

OMAGH HIGH SCHOOL



E-Safety Policy

Aims

- To ensure that all pupils make effective and appropriate use of the ICT facilities available to them in a safe, secure, and responsible manner, thereby enhancing teaching, learning, and achievement across the school.
- To promote an understanding of the benefits, risks, and responsibilities associated with the use of information and communication technologies.
- To support the development of confident, responsible digital citizens who can use technology positively both in and beyond the school environment.

Roles and Responsibilities

The Board of Governors is responsible for approving and regularly reviewing this policy. The Principal and Board of Governors have a legal duty to safeguard children and staff, which includes safeguarding in relation to online activity and digital technologies.

The school ensures that all pupils receive eSafety education through ICT and LLW lessons. These lessons focus on safe online behaviour within curricular activities. In addition, the school organises workshops to reinforce messages about the safe, responsible, and sensible use of online services.

School Systems

The school operates a managed ICT system maintained by C2k. The school will ensure that:

- All staff and pupils are issued with a C2k username and secure password, which must not be shared.
- Internet access is filtered and monitored, with different filtering levels for different user groups.
- All ICT equipment is maintained safely, securely, and is accessible only to authorised users.
- To ensure responsible use of the system, the C2k Network Manager may review files and communications. All users are informed that system usage is monitored and that reports may be accessed by the Principal.
- Staff and pupils use their C2k email accounts for school-related purposes only. All emails are scanned for viruses, malware, and inappropriate content. Staff may also request that inappropriate websites be blocked.
- Data may be securely stored using OneDrive through Office 365, allowing staff and pupils to access files remotely when required.
- Sixth Form pupils who bring and use their own devices within the school building and connect to the school Wi-Fi must have signed and will comply with the Acceptable Use of ICT Policy for Pupils and the Bring Your Own Device Agreement at all times.
- All internet access is fully auditable, and any misuse will be addressed through the school's disciplinary procedures.

Pupils

Pupils are encouraged to use ICT resources to support their learning by researching, creating, storing, and printing curriculum-related materials. ICT also enables pupils to communicate with staff and peers and to engage with learning through virtual platforms such as Office 365.

Education in eSafety is a key part of the school's provision. Pupils are taught how to recognise, manage, and avoid online risks through ICT lessons and organised workshops. The school aims to ensure that pupils can benefit fully from online learning while understanding how to protect themselves and others.

Pupils are educated about the following risks associated with online activity:

- Content Risks – exposure to inappropriate material such as pornography, substance misuse content, online gambling, and financial scams.
- Contact Risks – participation in inappropriate or harmful interactions, including grooming, cyberbullying, and identity theft.
- Conduct Risks – engaging in or being subject to bullying behaviours, misuse of digital communication, damage to digital reputation, and issues such as sexting.
- Commercial Risks - where the child or young person is exposed to inappropriate commercial advertising, gambling, phishing or fraud.

Staff

Staff are expected to act as positive role models in their use of technology and to promote safe and responsible online behaviour. They should embed eSafety awareness across the curriculum and provide appropriate guidance when pupils engage in online learning activities.

All staff have a duty of care to report any child protection or internet safety concerns promptly to the Principal or the designated safeguarding teacher.

Parents

Parents play a vital role in supporting eSafety. Parents are encouraged to download the Safer Schools App. The school expects parents to work in partnership with the school to promote safe and responsible use of technology by:

- Supporting the school's approach to eSafety.
- Talking regularly with their child about how they use the internet, social media, and mobile devices.
- Encouraging responsible online behaviour.
- Supporting their child to speak to a trusted adult if they are being bullied online or have concerns about their own safety or the safety of others.

Cyberbullying

The posting of offensive or inappropriate material relating to the school or any member of the school community is strictly prohibited. Any form of cyberbullying intended to harass, intimidate, or humiliate others will not be tolerated and will be dealt with in line with the school's disciplinary procedures.

Pupils who believe they are being bullied online are encouraged to report the incident to a member of staff as soon as possible.

Use of Digital Images and Videos

Pupils are made aware of the serious risks associated with taking, sharing, and publishing images or videos online. Pupils must not take, use, share, or publish images of others without permission. Such actions may cause harm or embarrassment and images can be extremely difficult to remove once published online.

Under no circumstances should copyrighted material sourced from the school website or from any other OHS social media platforms to be used, reproduced, adapted, or distributed.

Staff should ensure that pupils understand these risks when images or videos are used in learning activities. Written parental permission is obtained for Year 8 pupils and any pupils enrolling later, using the school's consent form (Appendix 2).

Care is taken to ensure that images and videos:

- Show pupils appropriately dressed.
- Do not depict activities that could bring individuals or the school into disrepute.
- Are selected carefully for publication on the school website or Facebook page, in line with best practice guidance.

The school's website and Facebook account are used solely to promote the school and provide information for pupils and parents.

Artificial Intelligence (AI)

The school recognises the growing role of Artificial Intelligence (AI) in education and is committed to ensuring its use supports learning while maintaining academic integrity and safeguarding pupils.

The school aims to:

- Raise awareness among staff, parents, and pupils of both the benefits and potential risks associated with the use of AI technologies, including issues relating to accuracy, bias, data privacy, and over-reliance on automated tools.
- Provide clear guidance and expectations for staff and pupils on the appropriate and ethical use of AI in teaching, learning, assessment, and independent study.
- Promote responsible, transparent, and fair use of AI, ensuring that its use enhances learning rather than replaces pupils' own thinking, creativity, or understanding.

- Ensure compliance with JCQ regulations, particularly in relation to internal and external assessments, coursework, and examinations, so that academic malpractice is avoided and disqualification from a subject.
- Support staff in developing confidence and professional judgement when integrating AI tools into classroom practice in a way that is educationally purposeful and age-appropriate.

Prohibited Use of Artificial Intelligence (AI)

The use of Artificial Intelligence to create, generate, or distribute the following is strictly prohibited:

- **Deepfake or Manipulated Media**
The creation, sharing, or possession of AI-generated or altered images, video, or audio recordings that depict staff or pupils falsely or misleadingly. This includes any material intended to impersonate, deceive, embarrass, harass, intimidate, or cause distress to others.
- **Harmful or Illegal Content**
The use of AI to generate, access, or distribute content that is harmful, offensive, or unlawful is strictly prohibited. This includes, but is not limited to, hate speech, extremist or radical material, abusive or threatening content, and any material that promotes discrimination, harassment, or violence.
- **Circumvention of School Safeguards**
Using AI tools to bypass, evade, or undermine school security systems, monitoring software, or internet filtering arrangements is strictly forbidden.

Any misuse of AI in these ways will be treated as a serious breach of school policy and may result in disciplinary action in line with the school's behaviour, safeguarding, and acceptable use policies.

Breaches of the Policy

Any breach of this policy, whether careless, irresponsible, or deliberate, will be dealt with promptly and appropriately. Disciplinary action will be taken in accordance with the school's policies and established procedures.

Monitoring and Review

This policy will be reviewed regularly and updated as necessary to reflect technological developments, changes to equipment, and evolving best practice.

Appendix 1

Omagh High School

The Acceptable use of ICT by Pupils



Pupils are responsible for good behaviour when using ICT just as they are in a classroom or a school corridor. General school rules apply.

Email and the Internet are provided for pupils to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of Email and the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance.

C2k Managed Service

A filtered internet and email service is provided in school through **C2K**. All pupils are issued with a school email address and password. Pupils are encouraged to use these facilities appropriately to:

- Research, create, store, and print curriculum-related materials
- Communicate responsibly with other pupils and members of staff
- Support their learning through approved Virtual Learning Environments, such as Microsoft O365 or Google Classroom

Pupils must understand that users of school systems are not permitted to:

- Use another user's username or password
- Install or introduce unauthorised software or applications
- Deliberately damage, misuse, or interfere with school equipment or systems

Computer storage areas and USB devices will be treated in the same way as school lockers. Staff may access and review files, communications, and online activity, including through remote monitoring, to ensure systems are being used appropriately and responsibly. Users should not expect files stored on school servers or portable storage devices to be private, as the School reserves the right to examine such material where necessary.

In addition to using ICT facilities provided in classrooms, Sixth Form pupils may bring their own laptop device into school to support their learning, either during lessons or in private study periods. Pupils should note, however, that there is no obligation to bring a personal device into school. Any pupil who

wishes to use their own laptop on school premises must sign the declaration at the end of this Acceptable Use Policy.

The School accepts no responsibility or liability for the loss of, or damage to, personal ICT devices while on school premises or during school-related activities. The decision to bring a personal device into school rests entirely with the pupil and their parent(s)/guardian(s), who also remain responsible for any associated risks.

If a pupil is found to be in breach of this protocol, the School reserves the right to confiscate the electronic device. Any confiscated device will be stored securely and may be collected by a parent or guardian by arrangement at the end of the school day.

Where there are reasonable grounds to believe that a personal device contains images, messages, or other material that may indicate inappropriate or criminal activity, the School reserves the right to hand the device to the police for further investigation.

Use of the Internet

Access to the internet while on school premises must be through the C2K network only. Pupils using school-owned or personal devices are required to connect exclusively to the C2K Wi-Fi service and must not use alternative networks, mobile data, or personal hotspots.

The School actively promotes the use of approved C2K services, including C2K email, Microsoft O365, and Google Classroom, as secure and monitored platforms that support teaching, learning, communication, and safeguarding. Pupils are expected to use these systems responsibly and in line with School policies at all times.

Recording and storage of sound and images

The recording, storage, or transmission of audio, still images, or video on school premises is permitted only with the explicit permission of a member of staff. Any such content must be created in accordance with the School's relevant policies, including safeguarding and data protection requirements.

Photographs, audio recordings, or videos captured in school must not be shared online or via social media unless specific permission has been granted, and only in exceptional circumstances where this has been formally approved.

Under no circumstances should copyrighted material sourced from the school website or from any other OHS social media platforms to be used, reproduced, adapted, or distributed.

Pupils are required to provide staff with access to any images, audio recordings, or videos created during the school day or on school premises, including content stored on personally owned devices. Where requested, pupils must delete such material immediately. Failure to comply with these requirements may result in disciplinary action.

Cyberbullying

Offensive, harmful, or inappropriate material relating to the School, members of staff, or other pupils must not be created, uploaded, or shared online. This applies regardless of whether the activity takes

place on school premises or elsewhere, including a pupil's home or through personal devices and accounts.

All forms of cyberbullying defined as online behaviour intended to harass, threaten, intimidate, embarrass, or humiliate others are strictly prohibited. Any incidents will be dealt with in line with the School's Anti-Bullying Policy and may result in disciplinary action.

Pupils who believe they are experiencing, witnessing, or affected by online bullying or inappropriate online behaviour are encouraged to report their concerns to a member of staff as soon as possible, so that appropriate support and action can be taken.

Social Media

Pupils are expected to ensure that:

- They do not take part in online discussions involving personal or private matters relating to members of the school community.
- Personal views or opinions are not presented as representing those of the School.
- Privacy and security settings on personal social media accounts are regularly reviewed and updated.

Artificial Intelligence (AI):

Artificial intelligence (AI) in education refers to tools that help users find information or create content for academic work.

AI chatbots respond to questions or instructions by generating text based on the data they have been trained on. They can answer questions, improve or summarise writing, generate ideas, translate text, and produce content in different styles or tones.

AI chatbots can pose risks when used for qualification assessments. Their responses may sound convincing but can be inaccurate, biased, or misleading. Some tools have also been known to generate harmful content or create false references to books or articles.

Pupils should:

- Understand both the potential benefits and limitations of AI tools.
- Use AI tools for academic work, whether at home or in school, only with the explicit permission of a member of staff, and strictly in line with the guidance provided.
- Be aware that the use of AI tools is strictly prohibited during examinations and in any situation where independent work is required.
- Recognise that at GCSE, AS, and A2 level, the use of AI is governed by JCQ regulations. These rules may vary depending on the qualification and assessment type, and pupils must check with their teachers what level of AI use, if any, is permitted.
- Clearly acknowledge and reference the use of AI tools where permission has been granted. This must include:
 - The name of the AI tool used

- The date the content was generated
- An explanation of how the AI tool was used
- A saved screenshot or record of the prompts entered and the responses received
- Be aware that if AI is used in work that contributes to a qualification, a formal declaration must be signed once appropriate referencing has been completed. Failure to follow these procedures may be treated as malpractice and could result in penalties, including the loss of marks or disqualification from a subject.

Pupils' Acceptable Use of ICT Policy - Declaration

I understand that access to the internet and electronic communication systems is provided as a privilege and is dependent upon my agreement to comply with these conditions. Any misuse may result in the withdrawal of these privileges and the application of further disciplinary sanctions. This applies equally to online activity undertaken outside of school where such activity breaches the School's Acceptable Use Policy.

All online activity must be appropriate and must support the safety and security of the C2K school system, demonstrate respect for all staff, pupils, and members of the wider school community and protect and uphold the reputation of Omagh High School.

This specifically requires that:

1. I will only use the C2K ICT system in school, including the internet, e-mail, images and digital videos for school purposes only.
2. I will not install or download any software onto any school device.
3. I will only logon to a computer in school with my own C2K username and password.
4. I will ensure that I do not damage the C2K system or the work of staff or pupils by means of editing, copying or deleting work.
5. I will use my C2K e-mail address for only school related communications and ensure that all ICT communications with pupils, teachers or others are appropriate and sensible.
6. I will be responsible for my behaviour when using the Internet. I will not deliberately browse, download, upload or forward material that could be considered offensive, obscene or illegal. If I come across any such material or be sent this type of material I will report it immediately to my teacher.
7. Images or videos of pupils or staff will not be distributed outside of school.
8. I understand under no circumstances should copyrighted material sourced from the school website or from any other OHS social media platforms to be used, reproduced, adapted, or distributed.
9. I will ensure that my online activity, both in school and outside school, will not cause staff or pupils distress or bring it into disrepute.

10. I will not use the internet to give out any personal information such as my name, phone number or address. I will not use the internet to arrange to meet someone without the knowledge and permission of my teacher and/or parent.

11. I will respect copyright, intellectual property rights and the privacy of others work online at all times.

12. I will not attempt to bypass the C2K internet filtering system and understand that all my online activities are monitored and logged.

13. I will only use AI in the production of academic school work as directed by my teacher.

14. I understand that if I use artificial intelligence in the production of my work for an assessment, this use must be appropriately acknowledged and referenced. Failure to follow these procedures may be considered malpractice and could result in the loss of marks or disqualification from the subject.

15. I understand that these rules outlined are intended to keep me safe and that if not followed, school sanctions will be applied.

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Email and Internet use.

2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

3. When applicable, police or local authorities may be involved.

4. If AI is used in the production of work for an assessment and appropriate referencing has not been done, it may be deemed to be malpractice which may result in the loss of marks or disqualification from a subject.

Signed _____ (Pupil) Date _____

Signed _____ (Parent) Date _____

Omagh High School

Parental Consent Form for the Use of Pupil Images



Name of Child:

House:

Address:

.....

Telephone: 028 **Mobile:**

Use of Images and Video Recordings

Omagh High School recognises the importance of safeguarding pupils and respecting their privacy. From time to time, the school may take photographs or make video recordings of pupils during school activities, events, lessons, trips, or achievements.

These images or recordings may be used for educational or promotional purposes, which may include:

- School displays and publications
- The school website and official social media accounts
- Local press or other printed or electronic publications
- Promotional videos or presentations

To comply with Data Protection legislation and the school's Safeguarding and Child Protection Policy, the school requires parental/guardian consent before any images or videos of pupils are taken or used.

Conditions of Use

Omagh High School agrees to the following conditions when using images or videos of pupils:

- No personal contact details will be published. This includes email addresses, home addresses, telephone or fax numbers.
- Images will only be used where pupils are appropriately dressed and portrayed in a positive and respectful manner.
- Images will not be used in any way that could cause distress, embarrassment, or bring the pupil or the school into disrepute.
- Images will be stored and used securely and in line with the school's data protection procedures.

Parental Consent

I have read and understand the information and conditions outlined above and (please tick or delete as appropriate):

- ☐ **I consent** to photographs and/or video recordings of my child being taken and used as described.
- ☐ **I do not consent** to photographs and/or video recordings of my child being taken or used.

Name of Child:

Signature of Parent / Guardian:

Name (Block Capitals):

Date:



Bring Your Own Device User Agreement

Pupil Declaration

I request permission to bring and use my own personal laptop device within the school environment. By signing this agreement, I confirm that: version

- I have read, understood, and agree to comply fully with the school's e-Safety Policy and Acceptable Use of ICT Policy, including all associated rules, guidelines, and expectations.
- I understand that my personal laptop device may be used for educational purposes only during the school day and at school-related activities.
- I agree to connect only to the school's authorised C2K wireless or network services while in school. I understand that connecting to any non-school provided wireless or networking services on school premises is strictly prohibited.
- I understand only laptop devices are permitted for use. At all times, the laptop's camera and microphone must remain disabled, with no exceptions.
- I understand that I am solely responsible for the care, safety, and security of my personal laptop device at all times while it is on school property or being used for school activities.
- I understand that failure to follow this agreement or school policies may result in my permission to use a personal laptop device being withdrawn and may lead to further disciplinary action.

Pupil Name: _____

Signature: _____

Date: _____

Disclaimer and Parent/Guardian Agreement

The school accepts no responsibility or liability for the loss, theft, or damage of any personal laptop device brought onto school premises or used during school-related activities.

The decision to allow a personal laptop device to be brought into school rests entirely with the pupil and their parent(s)/guardian(s). Responsibility for the device, including its care, safety, and security, remains with the pupil and their parent(s)/guardian(s) at all times.

By signing below, I confirm that:

- I have read and understood the school's e-Safety Policy and Acceptable Use of ICT Policy for Pupils.
- I give permission for my son/daughter to bring and use a personal laptop device in school in line with school policies.
- I understand that my son/daughter is personally and solely responsible for the care, safety, and security of their personal laptop device.
- I understand and accept that the school accepts no liability for any personal laptop device used by a pupil.
- I understand and accept this disclaimer in full.

This agreement will remain in force for the duration of my son's/daughter's time at the school. The school reserves the right to amend this agreement to reflect technological developments or to safeguard pupils and staff.

Parent/Guardian Name: _____

Signature: _____

Date: _____