



**E-safety**  
**(ICT & Internet**  
**Acceptable Usage Policy)**

## **Introduction**

Information and Communications Technology (ICT) is concerned with the storage, processing, presentation and communication of information by electronic means. It includes the measurement, modelling and control of external events. ICT continues to evolve very quickly and has now become firmly embedded in many aspects of everyday life; both at home and in school.

As ICT underpins today's modern lifestyle, it is essential that all pupils gain the confidence and ability that they need in this subject to prepare them for the challenge of a rapidly developing and changing technological world. The use of ICT will also enhance and extend children's learning across the whole curriculum, whilst developing motivation and social skills.

## **Aims**

Bangor Central Integrated Primary School will meet the requirements as set out within the Northern Ireland Curriculum (2007) and develop the use of the 5E's within the tasks already being carried out –

- Explore
- Express
- Exchange
- Evaluate
- Exhibit

## **Equipment**

Bangor Central Integrated Primary School is well equipped with networked PC's in each classroom, networked PC's in a designated computer suite and wireless laptops. Each class has their own set of iPads which are used to learning tools and are connected to the K9 Browser as a safe internet search engine.

Every class has access to

- a class PC or laptop
- a printer
- Apple iPads
- an Interactive Whiteboard
- C2K linked laptops
- Weekly ICT Suite (timetabled)
- a selection of cameras
- Easispeak microphones
- Digital microscopes
- Bee-bots and pro-bots

## **Mobile phone use**

*No pupil should bring a mobile phone to school for any reason. If a pupil needs contacted during class time, it should be done through contacting the school secretary. No images are to be captured within the school grounds and the school wireless network should not be accessed without completing the relevant school usage documents.*

## **Strategies for use of ICT**

- ICT is not only taught in isolation, but it is a tool to be used as appropriate throughout the curriculum.
- All children are given equal access.
- ICT is an entitlement for all children.
- Common tasks are set that are open-ended and can have a variety of responses.
- We provide suitable learning opportunities for all children by matching the challenge of the task to the ability and experience of the child.
- Use of ICT at home will continue to be encouraged through projects and homework which can be researched through a home computer system.
- Children should continue to be encouraged to access and make use of the school website which is constantly being updated – <http://www.bangorcentral.com>

## **ICT Competences**

At Bangor Central Integrated Primary School we endeavour to help our children to develop competence in the use of ICT. ICT competence is concerned with:

- Learning about ICT – developing the knowledge and skills required to use ICT effectively and to apply these in a range of contexts.
- Learning through ICT – developing the skills required to access and use information from a range of electronic sources, interpret it and use it effectively.
- Learning with ICT – applying the skills in their own learning either at school, at home or in the community.

## **ICT and the Northern Ireland Curriculum**

Using ICT is a cross-curricular skill which needs opportunities for development through different activities and skill areas. The opportunities for assessing the progressive development of the learners' capabilities across the curriculum are set out at each key stage in CCEA UICT scheme. Experiences fostered through UICT include, *capturing and collecting, communicating and collaborating, consuming and critiquing* as well as *constructing and creating*.

### **· Language and Literacy**

ICT is a major contributor to the teaching of Literacy.

- Children learn how to draft, edit and revise text.
- Children can create, develop present and publish ideas and opinions visually or orally.
- Children learn how to improve the presentation of their work by using desk-top publishing and presentational software.

### **· Mathematics and Numeracy**

Many ICT activities build upon the mathematical skills of the children.

- Children use ICT in Numeracy to collect data, make predictions, analyse results, and present information graphically.
- Children acquire measuring techniques involving positive and negative numbers, and including decimal places.
- Children explore mathematical models e.g. use of BeeBots, Pro-bots and Spreadsheets.

### **· Personal Development and Mutual Understanding (PDMU) and Citizenship**

ICT makes a contribution to the teaching of PDMU and citizenship as children learn to work together in a collaborative manner.

- Children develop a sense of global citizenship by using the Internet.
- Children develop a view about the use and misuse of ICT through the discussion of moral issues related to electronic communication.
- Children gain a knowledge and understanding of the interdependence of people around the world.

### **· Creative and Expressive**

ICT offers children the freedom to express their own ideas creatively and to experience the designs of others.

- Children will have the opportunity to develop their creativity through a range of network software and digital technology.
- Children can explore the Internet to gain access to a wealth of images and information about world famous pieces.

### **· World Around Us**

ICT transcends the barriers of distance and opens up the world as an easily accessible global community.

## **Inclusion**

Bangor Central Integrated Primary School's ICT facilities are available for use by all children and staff. All children are given access to ICT regardless of gender, race, physical or sensory disability. ICT can impact on the quality of work that children can produce and it can increase their confidence and motivation. Pupils with visual impairments have additional equipment, such as iPads, large-screen monitors and keyboards, purchased to reduce the impact of the barrier to their learning.

The Learning Support department have access to computer systems to support their everyday learning and teaching strategies.

## **Progression, Monitoring and Evaluating, Assessment & Recording**

### **Progression**

- All children develop and learn at their own pace.
- Progression is assured through a range of increasingly challenging activities covering all areas of ICT and embedded in the Northern Ireland Curriculum.
- A Yearly Overview is created for each year group. This working document allows staff to view and edit their learning intentions across topic areas for each school term.

### **Monitoring and Evaluating**

- Evidence covering all areas of ICT is collected by the ICT Co-ordinator each year.
- It is the responsibility of the ICT Co-ordinator to monitor the standard and progress made by each class by gathering appropriate evidence during each school year.
- Each class's UICT learning intentions and activities are collated and monitored by the ICT co-ordinator during the school year.
- Evidence gathered each year is assessed by the ICT Co-ordinator and reported to SLT.
- Evidence gathered each year is evaluated annually.

### **Assessment & Recording**

- Tasks are generated by each year group and are evaluated during the year.
- Each class will be asked to collate levelled samples of completed tasks that assess 'Using ICT.' P2-P7 children are levelled according to the guidelines issued by CCEA.
- ICT records are held on each class and passed on to the next teacher each year. These record the skills achieved by each child.

### **ICT Co-ordinator & Assistant Co-ordinator**

- It is the responsibility of the ICT Co-ordinator & Assistant to assist all teachers with the implementation of this policy.
- The ICT Co-ordinator & Assistant have the responsibility for the management of the resources, which are required for the implementation of this policy.
- The ICT Co-ordinator & Assistant will disseminate information regarding new developments in ICT to other members of staff.
- The ICT Co-ordinator & Assistant will be responsible for any staff INSET in the development of ICT.
- It will be the responsibility of the ICT Co-ordinator & Assistant to ensure that the system for reviewing this policy is initiated.
- The ICT Co-ordinator & Assistant will be responsible for the updating of policies, action plans and Internet guidelines and informing staff of aforementioned documents.

## **ICT Technician**

- It is the responsibility of the ICT Technician to assist all teachers with the implementation of the curriculum by ensuring that the array of technical equipment, used to deliver the UICT requirements, is maintained and functioning.
- To assist the ICT & Assessment Co-ordinators in the implementation of computer-based assessments throughout the school year.
- To aid staff in the update of the school website, through uploading related content and removal of redundant information.
- To administer some of the online computer-based assessments, to ensure continuity and good practice, throughout each class group.
- To assist the ICT & Assessment Co-ordinators with the collation of the school data set.

## **Future Developments of ICT**

- To develop the use of the ICT resources which the school currently has.
- To review and update yearly ICT planners.
- All staff should continue to incorporate the use of all of the 5 E's appropriately within planning. Planners should show clear progression throughout P1 – P7.
- The School Website should be updated on a regular basis.
- Staff should continue to research appropriate iPad apps, and make use of the iPads more frequently in the classroom.
- It would be our hope that all children would have experience of each of the desirable features of 'Using ICT' in Bangor Central Integrated P.S. Varying activities should give pupils experience of Desktop Publishing, Film and Animation, Interactive Design, Managing Data, Music and Sound, Online Communication, Presenting and Working with Images.

## **Acceptable Usage of the Internet**

As part of each child's use of computer technology he/she may, with teacher permission, be permitted to access the internet. All classes in school are timetabled for sessions in the computer at various times throughout the school year.

Children may also access the internet through their classroom computer / interactive whiteboard, or through our Apple iPads. Internet access will always be monitored and directed by the teacher-in-charge, and no pupil should have internet access without there being a member of staff present.

## **Internet Safety**

The school network is protected by both Microsoft and C2K firewalls that will automatically block the majority of inappropriate material. In the rare incidence of these firewalls failing, the ICT Co-coordinator & ICT Technician will be notified immediately, and appropriate action will be taken to rectify the problem. Password security is effective and passwords are not shared amongst teachers and pupils and between pupils. Online safety is integrated into existing safeguarding / child protection, behavior, SEN and anti-bullying policies.

## **C2K Securus Technology**

From March 2017 our pupils have been receiving enhanced online protection in the form of C2K's Securus Technology. The technology is inclusive of a filtering system that not only prohibits pupils from coming into contact with potential harmful images and information online, but also provides a regular report to administrators (Mr Campbell and Mrs Christie) on what children are trying to access. This information is regularly monitored for any potential abnormalities. This is further complimented by regular staff training on online safety.

## **Pupil Conduct**

Pupils are expected to conform to the following rules and aware of how to report a problem. Internet access will only be denied to those pupils who fail to maintain acceptable standards of use.

- a) Children may only access the internet with the permission of a teacher or classroom assistant.
- b) No pupil is permitted to;
  - Retrieve, send, copy or display offensive messages or pictures;
  - Use obscene or racist language;
  - Insult or attack others;
  - Damage computers, computer systems or networks;
  - Use another user's password;
  - Trespass in another user's folders, work or files;
  - Intentionally waste resources such as printer ink, printer paper, etc.;
  - Search for materials which are not related to the curriculum;
  - Subscribe to any services or order any goods or services;
  - Play computer games or access 'chat' sites unless specifically assigned by the teacher;
  - Publish, share or distribute any personal information about themselves or any other user (such as; home address, email address, name, phone number, photographs etc.);
  - Engage in any activity that violates a school rule or the standards of behaviour which are expected at Bangor Central Integrated Primary School

**In the event of inappropriate use of ICT in school, the ICT Co-ordinator and Senior Leadership Team will be notified and appropriate action will be taken.**

**If your child is working at home on an Education Authority lending device eg :Chrome book, it is the parent's responsibility to supervise their child's use of the internet. Should a parent have any concerns they should contact school immediately.**

## **Key elements of the school's current internet usage practices:**

### **1. Policy:**

Online safety is of the utmost importance to the school. The policy is updated and maintained by the ICT Core Committee under the direction of the school's principal on a yearly basis. The most recent update of the policy takes account of EA circular 2016/26 and 2016/27.

### **2. Staff Education / Consistent Whole School Approach:**

All teaching and non-teaching staff are briefed on child protection on an annual basis by Principal and Designated Teacher, Mr Campbell. This training takes account of online safety. Online safety messages are integrated across the curriculum for pupils in all Key Stages. Mr Campbell and Mrs Christie both have been trained in the use of 'Securus' online safety technology and ensure its maintenance as a means of keeping the school community safe whilst online.

### **3. Pupil Education:**

Pupils of Bangor Central Integrated Primary are reminded of acceptable internet usage across various mediums. Firstly, the ICT suite and each classroom is equipped with an internet safety poster. Pupils are reminded of the points on the poster each August when returning to school. Pupils are further reminded of the importance of online safety during the 'exchange' section of the UICT curriculum. In addition to this, outside agencies including the PSNI, NSPCC and Love for Life all support the school in the promotion of online safety.

### **4. Parents and the Wider Community:**

The school makes parents and carers aware of important online safety messages via appropriate training providers. As a school, we are committed to sharing resources and advice regarding online safety via our school website, our school Facebook page or Twitter feed when appropriate. E-safety leaflets are given out yearly to the eldest child in the school as reminders for safe usage at home.

### **5. Management of Personal Data / Monitoring:**

Personal Data of staff, pupils and parents is not shared with third parties in line with the Data Protection Act of 1998. All personal data is stored securely in office files or within the SIMS system where access can only be gained by staff members assigned such privilege. Parent phone numbers are stored in secure locations within individual classrooms at each individual teacher's discretion.

### **6. Reporting:**

Pupils will in the first instance report any potential violations of the school's internet safety policy to their class teacher. These concerns can then be brought to the attention of the ICT coordinator and Principal. Any concerns regarding an adult's misuse of internet technology should be brought directly to the principal. In the event of the principal's absence such concerns should be brought to the Vice-Principal.