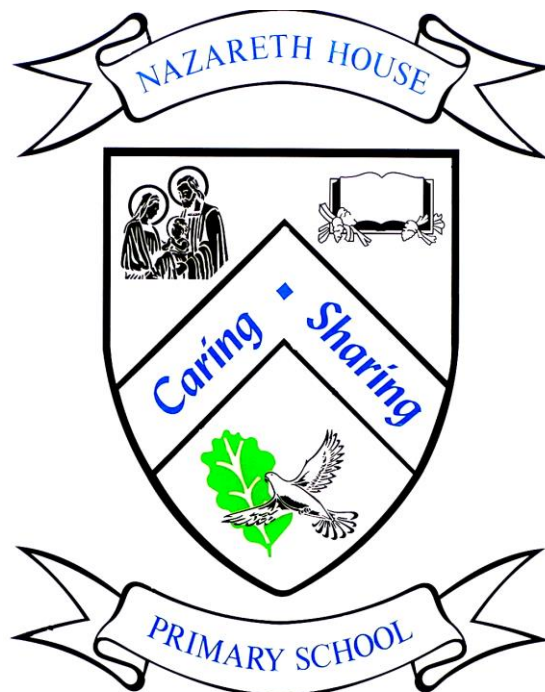


# *Nazareth House Primary School*



## **ICT and E-Safety Policy**

## **Information and Communications Technology (ICT)**

### **The Role of ICT in the Curriculum**

*“At the heart of our curriculum lies an explicit emphasis on the development of skills and capabilities for lifelong learning and for operating effectively in society.” (P.5. Primary Curriculum Document)*

*Using Information and Communications Technology is one of three cross curricular skills:*

- *Communication*
- *Using Mathematics*
- *Using Information and Communications Technology*

### **Using Information and Communications Technology**

Information and Communications Technology across the curriculum has the potential to transform and enrich pupils’ learning experiences and environments. It can empower pupils, develop self esteem and promote positive attitudes to learning. Additionally, the creative use of ICT has the potential to improve pupils’ thinking skills, providing them with opportunities to become independent, self-motivated and flexible learners.

Pupils should develop the skills of Using ICT by engaging in meaningful research and purposeful activities set in relevant contexts. They should use ICT to handle and communicate information, solve problems, pose questions and take risks. They should process, present and exchange their ideas and translate their thinking into creative outcomes that show an awareness of audience and purpose. They should also use ICT to collaborate within and beyond the classroom, to share and exchange their work and to exhibit and showcase their learning.

(P.7. Primary curriculum Document)

## **The “Five Es”**

Across the curriculum, at a level appropriate to their ability, pupils should develop their ICT skills to:

### **Explore**

Pupils should be enabled to:

- access and manage data and information;
- research, select, process and interpret information;
- investigate, make predictions and solve problems through interaction with digital tools;
- understand how to keep safe and display acceptable online behaviour.

### **Express**

Pupils should be enabled to:

- create, develop, present and publish ideas and information using a range of digital media;
- create information and multimedia products using a range of assets.

### **Exchange**

Pupils should be enabled to:

- communicate using a range of contemporary methods and tools;
- share, collaborate, exchange and develop ideas digitally.

### **Evaluate**

Pupils should be enabled to:

- talk about, review and make improvements to work, reflecting on the process and outcome;
- consider the sources and resources used

### **Exhibit**

Pupils should be enabled to:

- manage and present their stored work;
- showcase their learning across the curriculum.

## **ICT Resources**

The ability to use ICT is a vital skill in modern society. ICT includes the use of equipment that enables users to communicate, collaborate or to manipulate information electronically.

- Computers - Hardware and Software
- The Internet and E-mail
- CD Players
- Recording devices

- Headphones, Junction Boxes
- DVD Player
- Calculators
- Cameras – including digital video cameras, web cam
- Telephone and Fax Machine
- Remote Control Devices
- Programmable Toys – Bee-Bot/Pro-Bot
- Interactive Whiteboard
- Scanner
- Data Projector
- Electronic Microscope
- Ipads / Mac Book Pros

As children progress from P1-P7 they are given opportunities to use a variety of these ICT resources.

## **1. Rationale**

In Nazareth House Primary and Nursery School we believe that ICT underpins today's modern lifestyle. Therefore, we feel that it is essential that all pupils gain the confidence and ability in this area, 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.

We will aim to ensure that:

- ICT provides opportunities to enhance and enrich children's learning experiences across the curriculum
- ICT presents information in new ways, which help pupils to understand, assimilate and use it more readily
- ICT gives pupils access to immediate and up-to-date sources of information

- ICT motivates and enthuses pupils
- ICT has the flexibility to allow pupils to work at their own pace
- ICT offers potential for effective individual/group/whole class work
- ICT gives pupils opportunities to develop skills for life
- ICT encourages learners in research based, flexible and effective forms of learning that will contribute to lifelong learning

## **2. Aims**

### **We aim:**

- To raise levels of pupil competence and confidence in using ICT - by developing children's knowledge, understanding and skills in using a range of ICT tools to enhance learning experiences across the curriculum
- To raise levels of teacher competence and confidence in integrating ICT into their planning, teaching and assessment of children's work (using ICT as an integral part of the processes and the management of teaching and learning)
- To use ICT to enhance and enrich children's learning and add to its enjoyment
- To provide access to electronic sources of information and interactive learning resources
- To enable children and teachers to have access to immediate and up-to-date sources of information
- To develop children's independent learning skills using ICT across the curriculum
- To develop information handling and research skills

## **3. Resource Provision and Organisation**

### *Resource Provision*

The school has a networked ICT system consisting of 26 PCs provided by the C2k Managed Service

Each classroom has an Interactive whiteboard, access to a digital camera and access to 12 iPads.

### *Organisation of Resources*

- There is one networked PC located in each classroom
- The ICT suite has 6 PCs and 15 laptops

- All C2K PCs provide over 70 software titles to suit curriculum needs. Teachers select software titles appropriate to children's needs and abilities, taking into account progression from P1-P7
- All classrooms are equipped with C2K PCs which provide connection to the Internet
- Through the network there are shared printing facilities. Colour and black and white printers are located either within the classrooms or in a central resource area agreed by teachers
- Additional PCs are located in library, special needs room, computer suite
- Special Needs Room is equipped with an additional network of 5 Mac Book Pro laptops equipped with the Lexia Software package and 12 iPads.
- Laptops are available for use on network, standalone classroom use and for home use
- Teachers may connect laptops to network points in order to carry out personal research, planning etc.
- Certain resources are centrally stored/may be obtained from ICT Co-ordinator. These include e.g. microscope, additional bee bots, Pro bots.

### **3. Access**

#### *Pupil Access*

- Through C2K computers all pupils have access to software titles appropriate to their curriculum needs and learning needs
- Through C2K computers all children have access to the Internet
- Through the network, children in each classroom have access to both colour and black and white printing facilities
- Children may have access to additional PCs and iPads positioned in libraries, special needs room, computer suite.

#### *Pupil Assistance and Supervision*

- Children use ICT resources under the guidance of the Classroom Teacher, Librarian, SENCO or Classroom Assistant
- The use of the Internet is always a supervised activity

### *Specialist Equipment*

- Where appropriate, some pupils with Special Educational Needs have access to specialist equipment.

### *Teacher Access*

- All teachers have access to the C2K managed system
- Through C2K computers all teachers have access to software titles appropriate to their curriculum planning needs and classroom practice
- Through C2K computers/laptops all teachers have access to the Internet
- All teachers have access to ICT equipment such as the data projector, interactive whiteboard, digital camera, etc. to facilitate a variety of teaching approaches

## **5. Classroom Management of ICT Resources**

Where appropriate, children will have opportunities to use ICT resources to carry out:

- Individual work
- Group activities - It is important that all children are engaged on task and can see the screen comfortably therefore no more than three children will work together at one computer or iPad.
- Whole class activities - Children may share in a computer-led activity where an interactive whiteboard or a data projector is used or where there is access to a computer suite

All children will have planned opportunities to use ICT resources. A variety of opportunities will be planned across the curriculum to give children opportunities to develop their skills.

The computer will not be used as a reward for the child who has completed his/her work first.

## **6. Planning, Monitoring and Evaluation**

### *Planning at Whole-School Level.*

- The Principal/SMT/ICT Co-ordinator/All Staff consult on how ICT is incorporated into the School Development Plan
- In consultation with all staff an ICT Action Plan is drawn up annually by the ICT Co-ordinator and is reviewed by all staff as appropriate
- A line of development in ICT ensuring progression and continuity for children from P1-P7 has been drawn up and agreed by all staff

### *Planning at Year-Group and Class Levels*

- ICT is embedded into Schemes of Work/Yearly Planners

- ICT is integrated into six-weekly planners taking account of progression

Teachers meet in key stage groups/year groups to discuss and review progress, share experiences of using ICT, look at samples of children's work and discuss effectiveness of planning.

### *Monitoring*

Teachers collate samples of work completed in each class and present this work to the Co-ordinator at agreed times at the end of each term.

The Co-ordinator can then assess the development of ICT in each year group and provide assistance or training to teachers if required.

## **7. Assessment, Recording and Reporting**

Children's use of ICT is assessed and recorded by the classroom teacher using the following approaches.

- Formative assessment methods - observing and questioning during classroom activities
- The child's achievements may be recorded by the teacher completing a check list of skills, knowledge and understanding
- Summative assessment methods - in collecting samples of children's work using ICT
- At the end of KS1 and KS2 the child's work is formally assessed using CCEA resources.

Teachers will report on a child's progress:

To the Next Teacher:

- By discussing progress
- By passing on samples of work
- By passing on information regarding skills/level

To Parents/Carers:

- By informal discussion during parent interviews
- By a formal comment regarding ICT Competence on the child's written report

## **8. Provision for Pupils with Special Educational Needs**

It is important to recognize the potential of ICT to help address children's individual learning needs. ICT is used to enhance the learning experiences of children with special educational needs within the school.

- Where appropriate specialist hardware equipment, such as a touch screen, big mouse, big keyboard etc. will be made available to meet a child's needs



- Where appropriate, specific software e.g. Lexia, ALTA Maths, Wellington Square, Starspell, Wordshark, Talking Word Processors, are used to assist learning
- Where appropriate, teacher developed resources are used to assist learning

Teachers will familiarize themselves with the variety of graded levels within frequently used software in order to provide differentiation and cater for children with special educational needs within their classrooms.

Where children with special needs are working in withdrawal groups they will have access to appropriate ICT resources.

## **9. Equity of Access**

All children will have equity of access to the use of ICT across the curriculum. The school will guard against gender stereotyping with encouragement given to both girls and boys to engage in ICT related activities. Children of all ages, ability levels, and backgrounds will have equal access to ICT resources.

It is important that children who do not have ICT resources at home should not be disadvantaged. To seek to facilitate this, provision may be made to permit the use of computers beyond normal school hours whether through “homework clubs”, computer clubs or time set aside within the school day.

## **10. Health and Safety**

Each classroom has rules for safe use of the computer – devised and discussed with children and displayed in room.

In all classrooms consideration is given to health and safety in the location and positioning of equipment.

### *Position and Posture of the child*

Children should be seated correctly at the computer:

- When using the computer the child should be able to sit upright on a chair which gives some back support, having their arms roughly horizontal when using a keyboard.
- The child’s body should face forwards, not twisted sideways.
- The child’s feet should reach the floor. A footstool may be used where necessary. Ideally the chair height will be adjustable to suit all the people who will use it.
- Children sharing a computer should be encouraged to make sure that everyone in the group can see without straining.
- Children should be looking down at the screen with the top of the screen roughly at their eye level.

- Children should be shown how to hold the mouse lightly in the widest part of their hand so that a very small movement is needed to click a button.

### *Furniture*

- The computer table/bench should be of a height appropriate to the size of the child (lower benching in KS1)
- The monitor should be kept well back from the front edge of the table/bench.
- There should be space on the computer table/bench for the keyboard in front of the monitor.
- Computers should be positioned to avoid glare from light or windows.

### *Reducing Risks*

- Due care will be taken not to overload extension cables or double socket adapters where it is necessary to use such equipment.
- Leads should not trail on the floor.
- Damaged plugs or leads will be replaced.
- Ventilation grills should not be blocked as overheating may occur.

There is a slight risk of triggering epileptic seizures from excessive screen flicker. As monitors can vary in the steadiness of screen image due care will be taken to use a monitor with minimum screen flicker where an individual child may be at risk.

## **11. ICT in the Home and in the Community**

An increasing number of children have access to computers in the home or through their out-of-school activities.

In keeping with the school Homework Policy children will be encouraged to make use of home computers and ICT resources available through places such as After School Clubs, Libraries, and Youth Clubs.

Where appropriate children will be given opportunities to make use of ICT resources to:

- Carry out research to support classroom work, projects etc.
- To complete work begun in school
- To carry out or present a homework task

Work carried out on home computers should be valued. It is important to ensure that a consistent approach to children's use of home computers is taken in each class as a child progresses through the school.

As indicated in our approach to equity of access, children who do not have ICT resources at home should not be disadvantaged. To seek to facilitate this, provision may be made to permit the use of computers beyond normal

school hours whether through “homework clubs”, computer clubs or time set aside within the school day for work on ALTA Maths or Lexia for example..

## **12. Staff Training**

Staff development in ICT is ongoing within the school. It is our aim to raise the level of teacher competence and confidence in ICT by:

- Giving teachers opportunities to attend INSET – to develop their knowledge and use of ICT across the curriculum
- Providing in-school support for teachers requiring assistance in developing particular aspects of ICT skills knowledge and understanding

## **13. The Role of the ICT Co-ordinator**

The role of the ICT co-ordinator is:

- To take the lead in policy/scheme development and implementation of these in consultation with the Principal, SMT and staff
- To monitor and evaluate the provision of ICT throughout the school and to ensure ICT is included in school policies, schemes of work and 6 weekly planners and that all strands are represented
- To work with Principal, V.P., co-ordinators and staff to ensure coherent whole school approach to ICT
- To develop and implement in conjunction with staff, assessment procedures for ICT
- To requisition and maintain resources for effective delivery of the school’s ICT scheme
- To ensure staff have current inventory of resources and are made aware of how to use these across curricular areas
- To support staff in all matters relating to ICT (including some technical support)
- To attend relevant courses and relay information to staff via evaluation report/INSET
- To audit staff competency in ICT and organise school based or other INSET using internal/external support for ICT
- To determine the placement of hardware and ensure maximum utilisation
- To liaise with co-ordinators, schools and external agencies as required
- To make staff aware of health/safety aspects of ICT

## **14 The Responsibility of the Classroom Teacher**

It is the responsibility of the classroom teacher to:

- Integrate ICT into curriculum planning, classroom teaching and the assessment of children’s work
- Ensure that any ICT resource/software used in the classroom is appropriate to curriculum needs and children’s learning needs
- Ensure health and safety practices are carried out
- Discuss and devise with the children rules for using the computer

- Implement the Internet Safety Policy

#### Policy Review

This Policy will be reviewed in September 2018.

Nazareth House Primary and Nursery School  
E- Safety policy

### Rationale

The staff at Nazareth House recognise the excellent learning opportunities available to pupils and staff via ICT and the internet. However, we are also very aware of the dangers presented by inappropriate internet usage. Accordingly, this policy is designed to secure a framework whereby pupils and all other internet users will conduct themselves in a manner which protects pupils and others when they are using the internet.

### How can Internet Use Enhance Learning?

- Nazareth House Internet access has been designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The Securus system will be utilised on C2K to enhance pupils' online safety and relevant staff will be trained on the implementation of this.

### Authorised Internet Access

- All staff at Nazareth House have full internet access while pupils will have limited access. All of this access will be within the C2K security system.
- All staff must read the 'Acceptable ICT Use Agreement' before using any school ICT resource. This document is held in the school office and must be signed on an annual basis by all members of staff at the beginning of each academic year.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Pupils' internet access will be monitored via the Securus system.

### World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the the ICT co-ordinator and the principal.
- Nazareth House will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Kids' Rules for online safety will be shared and discussed with pupils at the beginning of each academic year.
- Pupils will be taught to be critically aware of the materials they are shown and how to validate information before accepting its accurac

## Email

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Whole class or group e-mail addresses should be used in school.
- Access in school to external personal e-mail accounts will be blocked.

## Social Networking

- Nazareth House will block/filter access to social networking sites and newsgroups unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils will be advised not to place personal photos on any social network space.
- Pupils will be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils will be encouraged to invite known friends only and deny access to others.
- Pupils and parents will be advised of current legislation in respect to age limits on social networking sites.
- There are clear expectations of behaviour for staff and pupils when using social media.

## Filtering

Nazareth House will work in partnership with, EA, C2k and the Internet Service Provider to ensure filtering systems are as effective as possible. The Securus system will be utilised to provide the highest level of pupil protection currently available.

## Video Conferencing

- Video conferencing is used in upper Key Stage 2 classes and uses only the approved program.
- Pupils are made aware of the need to behave appropriately and are always supervised by an adult.
- Access to video conferencing is always appropriately planned and managed by members of staff.
- Pupils have no independent access to webcams etc.

## Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

- Mobile phones will not be used for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages, photographs or other communications is forbidden.
- In the event of inappropriate use of mobile devices, apps or other technologies, parents/guardians will be informed and appropriate sanctions will be implemented.

#### Nazareth House Web Site/Facebook Account

- Nazareth House contact details on the Web site will be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The Principal or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

#### Publishing Pupils' Images and Work

- At Nazareth House pupils' full names will not be used anywhere on the website or Facebook, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website/Facebook account.
- Work can only be published with the permission of the pupil and parents.

#### Cyber Bullying

Staff are aware that pupils may, from time to time, be subject to cyber bullying via electronic methods of communication both in and out of school. This form of bullying is considered within the school's overall anti-bullying policy and pastoral services as well as the e-Safety policy.

Cyber Bullying can take many different forms and guises including:

- Email – nasty or abusive emails which may include viruses or inappropriate content
- Instant Messaging (IM) and Chat Rooms – potential to transmit threatening or abusive messages perhaps using a compromised or alias identity
- Social Networking Sites – typically includes the posting or publication of nasty or upsetting comments on another user's profile
- Online Gaming – abuse or harassment of someone using online multi-player gaming sites
- Mobile Phones – examples can include abusive texts, video or photo messages.
- Abusing Personal Information – may involve the posting of photos, personal information, fake comments and blogs, or pretending to be someone online without that person's permission.

Whilst cyber-bullying may appear to provide anonymity for the bully, most messages can be traced back to their creator and pupils should be reminded that all incidents of cyberbullying will be treated within the school's Anti-Bullying Policy

### Sexting

- At Nazareth House, any incident of sexting will involve a referral to social services and a school/parent consultation. This action will be taken in the best interest of pupils.

### Information System Security

- Nazareth House ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the EA and C2K.

### Protecting Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998. All pupils and staff will be regularly reminded of the importance of confidentiality in relation to the handling of any personal data.

### Assessing Risks

- Nazareth House will take all reasonable precautions to prevent access to inappropriate material. 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.

### Handling e-safety Complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff. (ICT Co-ordinator, VP and/or Principal).
- Any complaint about staff misuse must be referred to the Principal.
- Complaints of a child protection nature will be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure and this procedure will be on display in the school.

### Communication of Policy

#### Pupils

- Rules for Internet access and E-Safety posters will be posted in the Computer Suite/classroom.
- Pupils will be informed that Internet use will be monitored.
- Pupils receive regular e-safety lessons and are constantly reminded of online safety.



#### Staff

- All staff will be given a copy of the School E-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

#### Parents/Guardians

- Parents' attention will be drawn to the School E-Safety Policy via letter, on the school website and via Facebook.

## **KIDS' RULES FOR ONLINE SAFETY**

1. I will not share any personal information or images with anyone without my parents' permission nor will I upload images or personal information of others without their permission.
2. I will tell my parents right away if I come across any information that makes me feel uncomfortable.
3. I will never accept friend requests with anyone that I do not know.
4. I will never agree to get together with someone I "meet" online without first checking with my parents.
5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the PSNI on 101 or Childline on 08001111.
6. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
7. I will not give out my Internet password to anyone (even my best friends) other than my parents.
8. I will always show respect for other people in a chat room. I know whatever I write can be copied and sent on to lots of other people including my parents and my school.
9. If someone online makes me feel uncomfortable or scared, I will leave the chat room, switch off the computer and tell a responsible adult.
10. I will not open email attachments from people I don't know and if I receive any inappropriate images, messages or links I will never forward them to others. I will inform my teacher and my parents.
11. I will never use my mobile phone in school without the permission of a member of staff.
12. At all times I will try to Do The Right Thing (D.T.R.T.)

## Staff ICT Code of Conduct

To ensure that all staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's e-safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the Principal.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will immediately report any incidents of concern regarding children's safety to the school ICT Co-ordinator and the Designated Child Protection Teacher.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the ICT Code of Conduct.

Signed: .....

Date: .....

## Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us



We can click on the buttons or links when we know what they do.

We can search the internet with an adult.



We always ask if we get lost on the internet.

We can send and open emails together.



We can write polite and friendly emails to people that we know.



Think then Click

## e-Safety Rules for Key Stage 2



We ask permission before using the Internet.



We only use websites that are appropriate.



We tell an adult if we see anything inappropriate.



We immediately close any webpage that is inappropriate.



We only e-mail people an adult has approved.



We send e-mails that are polite and friendly.



We never give out personal information or passwords.



We never arrange to meet anyone we don't know.



We do not open e-mails sent by anyone we don't know.



We do not use Internet chat rooms.