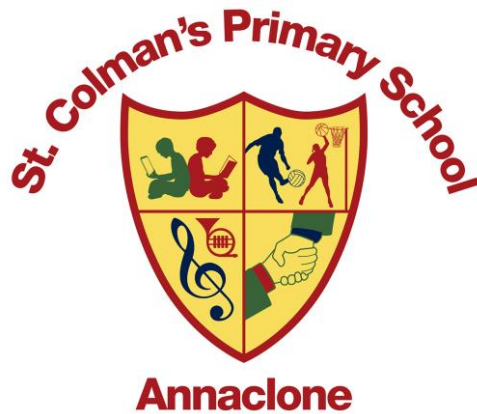


St. Colman's Primary School/ Annaclone



All Saints' Nursery Unit

E Safety

Principal: Mr. K. O'Neill

Phone Number: 028 40671363

Web: www.stcolmansandallsaints.co.uk

Email: info@stcolmans.annaclone.ni.sch.uk

Vision Statement

Vision Statement

To be an inclusive, caring School where childhood and community are valued; one, which inspires learning for life and develops the personal qualities needed to succeed in a rapidly changing World. This vision will be best realised as we undergo a continual journey of collaboration and progress through partnership, leading to excellence.

Mission Statement

We believe that each child will succeed through experiencing quality in:

- ☐ A broad and challenging curriculum
- ☐ Innovative teaching and an investigative approach to learning
- ☐ A stimulating learning environment
- ☐ An enriching programme of extra-curricular activities and visits
- ☐ A rich, varied and up-to-date range of learning resources
- ☐ An ethos of support, challenge and encouragement to succeed
- ☐ Learning partnerships between the school, home and parish community

We demonstrate our commitment to working as a learning community by:

- ☐ Striving for continuous improvement in all that we do
- ☐ Working collaboratively towards common goals

Aims for the Pupils

St. Colman's Primary School and All Saints' Nursery Unit (Annaclone), promote high achievement and learning for life by working with the staff and children to:

- ☐ Develop enquiring minds and a spirit of curiosity
- ☐ Promote well-being and the importance of a healthy work/life balance
- ☐ Encourage excellence and the development of new skills
- ☐ Ensure the children in our school are immersed in their community but are also forward facing and expansive in outlook
- ☐ Achieve their highest standards in all areas of the curriculum

- ❑ Have high self-esteem - respecting themselves, others and the environment by our positive approach to behaviour thus ensuring that each individual is motivated to do his/her best
- ❑ Utilise and provide opportunities to develop their thinking skills enabling them to work independently or collaboratively
- ❑ Be an integral part of the Parish community - one which fosters a faith commitment to Christ and prepares pupils for a fuller participation in the life of the Church
- ❑ Seek to extend themselves in mind, body and spirit
- ❑ Become highly motivated life-long learners
- ❑ Gain advanced technological skills and an awareness of Global Issues
- ❑ Be flexible and adaptable for the modern world

Our School Values:

- Happiness and enjoyment
- Effort, attitude and perseverance
- Team, school and community spirit
- Honesty, fairness and trustworthiness
- Respect and tolerance
- Politeness, kindness and caring
- High standards of behaviour
- Partnerships and collaboration
- Resilience



Ethos of the School

St Colman's Primary School and All Saints' Nursery Unit sets out to create a caring and supportive environment, where all children can develop intellectually, emotionally, physically, socially, morally and spiritually.

In addition, the delivery of the curriculum is designed to develop interest and motivation in children using enthusiastic teaching and interesting and relevant learning activities.

- Children are encouraged to achieve high standards and are given as much help as they may need in order to achieve success.
- There are many extra-curricular activities that encourage co-operation and discipline through team games. Children are further encouraged through a variety of musical/dramatic productions to develop self-discipline.
- Within this context there is a code of discipline that is consistently enforced to ensure that the education of children takes place in an orderly and caring environment.
- Through continual monitoring of individual children's achievements, class teachers provide work pitched at a level that challenges each child yet does not frustrate.
- Good relationships within the School are vital. The staff set an example by working well together with a harmony of purpose and providing an interesting and caring environment within their classrooms.
- As part of the pastoral dimension of the School, children are taught how to care for others, to respect other people's points of view and to respect property. Children are encouraged to contribute to charity and to help people who are less fortunate than themselves.

Introduction

In St Colman's Primary School and All Saints' Nursery Unit we believe that e-safety is of paramount importance. The Internet and other digital technologies are very powerful resources which can enhance learning and teaching when used effectively and appropriately. The Internet is an essential element of 21st century life for education, business and social interaction. Our school provides pupils with opportunities to use excellent resources on the Internet, along with developing the skills necessary to access, analyse and evaluate them in a safe, responsible manner. The DENI Circular 2007/1 on Acceptable Use of the Internet and Digital Technologies in Schools states, "Used well, digital technologies are powerful, worthwhile educational tools: technical safeguards can partly protect users, but education in safe, effective practices is a key goal for schools".

This document sets out the policy and practices for safe and effective use of the Internet in St Colman's Primary School and All Saints' Nursery Unit. This policy has been drawn up by the ICT Co-ordinator, Designated Teacher for Child Protection under the leadership of the Principal, with valuable input from the staff. It has been approved by Governors and is made available to all parents through the school website.

Code of Safe Practice

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. The Code of Practice for St Colman's Primary School and All Saints' Nursery Unit makes explicit to all users (staff and pupils) what is safe and acceptable and what is not.

The scope of the Code covers fixed and mobile Internet; school PC's, iPads, laptops and digital equipment. It should also be noted that the use of devices owned personally by staff and pupils but brought onto school

premises (such as mobile phones) is subject to the same requirements as technology provided by the school.

ICT Co-ordinator will monitor the effectiveness of the Code of Practice, particularly in the light of new developments in technology.

Code of Practice for Pupils

Pupil access to the Internet is through a filtered service provided by C2K, and a private school filtered network for iPads provided by iteach, which should ensure educational use made of resources is safe and secure, while protecting users and systems from abuse. Parental permission is sought from Parents before pupils access the Internet. Both parties sign ICT Code of Safe Practice Agreement and copies are held on file by ICT Co-ordinator.

Our Code of Safe Practice is reviewed each school year and is signed by pupils/parents. Pupils where possible, use sites pre-selected by the teacher and appropriate to their age group. Pupils in Key Stage 2 are educated in the safe and effective use of the Internet. It should be accepted, however, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor C2K can accept liability under such circumstances.

Mobile Phones

The use of mobile phones by pupils is not normally permitted on the school premises, however in exceptional circumstances prior consent may be granted by the Principal or Vice Principal.

Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's discipline policy. Minor incidents will be dealt with by the Principal/ICT Co-ordinator and may result in a temporary ban on Internet use. Incidents involving child protection issues will be dealt with in accordance with school child Protection procedures.

Code of Practice for Staff

Staff have agreed to the following Code of Practice

- Pupils accessing the Internet should be supervised by an adult at all times.
- All pupils are aware of the rules for safe and effective use of the Internet.
- All pupils have written permission from parents.
- Deliberate/accidental access to inappropriate materials or any other breaches of the school code of safe practice should be reported immediately to the Principal/ICT Co-ordinator
- In the interests of system security, staff passwords should only be shared with network manager
- Photographs of pupils should be taken with a school iPad/camera and images stored on a centralised area on the school network, accessible only to teaching staff.

Internet Safety Awareness

It is essential to educate all users in the safe and effective use of the Internet and all other forms of digital communication. We see education in appropriate, effective and safe use as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

The Internet is an open communications channel, available to everyone. Anyone can send messages or publish materials with little restrictions. This brings pupils into contact with people from all sectors of society and with a wide variety of materials.

Areas of concern

Potential contact

Pupils may come into contact with someone on-line who may harm them. Some adults use chat rooms or e-mails to communicate with children for inappropriate reasons. Pupils need to be taught,

- People are not always who they say they are.
- The 'stranger danger' applies to people they encounter on the Internet.
- They should never give out personal details
- They should never meet anyone contacted via the Internet

Inappropriate Contact

Through the Internet there are unsuitable materials in many varieties. Pupils need to be taught,

- Information on the Internet is not always accurate or true.
- To question the source of the information.
- How to respond to unsuitable materials or requests and they should inform a teacher/adult immediately.

Internet Safety Awareness for Pupils / Staff / Parents

The internet safety policy is available for parents on request. The code of practice for pupils is sent home at the start of each school year for parental signature. Internet safety workshops will be provided for pupils, staff and parents each school year. Rules for the Acceptable use of Internet. Parents will be advised to discuss SMART tips with their children (see Appendix 1).

Digital and video Images of Pupils

Parental permission is sought at the start of each year to cover the use of photographs of pupils on the website, in the local press and for display etc within school and written permission must be obtained from the parent/carer.

School Website

Our school website promotes and provides up to date information about the school, as well as giving pupils an opportunity to showcase their work and

other aspects of school life. In order to minimise risks of any images of pupils on the school website being used inappropriately the following steps are taken:

Group photos are used where possible, with general labels/captions; Names and images are kept separate - if a pupil is named their photograph is not used and vice versa; The website does not include home addresses, telephone numbers, personal e-mails or any other personal information about pupils or staff.

Website links selected by teachers may be put on the website for pupils to access outside of school - sites will be previewed and checked regularly.

Parents'/Carers' permission will be sought to publish pupils work and/or photographs. These will only be published subject to the strict safeguards above.

Storage of Images

Digital and video images of pupils are, where possible, taken with school equipment. Images are stored on a centralised area on the school network.

Social Software

Chatrooms, blogs and other social networking sites are blocked by the C2K filters so pupils do not have access to them in the school environment. However, we regard the education of pupils on the safe and responsible use of social software as vitally important and this is addressed through our Internet Safety Education for pupils. Instances of cyber bullying of pupils or staff will be regarded as very serious offences and dealt with according to the school's discipline policy and child protection procedures.

Pupils are aware that any misuse of mobile phones/websites/email should be reported to a member of staff immediately.

All reasonable and appropriate steps have been taken to protect pupils. The school recognises that despite employing safety procedures, in some circumstances, the Internet may give children access to undesirable information or images. Children are regularly reminded that should they encounter inappropriate material on line they must immediately leave that website Inform an adult

Should a child or teacher encounter unsuitable material through the managed service, this will be reported to C2k via the C2k helpdesk number.

Policy Review

Internet technology and school use of resources will develop and change with time. It is our intention to revise and up-date our Internet Safety Policy as appropriate and where necessary.

Are you SMART on the internet?

At St Ronan's we follow the SMART rules when we use the internet to help to keep ourselves safe.

Be smart on the internet

Childnet International
www.childnet.com

S SAFE Keep safe by being careful not to give out personal information when chatting or posting online. Personal information includes your email address, phone number and password.

M MEETING Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.

A ACCEPTING Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

R RELIABLE Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows.

t TELL Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

You can report online abuse to the police at www.thinkuknow.co.uk

www.kidsmart.org.uk

KidSMART Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.

THINK UK KNOW

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