the Internet safely, effectively, appropriately and why the rules exist.

### These issues will include:

- creating, retrieving, downloading, sending, copying, printing or displaying onscreen offensive messages or pictures;
- use of obscene or racist language;
- harassing, insulting or attacking others;
- damaging computers, computer systems or computer networks;
- violating copyright laws;
- using another user's password;
- trespassing in another user's folders, work or files;
- intentionally wasting resources (such as online time and consumables);
- using the network for unapproved commercial purposes.

The Code will balance the desirability of fully exploiting the vast educational potential of new technologies with providing safeguards against risks and unacceptable material and activities.

The scope of the Code will cover fixed and mobile Internet; technologies provided by the school (such as PCs, laptops, iPads, webcams and digital video equipment); as well as technologies owned by pupils and staff, but brought onto school premises (such as mobile phones, camera phones, personal digital assistants (PDAs), and portable media players). It will be made clear in this Code that the use of devices owned personally by pupils are subject to the same requirements as technology provided by the school. Currently pupils are not allowed to bring their own devices to school.

The school requires that pupil/parent sign the use agreement (**see Appendix 1 & 2**) document as a means of demonstrating that policy has been communicated to all users. It will include doing anything outside of school and/or online, that may bring the school's name into disrepute. This will include posting derogatory information about teachers or the school.

However, understanding the issues and displaying safe effective practice is as important as having a written document and therefore, an education programme is an essential element of a code of practice. Drumahoe P.S. will also ensure that all users are aware that the school tracks and records the sites visited, the searches made on the Internet and emails and messages sent and received by individual users.

### **In promoting awareness of best practice, pupils will:**

- be involved in creating the Code of Practice through the Kids' Forum;
- know how to identify and report any inappropriate use of technology;
- be aware that their online behaviour is tracked and recorded at all times;
- know the sanctions for misuse or abuse (ranging from suspension of the use of technology to involvement of the police and legal action in serious cases).

Parents ought to be made aware that when pupils use the C2k online learning environment "LNI", whether in school or outside school, that they will be agreeing to certain terms and conditions of appropriate usage. These terms are available on the C2k LearningNI website.

More advice on a Code of Practice for Pupils can be accessed at:

- [the Kent National Grid for Learning](#)
- [West Sussex County Council](#)

### **Filtering of Non-Classroom 2000 systems and services**

When the school chooses to access online services through service providers other than C2k, then it is responsible for ensuring that effective firewalls, filtering and monitoring software mechanisms are put in place. Drumahoe P.S. will regularly review their filtering and blocking policies and procedures. Procedures for both blocking and unblocking sites will be clearly communicated to all staff members.

### **What is the Internet?**

The Internet is an electronic highway connecting computers and individuals all over the world. The educational value of appropriate information on the Internet is significant. However it also includes material that may be considered inappropriate to children's needs in primary school, and may be racist, inaccurate, abusive, profane, sexually orientated or illegal.

### **C2K**

All schools in Northern Ireland have access to the Internet, electronic mail and online computer conferencing through C2K. C2K has installed filtering software that operates by blocking inappropriate web sites and by barring inappropriate items and searches. However, it must be stated that no filtering service can be foolproof and so it is essential that users behave in a responsible manner according to the guidance given in the acceptable use of the resources, backed by these policy guidelines.

### **Location & Supervision**

Access to the Internet for pupils is available on computers and iPads in the classrooms and Resource Areas. These computers/tablets are in full view of people moving around these areas.

Pupils' Use of the Internet, at school, will be supervised, where possible. Unsupervised use will only take place after a member of staff has given permission. Pupils will be reminded of what is considered acceptable.

Pupils must be aware of what constitutes appropriate use, and of the school policy.

### **Staff**

Members of staff are encouraged to use the Internet as a resource in teaching and learning. They use the service to support the aims and objectives of the Northern Ireland Curriculum, to conduct research, and for contact with others in the world of education.

All members of staff are expected to communicate in a professional manner. While normal privacy is respected and protected by password controls users may not expect files and messages stored on the network to be private as network administrators may review files etc to maintain system integrity. Sanctions will be taken if the code of practice is breached (see Appendix 1).

## **Pupils**

Access to the Internet is a learning tool that is given to pupils who act in a responsible manner. Evidence of inappropriate use will be dealt with in accordance with the schools discipline policy.

Pupils will have the opportunity to take part in an Internet Proficiency programme which aims to help them develop safe and responsible behaviour when using the Internet and other interactive technologies.

## **Parents**

Parents will be advised that Drumahoe Primary School, through C2K, provides a filtered and monitored access to the Internet. Their attention will be drawn to the school's guidance and advice on its acceptable use.

Parents will be encouraged to use this guidance when allowing their children access to the Internet at home.

They will be requested to read the regulations laid down by the school and sign a declaration of agreement (see Appendix 2 above).

## **Appropriate and Acceptable Use of the Internet**

The following on-line activities are to be encouraged -

1. Using Internet sites such as BBC School sites to access programs that help to reinforce, inform, challenge and extend learning.
2. Using the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development.
3. Using the Internet to develop ICT skills and general research skills.
4. Using e mail and computer conferencing for communication between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), between schools and industry.

N.B. In the Foundation and Key Stage 1 classes the Internet will mainly be used to consolidate and extend learning through interactive games and activities that have been carefully selected by the class teacher.

## **Inappropriate and Unacceptable Use of the Internet**

The following on-line activities are **not permitted**:

1. Searching, viewing and/or retrieving materials that are not related to the aims of the curriculum.
2. Copying, saving and/or redistributing copyright protected material, without approval.
3. Subscribing to any services or ordering any goods or services, unless specifically approved by the school.

4. Playing computer games or using interactive chat sites, unless specifically assigned by the teacher.
5. Using the network in such a way that use of the network by other users is disrupted (for example, downloading large files during peak usage times; sending mass e mail messages.)
6. Publishing, sharing or distributing personal information about a user (such as home address, e mail address, phone number, etc)
7. Any activity that violates a school rule.
8. Using another user's password.
9. Use of obscene or racist language.
10. Harassing or insulting other users

## Advice to Parents

Teachers and Governors of Drumahoe Primary School will endeavour to ensure that the pupils in their care use the Internet responsibly, according to the policy of the school. They will guide the children towards appropriate materials and monitor on-line activities.

While in school pupils' access to the Internet will be through a filtered service ensuring that, as far as possible, unsuitable material will be barred.

Outside school it is parents' responsibility to provide guidance in their children's use of the Internet. Parents do not usually permit their children to view unsuitable television programmes, films, videos, etc., and the same precautions apply to their use of the Internet. However, appropriate use at home will be beneficial to children educationally, and will often be a valuable aid to both homework and school work. We would advise that this use is closely supervised to eliminate access to inappropriate material.

We would further advise that parents also provide a filtered Internet service for their children's use thus greatly reducing the chance of accessing unsuitable sites.

### Some advice and guidance which parents may find helpful.

- Discuss with your child rules for using the Internet and decide together when, how long, and what is meant by appropriate use.
- Know the web sites that your child visits.
- Talk to your child about what they are doing and learning.
- Encourage your child **not** to respond to any unwelcome, unpleasant or abusive messages, and to tell you if they receive such a message.
- Discuss with your child the importance of **not** giving out **any** personal identifying information in any electronic communication on the Internet or through other online environments
- Supervise your child's use of the Internet. It may be helpful to have the computer set up in a family room, if possible.

**DRUMAHOE P.S.****Using the Internet  
Pupil Agreement**

I promise that I will use the Internet sensibly and will not use it for the following purposes:

1. Searching, viewing and/or retrieving materials that are not related to my work in school.
2. Playing computer games or using interactive chat sites, unless the teacher has asked me to do so.
3. Publishing, sharing or giving out personal information about a user (such as home address, e mail address, phone number, etc.)
4. Any activity that breaks a school rule.
5. Using another user's password.
6. Use of obscene, racist or offensive language.
7. Insulting or bullying other people
8. Subscribing to any services or ordering any goods.

I know that my teachers can look at the sites I have visited and messages sent or received and if I don't use it properly my Internet privileges will be suspended.

I know that if something inappropriate happens while I'm using the Internet such as someone that I don't know asking me for my name and address I need to tell an adult immediately.

Pupil's Name: \_\_\_\_\_

Signature: \_\_\_\_\_



**ACCESS TO THE INTERNET (PUPILS)**

**Parents' Internet Information Letter**

Dear Parent/ Carer,

I.C.T. including the internet, email and mobile technologies, etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any I.C.T.

Please read and discuss these e-Safety rules (Pupil Agreement) with your child and complete the slip at the bottom of this page and return this letter along with the pupil agreement to school promptly. If you have any concerns or would like some explanation please contact the ICT/e-Safety Co ordinator, Miss Marshall or the Principal (028-71302284).

I would also ask you to read the Internet Policy of Drumahoe Primary School and the advice that has been given. You will realise that he/she will be able to access telecommunications networks throughout the world using the Internet. You will understand that this access is designed and intended as an educational tool to enhance learning and teaching and that he/she will receive instruction in the appropriate use of this resource.

Please realise that the internet contains material that is sometimes inappropriate for school purposes and by signing the agreement you support Drumahoe Primary School, in explaining to your child that they are responsible for not intentionally accessing such material. Please acknowledge that unacceptable use of the Internet may result in the temporary suspension or withdrawal of privileges and that you will not hold Drumahoe Primary School accountable for unsuitable materials acquired by him/her through Internet usage at school.

Yours sincerely

*T.R. McMaster*  
*Principal*

**Drumahoe Primary School**  
**Acceptable Use Agreement: Pupils**

**Parent/Carer signature**

We have discussed this and .....(child's name) agrees to follow the e-Safety rules and to support the safe use of ICT at Drumahoe Primary School.

Parent/CarerSignature.....

Class ..... Date .....