



E-Safety and ICT Acceptable Use Policy

Rationale

This policy has been produced;

- To inform staff, pupils, parent / guardians and the wider community about E - Safety
- To inform staff, pupils, parent / guardians about acceptable use of technology in school
- To outline what preventative measures Botanic Primary School set out to keep pupils and staff safe while online

Consultation

On-going self-evaluation is a key aspect of Botanic Primary School. When developing and drafting this policy, EA guidance and the CCEA documents have been consulted and considered. The staff and the Board of Governors were consulted.

Introduction

New technologies have become integral to the lives of children and young people in today's society, both within schools, and in their lives outside school.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement.

As the internet plays such a key role in children's lives today, Botanic Primary School aims to implement strategies that help children develop safe online habits from an early age, while ensuring that they recognise the positive aspects of using the internet as well as the dangers.

Botanic P.S. is dedicated to safeguarding children in the ever-changing digital world, and we emphasise learning to understand and use new technologies in a positive way. We believe E-Safety is not about restriction and as a whole school we focus on education surrounding the risks as well as the many benefits so that users feel confident online.

We are committed to supporting pupils to develop safer online behaviours, both in and out of school, as well as helping pupils recognise unsafe situations and how to respond to risks appropriately.

At Botanic Primary School we aim to provide our staff and pupils with high-speed internet access and up-to-date technology on which they can teach and learn. Alongside the skills acquired when using these technologies, Botanic Primary School strive to support its staff and pupils in using these devices in an acceptable and respectful manner.

What is E-Safety?

E-Safety is short for 'electronic safety'. It highlights the responsibility of the school, all staff, governors and parents / guardians to minimise risk through reasonable planning and actions. E-Safety covers not only internet technologies but also electronic communications via other devices e.g mobile phones, games consoles and wireless technology.

It is a requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely.

What is Acceptable use?

The term acceptable use is an umbrella term used to refer to the use of C2k managed devices and filtered internet in school by both staff and pupils. This is extended to devices use by staff when documenting educational visits or residentials when off site.

E-Safety and Acceptable use working together

E-safety and acceptable use involves pupils, staff, parents / guardians and governors making best use of technology, information, training and this policy to create and maintain a safe online and ICT environment at Botanic P.S. As a school we are committed to keeping up to date with developments in technology so we can ensure the best ICT experience for our pupils.

STATUTORY REQUIREMENTS

It is a statutory requirement for every grant-aided school to have an E-Safety Policy and Acceptable Use policy, outlining the preventative measures they aim to put in place to educate and protect staff and pupils while setting out guidelines for safe and legal use of devices and the internet.

NI Curriculum

There are embedded opportunities for E-Safety in the curriculum, particularly within the Using ICT framework, through which pupils are required to demonstrate their knowledge and understanding of E-Safety, including acceptable online behaviour, for example by evaluating the safety, reliability and acceptability of sources, and by communicating safely and publishing their ideas responsibly. CCEA 2024

Rights of the Child

Northern Ireland follows the United Nations Convention on the Rights of the Child (UNCRC), thus agreeing to uphold the rights of children and young people as set out in the Convention.

Through ICT and PDMU education and management, Botanic Primary School will take into account the following articles of the UNCRC, stating that children have the right to:

Article 16: Protection of Privacy

Article 17: Access to information

Article 19: Protection from all forms of violence, abuse, neglect and bad treatment.

Risk Assessment

21st century life presents dangers including violence, racism and exploitation from which pupils need to be reasonably protected. At an appropriate age and maturity, they will need to learn to recognise and avoid these risks — to become “Internet-wise” and ultimately good “Digital citizens”. Schools need to perform risk assessments on the technologies within their school to ensure that they are fully aware of and can mitigate against the potential risks involved with their use.

Pupils need to know how to cope if they come across inappropriate material or situations online.

Botanic Primary School will take all reasonable precautions to prevent access to inappropriate material. All internet access will be filtered by C2K. All apps used in school will be age appropriate and specific for educational use. Devices and their use are continually monitored to ensure appropriate, responsible and safe use.

New purchases of software and hardware are risk assessed through discussion initially with the ICT co-ordinator and the Principal and secondarily with the staff as a whole.

The school will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the E-Safety policy is appropriate.

Botanic Primary School aims;

- To promote E-Safety
- To promote digital well being
- To create awareness of E-Safety for pupils and parents / guardians
- To provide a safe, fun and creative learning environment for all pupils
- To educate pupils and parents / guardians in acceptable and safe use of technology

Botanic Primary School hopes this will;

- Create lifelong digital safety habits
- Minimise pupils engaging in risky online behaviours
- Encourage pupils to view the online world as a creative and educative tool
- Ensure pupils feel confident and safe online
- Encourage parents / guardians to question the appropriateness of social media platforms and age restricted apps before using same

CHILD CENTERED PROVISION

Ensuring that pupils of Botanic Primary School are educated about E-Safety requires a collaborative approach, so that pupils will seek help from anyone who needs it.

Pupils

Pupils will be encouraged to;

- Engage in E-safety activities
- Where appropriate, share their online experiences
- Know what is deemed to be unsafe / risky behaviour while online
- Recall how to stay safe online
- Have the confidence and courage to report and E-Safety concerns
- Respectfully and lawfully use school devices
- Respectfully and lawfully use the internet
- Respectfully, lawfully and safely engage in online learning via Seesaw
- Respectfully and lawfully use educational apps assigned to pupils in school and at home
- Keep all personal C2K and educational app passwords safe and secure
- Only use school approved devices while in school
- Hand in all mobile devices when arriving onto school grounds
- Hand in all recordable devices when arriving onto school grounds
- Not use mobile devices until they are off school grounds

Inclusion

All pupils have the right to engage and use ICT resources to enhance and promote learning experiences. Botanic Primary School's SEN and Accessibility Policy sets out how specific provision can be provided for its pupils.

Role of the Parent / Guardian;

- Engage in discussions with their child about E-Safety
- Model safe and appropriate use of internet and devices
- Promote safe online behaviour, with appropriate age-related controls / restrictions home devices and internet connection

- To make a conscious decision about what they allow their children to access to while online at home
- To supervise their child(ren) while online
- To monitor device use and check devices regularly
- To protect their child(ren) from inappropriate online content
- To consent to their child's C2K internet, Seesaw and education app use while at Botanic Primary School at the start of each academic year
- To take note of and make use of information Botanic Primary School provides to promote E-Safety at home, specifically the Safer School App.
- To consent to their child(ren)'s photographs being use for Seesaw, Website and Botanic Primary Schools Facebook page
- To sign a 'user agreement' for any devices leant to pupils for the purpose of online learning at home
- To monitor pupil use while on the above-mentioned devices
- To take note that mobile phones and other recording devices are not permitted to be used in school or on school grounds

Pupil Mobile Phone Use

Many new mobile phones have access to the internet and picture and video messaging. Whilst these are the more advanced features, they present opportunities for unrestricted access to the Internet and sharing of images. There are risks of cyber bullying, or inappropriate contact.

To ensure the personal and online safety of our pupils and staff, pupil mobile phones are prohibited at Botanic Primary School.

We recognise that to promote personal when safety walking to and from school some parents may wish for pupils to carry a mobile phone with them. To facilitate this, all mobile phones must be handed to the class teacher upon arriving at school. Mobile phones will be held for the duration of the school day and returned at home time. Botanic Primary School do not accept responsibility for any device brought to school, for its loss or damage, while on school grounds. Any pupil found operating a mobile phone will be investigated by the principal.

Staff mobile phone use is kept to a minimum and is outlined in the Staff code of Conduct.

HIGH QUALITY TEACHING AND LEARNING

Preventative programme

“Central curriculum is its aim to equip our young people to make informed and responsible choices and decisions throughout their lives, and we see E-Safety as an important aspect of this. It’s not just about the technology, but also core concepts of personal safety, of showing respect for others and of critical discrimination”

CCEA 2024

Pupils take part in a planned E-Safety activities throughout year. This takes place via both discrete lessons and wider curriculum opportunities. Teachers have access to a varied set of resources in order to provide these lessons.

Safer Internet Day is celebrated in Botanic Primary School as part of a global day of focus on staying safe online, with E-Safety specific activities, completed throughout the school. Activities are referenced in teachers ICT and PDMU planners.

Under the direction of the ICT coordinator,

Teachers should aim to:

- Provide E-Safety specific activities as part of the ICT curriculum, which may be provided by the ICT coordinator
- Promote and foster E-Safety discussions, through incidental and planned activities
- Model and reinforce how to stay safe online
- Display E-Safety poster as a visual reminder to all pupils
- Teach pupils how report unsafe behaviours experienced while online
- Reassure pupils that the online world can be a safe, positive and fun learning environment
- Be vigilant, listen and respond to pupils within the school
- Work collaboratively with ICT coordinator, Designated Teacher, Pastoral Care teacher and Principal
- Seek ongoing professional development

- Make use of outside agencies, such as Safer Schools, BEAM, etc, to support class activities
- Plan for appropriate, specific and lawful use of the internet, give clear objectives for internet use and teach what use is acceptable and what is not; open browsing is not recommended
- Plan for appropriate, specific use of educational apps
- Teach respectful, safe and lawful use of school devices, pupils will only have access to app

Non-Teaching / Support Staff should aim to;

- Support pupils as they navigate the online world, reinforcing E-Safety as opportunities arise
- Share their knowledge of acceptable use and model its use in daily activities
- Seek to praise pupils for respect and safe use of technologies
- Model respectful use of school devices, specifically devices assigned to them by the school (Surface Pro / iPad / Active Panels / PC's, etc)

All staff, despite their role, need to work collaboratively to ensure pupil education and safety in the online world

All staff must;

- Be vigilant at all times of any incidents which could be deemed as a risk to pupils' safety online
- Report any suspected misuse of technology to the UICT Coordinator / Principal
- Work collaboratively to ensure E-Safety incidents are monitored and appropriate records made
- Keep all digital communication with students on a professional level. This should be only carried out on school devices via Seesaw
- Monitor ICT activity in lessons and extended school activities.

Use of the Internet

The internet opens up new opportunities and is becoming an essential part of the everyday world for children. In support of education, online learning, homework and research are some of the legitimate and beneficial uses. At home children may be experience online games and communication, broadening their experiences further. While the internet can be a fun and creative space to explore, there are inappropriate and undesirable elements that pupils must be made aware of. At Botanic Primary School we believe that it is essential to educate all pupils in the safe, respectful and lawful use of the internet and other forms of digital communication.

Preventative steps to ensure E-Safety;

- C2K filter the internet
- Permission will be requested for pupil internet use at the start of each academic year
- Apps are all educational based and age appropriate
- All pupil internet access will take place in 'open areas', such as the ICT Suite or classroom and be monitored at all times by staff
- The 'app store' has been removed from iPads, pupils are unable to download apps
- Pupils will be given clear objectives for internet use and taught what use is acceptable and what is not.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught to be critically aware of the materials they view online
- All internet use, pupil and staff, is monitored and can be traced to the individual user.
- Pupils will be taught, through the ICT curriculum, how to validate information before accepting its accuracy.
- E – safety specific teaching about how pupils seek help if they come across inappropriate material or situations online.

Botanic Primary School view the education in the appropriate, effective and safe use of the internet as an essential element of the school curriculum. This education is as important for staff and parents / guardians as it is for pupils.

Pupil C2K email, Seesaw and Educational App Passwords

To enable pupil access to C2K devices in school all pupils are assigned a unique C2K email address and password. The email address is automatically generated through SIMS and the password is managed by the C2K manager. Seesaw and other educational apps also require pupil specific passwords and, in some cases, QR codes. Passwords for email, online learning and apps are set up at the start of the academic year and can be changed throughout the year if a breach of privacy occurs or the account becomes compromised. It is the teacher's responsibility update individual pupils of their new passwords.

Through Botanic Primary Schools E-Safety and acceptable use preventative curriculum, pupils are taught to never;

- Share their password
- Attempt to gain another pupils password
- Attempt to guess or 'hack' another pupil's account
- Access another account and make changes to the account
- Access any account, apart from their own

Any potential compromises of accounts will be investigated by the ICT coordinator and Principal. Appropriate E- Safety measures will be put in place to protect pupils.

Social Networking and Websites

Social networking internet sites and app provide facilities to chat and exchange information online. This online world is very different from the real one with the temptation to say and do things beyond usual face-to-face contact.

- Use of social networking sites in the school blocked on C2K's filtering service
- Through our E-Safety preventative curriculum pupils will be advised never to give out personal details of any kind that may identify themselves, other pupils, their school or location. This will also include not using personal photographs and videos
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- Pupils will be encouraged to only interact with known friends and family over the Internet and deny access to others, alerting an adult immediately
- All staff are advised not to have contact with parents and children on any social networking site, reference Staff Code of Conduct

Botanic Primary School has a Facebook page and a school website. They are used to publicise the school and as a communication tool for parents / guardians and the community. Both Facebook and the Website require password access and editing rights. The ICT coordinator holds the main editing rights to both outlets, with staff members having restricted access according to their editing needs.

- Permission will be obtained at the start of every academic year for pupil's images to be used on the school Facebook page and website
- Permission is also obtained at the start of every academic year for pupil use and pupil's images to be used on Seesaw, in line with Botanic Primary School's Online Learning Policy
- In accordance with our Child Protection Policy, pupil's full names will not be published alongside their photographs
- Staff and pupil information will not be published

- As part of E-Safety education, pupils understand that social media accounts, including TikTok, Facebook, Instagram, WhatsApp, etc, are age restricted accounts
- Pupils should understand it is illegal for them to hold their own social media accounts
- Botanic Primary School does not support the use of age restricted social media accounts outside of school
- With the exception of Seesaw, staff will not communicate digitally with pupils or befriend them in the online world. Reference Online Learning Policy
- If a pupil attempts to communicate or befriend a staff member online it must be reported immediately to the Principal
- Staff understand and are aware that safe practice involves using judgement and integrity about behaviours in places other than the work setting, including online. Adults should not upload or add any images, video, sound or text that could upset or offend any member of the school community. Reference Staff Code of Conduct

Cyber Bullying

The Addressing Bullying in Schools Act 2016 gives schools the explicit power to take action to prevent cyberbullying, which is taking place outside school, but which is likely to have an impact on the pupil's education in school. While this gives schools the option to take action, it does not place a duty on schools to do so.

Any incidents of online bullying which take place in school during the school day, while travelling to or from school during the school term, while the pupils is in the lawful control or charge of a member of the staff of the school, or while in education provision on behalf of the school away from the school premises must be addressed through the Anti-Bullying Policy.

Monitoring E-safety and Acceptable Use

All staff are responsible for monitoring E- Safety and reporting any potential incidents to the Designated Child Protection teacher, Pastoral Care teacher or Principal.

C2k are responsible for the monitoring of internet filtering of all pupil and staff devices.

Pupils are not permitted to take home any item of hardware from schools, unless approved for home learning by the principal.

Responding to incidents

Should an E-Safety incident arise, or inappropriate use of a school internet or device be reported, staff must work collaboratively to support the pupil / staff member and, if appropriate, their family.

- Inappropriate use of the school devices will be dealt with in line with other school policies e.g. Positive Behaviour, Anti-Bullying and Cyber Bullying, Child Protection Policy and Pastoral Care Policy
- Any suspected illegal activity will be reported directly to the PSNI
- Concerning activity that occurs outside the normal school day, should be referred directly to the Principal, reference will be made to Positive Behaviour, Anti-Bullying and Cyber Bullying, Child Protection Policy and Pastoral Care
- Breaches of this E-Safety policy by staff will be investigated by the Principal Incidents will be fully investigated.

- Serious breaches of this policy by pupils will be treated as any other serious breach of conduct in line with schools Positive Behaviour Policy
- Minor pupil offences will be handled by the teacher in situ by invoking the school's Positive Behaviour Policy

Recording Incidents

Incidents will be recorded by those investigating it to keep a written record of frequency. Reference will be made to the schools Antibullying and Cyberbullying policy if deemed necessary.

EFFECTIVE LEADERSHIP

In Botanic Primary School all teachers accept shared responsibility for promoting E-safety and Acceptable use of ICT.

The Role of the ICT Coordinator;

- Lead staff training and continues to raise awareness of online safety
- Encourage all staff to link with the wider community in order to promote good online-safety practices
- Seek to provide staff with an E-Safety scheme to support pupils understanding about staying safe online and promoting positive online behaviour
- Monitor and manage pupil C2K accounts, Seesaw and educational apps, with the support of Capita technician, Mr S Close
- Review policy
- Reflect on E-safety teaching and learning
- Identify potential learning opportunities for pupils
- Liaise with outside agencies to enrich and promote curriculum content
- To disseminate E-safety and acceptable use information to parents / guardians to support pupils at home and at school

The Role of the Principal;

- To work collaboratively with staff and parents / guardians in promoting E-Safety for pupils in school and at home
- To monitor and record incidents
- To establish and foster community links with (PSNI, Safer Schools, BEAM)
- To establish and guide policy
- Monitor appropriate pupil and staff use of ICT equipment
- Monitor C2K

The Role of the Board of Governors;

- Ms Jane Stewart is responsible for overseeing E-safety and Acceptable use of technology at Botanic Primary School, under the umbrella term of Safeguarding
- All governors need to be aware of this policy and the whole school approach to promoting E-Safety and Acceptable use of ICT

STAFF USE OF EMAIL

E-mail is a quick and easy method of communication, ensuring beneficial and appropriate usage is an important part of E-Safety. All emails are secured through the C2k filtering and security system. Every staff member is given SIMS generated C2K email address. Staff are expected to use their C2k emails at all times for correspondence related to school.

- Staff should not share their email addresses with parents / guardians or pupils, exceptional circumstances may apply. All email communication should be through the school email account, available on Botanic Primary School's website
- Staff are required to change their passwords when prompted by C2k and to keep these passwords confidential
- Where it is suspected that there has been inappropriate use of email by a staff member, the Principal has the authority to revoke the access of that user.
- Staff may add their C2k email to a personal mobile device or school iPad. The device should be secured with a pin code / fingerprint

A SCHOOL CONNECTED TO ITS LOCAL COMMUNITY

Botanic Primary encourages all members of the school and its wider community to be vigilant in reporting issues relating to E-Safety and acceptable use of ICT, in the confidence that issues will be dealt with swiftly and sensitively.

The school will also encourage parents / guardians to extend their knowledge of E-safety and Acceptable use of technology through the use of the Safer Schools App. The school will also promote online safety resources through publishing messages on the school's Facebook and Seesaw accounts, while continuing to foster links with the PSNI.

In Conclusion;

This policy will be in line with;

- ICT Policy
- Online Learning Policy
- Anti Bully and Cyber Bullying Policy
- Positive Behaviour Policy
- Child Protection Policy
- Pastoral Care Policy
- Staff Code Of Conduct
- Accessibility Policy
- SEN Policy

MONITORING AND REVIEW OF POLICY

Botanic Primary School will ensure that procedures are put in place to monitor and evaluate the effectiveness of all aspects of this policy. Information will be regularly collected from pupils and staff as part of the monitoring process, and this will then be evaluated against the aims and objectives of the policy at appropriate intervals.

This policy and accompanying procedures will be reviewed every three years to ensure best practice for all pupils, the staff and the wider community.

The E-Safety and Acceptable Use Policy is:

- Agreed with the Board of Governors;

- Shared with parents/guardians via the school office and website; and
- Regularly reviewed and updated in consultation with school stakeholders: staff, children, parents/guardians and governors.

Policy written by: E.Murray (ICT Coordinator) & H.Barnes (PDMU Coordinator)

Date for the policy to be reviewed: December 2027