

St. Patrick's P.S., Drumgreenagh



E-Safety Policy

Policy Adopted: Autumn 2023

Review Date: Autumn 2026

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, Health and Safety and online Netiquette.

This Policy is an agreed statement of the intention of all teachers in St. Patrick's Primary School, Drumgreenagh in relation to e-safety.

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. 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 methods of validating 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

In school, pupils are only allowed to use school email account. 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 evaluated before pupils are allowed access to them. Children do not have access to social networking sites in school.

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 via Google Classroom or Team and is always appropriately supervised. Pupils must ask permission before accepting or making any calls.

Use of pupil devices/ telephones

Pupils' mobile phones **must not** be used during school hours. Mobile phones and any other ICT devices which can record, take photographs, or access the internet must be left in the Principal's office before 9.00am and can be collected at home time. Only school tablets/ chromebooks and/or school cameras are to be used by staff and children for educational purposes in St. Patrick's 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.

Parents/ Guardians of Primary One pupils and children joining the school in P2-7 are asked to read and sign a consent form regarding their child's internet use. This consent applies for the duration of their child's time in St Patrick's PS. Parents/ guardians have the right to withdraw their consent at any time.

Assessing Risks

The school takes all reasonable precautions to prevent access to inappropriate material. However, it is impossible to guarantee that all unsuitable material will not appear on a C2k device. Children and staff members are informed about what to do if they access any inappropriate content.

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

Pupils are informed that network and internet use is monitored.

The children are reminded about the importance of e-safety and online safety in class and at special assemblies for antibullying week and safer internet day.

Staff and the e-safety policy

- All members of the teaching staff and classroom assistants are trained in e-safety and contribute to the process of writing the E-Safety policy.
- All users know that the C2k network can monitor internet traffic and be traced to individual users.
- Staff will always use an appropriate search engine when accessing the internet with pupils.

Enlisting parental/ guardian support

Parents' attention is drawn to the school's E-Safety Policy in school information updates and on the school's website. At the start of each academic year procedures for the safe use of ICT in school is shared with children and parents/guardians.

Monitoring and Reviewing

This policy will be monitored annually, and it will be reviewed every three years, or sooner if required.