OMAGH HIGH SCHOOL

E-SAFETY POLICY

Aims

- To ensure that our pupils make best use of the ICT facilities available to them in a safe and secure way to enhance their teaching and learning in school.
- To highlight the need to educate young people about the benefits, risks and responsibilities of using information technology.

Roles and Responsibilities

Board of Governors have the responsibility for approving and reviewing this policy. The Principal and Board of Governors have a legal responsibility to safeguard children and staff and this includes online activity. All students have eSafety awareness both in ICT and LLW classes which cover how to be safe online in their curricular activities and have organised workshops with our students to highlight the safe and sensible use of online services.

School System

The school uses a managed system, maintained by C2k, and will ensure that:

- Staff and pupils are provided with a C2K username and secure password.

- Internet access is filtered, with differentiated filtering levels for different groups of users.

- All equipment is maintained safely and access is restricted to those who require it.

- In order to ensure that users are using the system responsibly, the C2K Network Manager may review files and communications. All users are advised that the C2k system is monitored and that reports can be accessed by the Principal.

- Staff and pupils should use their C2K email address for school purposes only. All school emails are checked for viruses, malware and inappropriate content. The C2K system also provides the opportunity to request a block on any websites that staff view inappropriate.

- Data can be stored in the Cloud via One Drive in Office 365. This enables staff and pupils to access their files from any location.

- Sixth Form Pupils using their own device within the school building and connected to the school Wifi are subject to the relevant AUP at all times.

- Access to the Internet is fully auditable. All breaches will be subject to the school's disciplinary procedures.

Pupils

Pupils are encouraged to use ICT facilities at school to research, create, store and print material related to the curriculum. They also can communicate with staff and pupils and their learning is supported through a virtual learning environment such as Office 365. Education in e-safety is an important part of the school's provision, allowing pupils to recognise and avoid e-safety risks. Pupils are given specific guidance in safe and acceptable online behaviour through their ICT classes and organised workshops. We want all our pupils to avail of the opportunity of all the positive benefits that come from online learning while being aware of how to protect themselves. We endeavour to educate our pupils about the risks associated with online learning such as follows:

- Content Risks – child is exposed to inappropriate content such as pornography, substance abuse, online gambling and financial scams.
- Contact Risks – child may participate in adult initiated online activity for example grooming, cyber-bullying and identity theft.
- Conduct Risks – Child may be a perpetrator of bullying behaviour or is at risk of being bullied. Digital footprint, online reputation and sexting.

Staff

Staff have a responsibility to act as a good role model in their use of technology and to share their knowledge of safe practice with students. They should embed eSafety issues in all aspects of the curriculum and guide pupils carefully when engaging in learning activities involving online technology. They have a duty of care to report all child protection and internet safety concerns to the Principal or designated teacher.

Parents

The role of parents in ensuring that students understand how to stay safe when using Technology is crucial. The School expects parents to promote safe practice when using Technology and to:

- To support the school in promoting eSafety
- Talk to their child to understand the ways in which they are using the internet, social media and their mobile devices and promote responsible behaviour
- Encourage their child to speak to someone if they are being bullied or otherwise are concerned about their own safety or that of another pupil or need support.

Cyberbullying

Offensive material relating to school, or any member of the school community, should not be posted on the internet at any time. All occurrences of cyberbullying which harass, intimidate or humiliate others is forbidden and will be dealt with according to the school's discipline procedures. If any pupil think they are being bullied online, they should speak 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 publishing images and videos on the internet. Pupils must not take, use, share or publish images of others without their permission. They can cause harm or embarrassment to individuals and can be very difficult to remove from the internet permanently. When using images and videos, staff should inform pupils about the risks associated with taking, sharing and publishing images on the internet. Written permission is obtained from parents of Year 8 pupils and for any other pupil who enrols at another time by completing the consent form for using images of pupils (see Appendix 2). Care should be taken when taking images and videos that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute. Photographs or videos published on the website, or elsewhere, will be selected carefully and will comply with good practice guidance on the use of such images or videos. The school website and Facebook account is used to promote the school and provide information to pupil's and parents.

Breaches of the policy

When breaches of this policy take place, through careless, irresponsible or deliberate misuse of school systems or devices, incidents will be dealt with as soon as possible and will be handled in an appropriate manner. Disciplinary action will be taken in accordance with the schools policies and established practices.

Monitoring and review

This policy will be reviewed in the light of technological advances and changes in the equipment available in school.

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.

Computer storage areas and USB pens will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or pens would always be private. The school has the ability to review files and communications, and monitor work remotely, to ensure that everyone is using the system responsibly.

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

The following below must be abided by:

1. I will only use ICT systems in school, including the internet, e-mail, 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 use my C2K e-mail address for all school related communications and ensure that all ICT communications with pupils, teachers or others are appropriate and sensible.

5. 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 I will report it immediately to my teacher.

6. Images or videos of pupils or staff will not be distributed outside of school.

7. 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.

8. I will respect copyright, intellectual property rights and the privacy of others work on-line at all times.

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

10. 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.

Signed _____ (Pupil)   Date _____

Signed _____ (Parent)   Date _____

Omagh High School
Consent Form for Using Images of Pupils

Name of Child: .... **House:**………………

Address: ....

....

Telephone: 028 .... **Mobile:** …………………………………

Omagh High School may occasionally take photographs / make a video of your child, which may be used for promotional purposes. These images may appear in the local press, electronic or printed publications, on video, on our website or in all these media forms. To comply with Data Protection legislation and our Child Protection Policy we need your permission before we take any image of your child.

Conditions of Use

- We will not include personal email or postal addresses, telephone or fax numbers.

- We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

I have read the conditions of use and (please delete as appropriate):-

- **consent to my child's image being used**

- **do not consent to my child's image being used**

Name of Child: ....

Signature of Parent / Guardian: ....

Name in block capitals: .... Date: ....