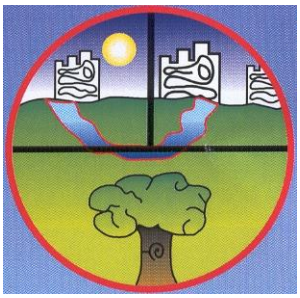
Cumran Primary School



Three way agreement for Safe, Effective and Acceptable Use of the Internet and Digital Technologies / Online safety

Pupils

The school computers, laptops and tablets have Internet access to help our learning. The internet can be a great place but we must remember there are people out there who may wish to take advantage, abuse, scare or bully us online. These rules help us to be fair to others and keep everyone safe.

General Rules

- I am responsible for my own behaviour on the computer, laptop and tablet just as I am anywhere else in school. I will follow my class charter and the school rights respecting actions.
- I will respect the hardware and software that is available to me.
- I will respect the work of others.
- I will use only my own network login and password, which is secret.
- I will only use computers, laptops and tablets for schoolwork and home learning unless permission has been granted.
- Personal printing is not allowed on our network for cost reasons.
- I will use a password that is 8 characters long and isn't related to my name or a sequence of numbers (year 5 – year 7).
- I understand that I must never give out my name, home address or phone number, school name, address or phone number, or email address, or arrange to meet someone.
- I understand that I must not give my friends' personal information or bank or credit card details.
- I will only look at or delete my own files.
- I will not access other people's files unless permission has been given.
- I will not bring in media or disks from home or outside school for use in school.
- I will not use storage devices unless permission has been given.
- I understand that the school has the right to access my file, folder and mail if necessary
- I will not play computer games or apps unless specifically assigned by the teacher.
- I will get the teacher, parent or carer to check the content if I create my own website.
- If I need help, I know who to ask.
- If I see anything on the Internet, in a message or in an e-mail that makes me uncomfortable, unhappy or something I do not like, I will tell a teacher or a safe adult immediately.
- I know that I can go to www.thinkuknow.co.uk for help.

- I know that I can contact the **Police on 101** or contact **Childline on 0800** 1111 if I am uncomfortable or worried.

Internet use

- I will ask permission from my teacher before using the Internet and will only access those services I have been given permission to use.
- I will use the Internet to help me learn and I will learn how to use the Internet safely and responsibly.
- I will not deliberately seek out offensive materials. Should any appear accidently I will report it to a teacher immediately.
- I understand that the school may check my computer files and the Internet sites I visit.
- I will never post photographs or video clips without permission and never include names with photographs.
- I will not copy text, images, sounds, animation, videos or music that breaks copyright laws.
- I will not sign up for any services or buy any goods.

Email and Instant Messaging use (Key Stage 2 only)

- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will only e-mail people I know, or my teacher has approved.
- I will not be involved in sending chain letters.
- The messages I send will be polite, friendly and sensible.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

Social Networking

- I will not use social networking sites in school.
- I will only accept friend requests with someone I know in the real world and an adult has approved.
- I will not post anything online that I am not happy about being shared with others.

File sharing

- I will not use file sharing software or services.

Mobile phone and hand held gaming devices

- I will not bring a mobile phone to school unless instructed by my parent and agreed by the school.
- I will switch my phone off on entering school grounds.
- I will hand my phone into the office at the start of the school day and collect it at the end of the day.
- I will not bring hand held gaming consoles to school.

Video Conferencing

- I will not initiate, make or answer a video conferencing call
- I will follow agreed rules for video conferencing and our class charter and the school rights respecting actions.
- I will maintain acceptable standards of manners, behaviour and language throughout
- I will avoid causing disruption by – eg. Staying in room throughout whole session and making sure I have visited the toilet before the lesson
- I will listen to whoever is speaking / Take turns to speak / Respect what others say

Tablet use

- I will hold the tablet with two hands.
- I will always sit down when using the tablet (except when making videos).
- I will not lift the tablet off the desk (except when making videos).
- I will turn the tablet's screen off when the teacher is talking.
- I will be gentle when tapping the screen.
- I will use only use my finger on the screen.
- I will only use the app or website I have been asked to use.
- I will not delete or edit other people's work.
- I will share nicely and stop when my turn is over.
- I will use a laptop, computer or tablet when researching.

Consequences

I understand that if I deliberately break these rules, I may not be allowed to use email, the Internet, computers, laptops or tablets and be involved in video conferencing.

There may be additional consequences in line with class rules on inappropriate language or behaviour.

Where applicable, police or local authorities may be involved.

Parents

- *Access to the Internet provided to staff and pupils in school has security features but complete security cannot be guaranteed*

- *The use of the Internet in school is closely monitored by staff*

- *There will be no use of the Internet without the supervision of staff and that this will be in full view of others, e.g. the classroom, corridor or the library*

- *Please co-operate with staff, make pupils aware of the rules and expectations within this document*

- *Parents are reminded that they are responsible for their child's use of online C2k services out-of-school.*

- *The use of ICT is complimentary to the teaching already done – i.e. the use of computers, laptops and tablets in the classroom is a tool*

- *Children's full names will not be available online at any stage but some indication of work they do could be added to any online work that becomes available on the school website*

- *No photographs of pupils will be available online without parents giving their permission*

- *Parents should discourage pupils from bringing mobile phones to school on the grounds that Internet access becomes very difficult to police*

- *Parents should also be aware that social networking sites such as Facebook is 'over 13's', WhatsApp 13, Snapchat is 13, TikTok 13+, Instagram 13. These apps adhere to these age policies.*

- *Parents are advised to be present if young children are using Gaming sites or social networking sites*

- *Internet issues will be handled sensitively to inform parents without alarm*

- *Ensure privacy settings on all devices are set so that only people you or your child knows can view the account.*

- *Have conversations with your children - talk to them about the benefits and dangers of the internet so that you can empower them to use the internet safely.*

- *Keep an eye on what your children are doing online and remind them to tell a trusted adult if something happens online that makes them uncomfortable or worried.*

- *Become a 'net-savvy' parent – safeguard against online dangers by being informed.*

  Ensure you have the Safer Schools NI app, enabling you to keep up to date with e-safety latest news. You will need to register with your email and password. The Parent/Carer access code is* ***7596*

- *Useful websites and leaflets have been included in the online safety policy (accessed through school website and given as part of school Welcome Pack) providing further advice e.g. getsafeonline.org*

School

The school will supervise all internet access. All internet access will be via the C2k filtering system. The teachers will guide pupils towards appropriate materials and where possible check searches and websites. Tasks will be planned and linked to curriculum topics.

Children are taught how to use the Internet safely and responsibly through ICT and/or PDMU lessons. Pupils must be informed that internet use is monitored and individual users can be traced and emails are filtered. All pupils in year 5, 6 and 7 have an email address created by C2k.

All staff in the school will ensure mobile phones are switched off and not in use during the school day, however, in the exceptional circumstance where a teacher needs to translate into another language, a mobile phone may be used.
Teachers using video conferencing must agree to the protocols before a session occurs. A copy of the Three Way Agreement will be displayed in each classroom. In the computer areas there will be displays of the Online safety incident flowchart and CEOP posters.

Staff will have clear procedures for reporting online safety issues.

Addendum

Network administrators, ICT Leader and Principal reserve the right to review files and communications to maintain system integrity and ensure that the users are using the system responsibly – they will respect the right to privacy whenever possible.

Any parent or member of staff who wishes to discuss this document can put any questions to:-

Mrs. V. Robinson (ICT team)

This document is based on:

EU Kids Online September 2011
Using The Mobile Phone in School Handling opportunity and risk appropriately 2010
Anti bullying Network Cyber-bullying sheet for teachers
Cyberbullying DCSF 2007
Acceptable Use of the Internet and Digital Technologies in Schools (DENI circular 2007/1)
Internet Safety (DENI circular 2011/22)
eSAFETY GUIDANCE (DENI circular 2013/25)
Effective Educational Use of Mobile Digital Devices (DENI circular 2016/26)
Online safety (DENI circular 2016/27)
Remote Learning (DENI circular2021/01)
Safe School NI App
Guidance for Schools on Pupils' Personal Use of Mobile Phones and other Similar Devices During the School Day (DENI circular 2024/14)

Responsible Internet Use – Permission Form
Please complete, sign and return to the school

Pupil's Name _____

Pupil's Agreement
I have read / my parent or guardian has discussed (in terms I understand) the school's rules for digital technology use. I understand these rules and will use the computer system, digital technologies and Internet in a responsible way and obey these rules at all times.

Signed by pupil: _____ Class: _____ Date: _____

Parent's/Carer's Consent for Internet Access
I have read, understood and discussed with my child the school rules for responsible use of digital technologies and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities. I understand that I am responsible for my child's use of C2k services out-of-school. I will reinforce the following safety precaution with my child.

- Never give out personal information
- Never share your password with others
- Make sure language used is acceptable
- Be polite at all times
- Tell an adult if something on the internet makes you feel uncomfortable or worried
- Choose a user name that does not reflect your real identity
- Avoid chat rooms that are not monitored by moderators

Signed by parent/carer:_____ Date: _____

Parent's/Carer's Consent for Video Conferencing
I have read, understood and discussed with my child the school rules for responsible use of digital technologies and give permission for my son/daughter to participate in lessons that use Video Conferencing technology.

Signed by parent/carer:_____ Date: _____