

Fairview Primary School



Acceptable Use of the Internet and Digital Technologies Policy

Ratified – September 2019
Reviewed – September 2026
To be reviewed – September 2028

Acceptable Use of the Internet and Digital Technologies Policy

"Online safety is fundamentally about empowering children to navigate the digital world responsibly and safely. While technical safeguards play an essential role, our primary objective as a school is to actively educate our pupils in safe practices, ensuring they understand online risks and develop a positive, responsible digital footprint."

Adapted from Department of Education Northern Ireland (DE) Circular 2016/27: Online Safety.

Introduction

In Fairview Primary School we recognise that the Internet and other digital technologies are very powerful resources which can enhance and transform learning and teaching when used effectively and appropriately. In the 21st Century the Internet is an essential resource for education, business and social interaction. We provide opportunities for pupils to use the Internet, along with helping them develop the skills necessary to access, analyse and evaluate resources available online. This includes educating our children about the potential dangers found on the Internet. Our Online Safety Policy further explains our role in protecting our pupils.

Code of Practice for Safe and Effective Use

When using the Internet, email systems and emerging digital technologies including GenAI, all users must comply with relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity. The Code of Practice for Fairview Primary School sets out for all users, staff and pupils, what is safe and acceptable and what is not.

The scope of the Code of Practice covers fixed and mobile Internet, school desktop computers, laptops, Chromebooks, iPads and digital video equipment. It should be noted that the use of devices owned personally by staff and pupils but brought onto school premises or taken on trips (e.g. mobile phones, iPads etc.) is subject to the same requirements as technology provided by the school.

The ICT Leader will continually monitor the effectiveness of the Code of Practice, particularly in light of new developments in digital technologies.

Code of Practice for Pupils

Pupil access to the Internet is through a filtered service provided by C2K which should ensure educational use of resources is safe and secure while protecting users and systems from abuse. These systems are continuously monitored and updated centrally by C2K. We continue to use 'Securus' as a tool to further monitor and restrict pupils' online activities. This is provided as part of the C2K/EdIS tool suite.

In addition, the following measures have been adopted by Fairview PS to ensure our pupils' safety when using the Internet and other digital technologies:

- The 'SMART' rules for staying safe online are delivered to pupils at an age appropriate level and displayed prominently in classrooms (Appendices 1A and 1B)
- Our Code of Practice is reviewed regularly and a 'Code of Conduct for using Computers and iPads in School' is signed by parents of pupils from P1-P3 and by both pupils and parents from P4-P7 (Appendices 2A and 2B)
- Pupils using the Internet will normally be working in classrooms where they will be monitored by a teacher or teaching assistant
- All online activity is for appropriate educational purposes
- Pupils will, where possible, use sites pre-selected by the teacher and appropriate to their age group, unless engaging in independent research activities
- When undertaking independent research, pupils will be taught to use the keywords 'for children' or 'for kids' to narrow down the search to sites which are age appropriate
- Pupils will only use email for contacting class members or teaching staff as part of a planned activity
- When using online tools to communicate with other pupils such as Google Classroom, even from home, pupils must demonstrate the accepted online behaviours as if in school, including the use of appropriate language
- Pupils are not permitted to download apps onto school iPads unless instructed to do so by a teacher
- The ICT Leader and members of the ICT Team may carry out occasional checks on computers, pupil folders and iPads to ensure compliance with this Acceptable Use Policy
- Pupils are educated in the safe and effective use of the Internet through the Digital Literacy Scheme, PDMU and ICT lessons. We also participate in Safer Internet Day each year
- Pupils complete the 'Digital Proficiency Course' provided through the Safer Schools NI portal at their age appropriate level

It should be accepted that however rigorous these measures may be, they can never be 100% effective. Neither the school nor C2K can accept liability under such circumstances.

Pupil access to social networking sites is blocked by the C2K filters so pupils do not have access to them in the school environment. During school hours, pupils are only allowed to use educational computer games/apps specifically assigned or agreed by the teacher.

The use of mobile phones by pupils is not permitted on the school premises during school hours. If a pupil does bring a mobile phone to school it must be switched off handed to the class teacher for safekeeping until home time. Phones must remain switched off until pupils exit the school grounds.

Sanctions

Incidents of technology misuse which arise will be dealt with in accordance with the school's 'Promoting Positive Behaviour Policy'. Incidents will be initially dealt with by the ICT Leader. Incidents involving Child Protection issues will be dealt with in accordance with school Child Protection procedures.

Depending on the incident itself, sanctions for misuse of ICT may include but are not exclusive to:

- A conversation with the ICT Leader for the pupil to consider their actions
- A letter of apology
- Loss of Golden Time
- An additional homework
- A phone call to parents or HSL
- Being sent to the Principal
- A temporary or extended ban on Internet use

Instances of technology-assisted harassment, cyberbullying, or the creation/sharing of harmful synthetic or AI-manipulated imagery/audio will be treated as severe breaches under the school's Promoting Positive Behaviour and Child Protection & Safeguarding Policies. Where illegal online content or child sexual abuse material (including AI-generated imagery involving minors) is identified, the school will immediately notify the PSNI and the Education Authority in accordance with SBNI guidelines.

Code of Practice for staff

The following measures have been adopted by Fairview Primary School:

- Pupils accessing the Internet should, in as much as possible, be supervised by an adult
- All pupils are aware of the rules for the safe and effective use of the Computers / iPads
- Rules for using the computers / iPads will be shared and reinforced by the class teacher with the pupils at the beginning of each year and again as necessary
- All pupils using the Internet have written permission from their parents
- Equipment, websites and apps recommended for use by pupils should be checked beforehand by teachers to ensure there is no unsuitable content and that material is age appropriate
- Deliberate / accidental access to inappropriate materials or any other breaches of the school code of practice should be reported immediately to the class teacher / ICT Leader / Principal
- Teachers are aware that the C2K system tracks all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users
- Teachers should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these, including the use of music as backing tracks to videos
- Only approved school staff may take photographs and videos of pupils using a personal mobile phone / iPad. Photographs and videos of pupils taken on personal mobile devices should be transferred to and stored on the secure school network or secure cloud facilities such as Google Drive/One Drive. These videos and images should then be deleted from the teachers' personal devices as soon as possible.
- Staff will read and sign the Staff Acceptable Use Agreement

Internet Safety Awareness

In Fairview PS we believe that alongside having written policies on Online Safety and Acceptable Use of the Internet & Digital Technologies, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. We see education in appropriate, effective and safe use of the Internet as an essential element of the school curriculum. This education is as important for staff and parents as it is for pupils.

For Pupils

- Rules for Online Safety and when using computers / iPads are discussed with pupils and are prominently displayed on the Online Safety Board and in classrooms
- 'SMART' rules are discussed with the children and displayed
- All pupils participate in Safer Internet Day each year, completing tasks to reinforce safe use of the Internet
- A pupil Online Safety Team is set up each year comprising of a number of P7 pupils
- Pupils complete the 'Digital Proficiency Course' provided through the Safer Schools NI portal at their age appropriate level
- P7 pupils participate in a 'Bee Safe' event in conjunction with local council and the PSNI which includes information on how to stay safe online
- Pupils take part in a 'Transition Talk' in preparation for Year 8

For Staff

- The ICT Leader is kept informed and updated on issues relating to Online Safety by regularly accessing specific websites and attending training courses
- Information is disseminated to the ICT Team and then all teaching staff, classroom assistants and supervisory assistants as soon as practicable
- All staff, including new staff, access and complete the 'Digital Proficiency Course' through the Safer Schools NI portal
- Staff teach pupils about Online Safety at regular intervals using the Digital Literacy Scheme amongst other resources and plan/create lessons to participate in Safer Internet Day each year
- The ICT Leader heads up a school Online Safety Team made up of P7 pupils

For Parents

- School 'ICT Policy', 'Online Safety Policy' and 'Acceptable Use of the Internet and Digital Technologies Policy' are all available to download from the school website (www.fairviewps.co.uk) or by contacting the school office
- Information relating to Online Safety or relevant news/information is shared with parents either by school email, Seesaw or Social Media
- Online Safety Newsletters are sent to parents monthly as part of the school newsletter
- The school has signed up to the Safer Schools NI App for Parents and parents are notified annually about this, including access to the parent part of the Digital Proficiency Course.

Health and Safety

Fairview Primary School attempts, in so far as possible, to ensure a safe working environment for pupils, teachers and ancillary staff when using ICT resources. All staff and pupils are encouraged to take regular breaks from the screen (PC/laptop/iPad) and to use suitable brightness and contrast settings. Pupils are supervised at all times when Interactive Panels are being used.

Digital and Video Images of Pupils

Written parental permission is sought to cover the use of photographs of pupils on the school website, using school social media (Facebook), in the local press and for displays within school.

Staff will ensure that pupils whose parents wish for their child's photograph NOT to be used are withdrawn from all photographs or have their faces hidden.

Generative Artificial Intelligence (GenAI) & Emerging Technologies

At Fairview Primary School, we recognize that Generative AI (GenAI) tools can be a valuable tool to support teaching and learning, reduce administrative workload and assist in resource creation. However, the use of AI must be carefully managed to ensure compliance with Data Protection (GDPR), safeguarding obligations and our commitment to high-quality, teacher-led education.

Staff Use of Generative AI

- **Approved Platforms:** Staff should use C2k-provided and managed GenAI platforms (such as C2k Microsoft Copilot or Google Gemini) for professional activities, lesson preparation, and resource creation
- **Data Privacy & UK GDPR:** Staff MUST NOT input any Personally Identifiable Information (PII), sensitive pupil records, Special Educational Needs (SEN) details, or confidential school data into any generative AI tool or prompt
- **Professional Oversight:** AI tools serve as supportive assistants. Staff remain fully responsible for the content, accuracy, and age-appropriateness of all learning materials. All AI-generated outputs must be critically reviewed for accuracy, bias, and appropriateness prior to classroom delivery
- **Intellectual Property:** Staff must respect copyright laws when generating or using AI-created media, images, or text

Pupil Use & AI Literacy

- **Supervised Access & Age Limits:** Due to age restrictions (most open AI tools require users to be 13+ or 18+), pupils in P1–P7 will not create independent AI accounts. Pupils will only interact with AI-driven tools where explicitly selected, vetted, and supervised by teaching staff for age-appropriate learning tasks, such as Adobe Express.
- **AI Literacy Education:** As part of the Digital Literacy scheme, pupils will be taught at an age-appropriate level to critically evaluate online content, understanding that text, images, and audio can be altered or computer-generated.

- **Academic Integrity:** Pupils are expected to submit work that reflects their own learning and effort. Uncredited submission of AI-generated content for homework or school projects is not permitted.
- **Prohibition of Harmful AI Content:** Creating, altering, or sharing synthetic imagery, deepfakes, or altered audio of pupils, staff, or community members is strictly prohibited and carries severe sanctions.

Communication: School Website and Facebook

Our school website and Facebook page promotes and provides up to date information about the school, information for parents and showcases the work taking place within the classroom. In order to minimise risks of any images of pupils we post online being used inappropriately the following steps are taken:

- Group photos are used where possible, with general labels / captions
- No pupil is named individually or in any photograph
- When pupils are named within a group photo, only Christian names will be given
- The website does not include home addresses, telephone numbers, personal emails or any other personal information about pupils or staff

At Fairview Primary School, we are constantly seeking to improve our home-school communication. This will continue, with email correspondence being our main form of parent/school updates. It is the parent's responsibility to ensure we have an up to date email address.

The fortnightly newsletter contains lots of information about what has happened in school over the previous fortnight as well as providing dates for the diary going forward. We endeavour to keep parents informed of all that is happening in school and the newsletter will be the main source of information, as well as our Facebook page and website. Our school website also has an interactive calendar where important school dates and events are continuously updated. This calendar can be linked to all mobile devices where dates automatically transfer to the users' phones.

Seesaw Parent App

We will continue to use Seesaw as a platform that allows school and pupils to engage with parents/carers to create an online environment which:

- Empowers children to take ownership of their learning and to reflect on their progress over time
- Inspires pupils to try their best by providing an audience for their work beyond the classroom
- Creates a meaningful home-school connection so that parents and carers can better support their child's learning

Parents/Carers should make use of Seesaw:

- to leave encouraging comments on their child's work
- to contact the class teacher about an absence or advance notice of change to collection arrangements or appointments
- to inform the teacher about minor issues which do not require a call back e.g. difficulties with homework or a pupil not feeling 100%
- to request a call back with the teacher or an appointment

If parents have a concern about something which has happened in class or school, this should not be discussed in detail on Seesaw. Parents should request a call back from the class teacher or make contact with the office directly.

Parents should contact the office directly for time sensitive matters, such as a change of gate or pick up. Teachers may not pick up Seesaw messages during the day. Teachers will not be expected to access messages or reply outside their working hours. The Seesaw messaging function should be disabled from 4pm on a Friday until 8am on a Monday morning. If parents need to contact school urgently in the evening or over the weekend, they are asked to contact school using the info@fairviewps.ballyclare.ni.sch.uk email address or by completing a 'Contact Us' form through the school website.

Storage of images

Only approved school staff may take photographs and videos of pupils using a personal mobile phone / iPad. Staff should primarily store pupil data, work and photography within secure, managed school cloud environments (C2k Google Workspace or Microsoft 365) rather than on local storage or physical USB drives. Where temporary photo capture on personal devices is necessary (e.g., educational visits), images must be uploaded to the C2K network drives and permanently deleted from the personal device at the earliest opportunity. Any suspected breach of personal data must be reported immediately to the ICT Leader and Principal under UK GDPR protocols.

Social Software

Chat Rooms, blogs and other social networking sites are blocked at source by C2K. However, we regard the education of pupils in the safe and responsible use of social software as vitally important and this is addressed through Internet Safety lessons within school and visits from external agencies such as the PSNI/Bee Safe. While it is difficult to impose sanctions on what a child does outside of school, instances of cyber-bullying of pupils or staff will be regarded as very serious offences and be dealt with according to the school's Promoting Positive Behaviour Policy and Child Protection procedures. Pupils are aware that any misuse of digital technologies within school should be reported to a member of staff immediately.

Mobile Technologies

Although assisting in the transition of work between home and school, the use of portable media such as memory sticks and external hard drives will be monitored closely as they could potentially contain viruses or inappropriate material. Staff should never use USB drives to carry photographs, pupils' personal data and anything else of a 'sensitive' nature off-site. Staff must use the secure C2K network drives or other secure online storage solutions such as Google Drive, meaning that sensitive data need not leave the school premises.

Pupils are not allowed to use personal mobile devices / phones in school. Staff should not use personal mobile phones during designated teaching hours, unless for the purposes of Seesaw or other school business. If a personal call needs to be taken, permission must be sought in advance from the Principal.

The restriction on mobile phones extends to all smart wearable technology (such as smartwatches). Pupils are encouraged not to wear such valuable items to school. However, pupils who are wearing smartwatches with cellular, messaging or camera capabilities must have them set to 'School/Offline Mode' or hand them to the class teacher during school hours alongside mobile phones. Staff personal smart devices must not be used to record pupils or process personal data.

As GDPR guidelines state, any loss or breach of data must be reported immediately to the ICT Leader and Principal.

Managing Video-conferencing

Video-conferencing will be via the C2K network to ensure quality of service and security and will be appropriately supervised. Staff should use C2K supported software such as Zoom or MS Teams.

Policy Communication and Parental Agreement

Parents of children in P1 will be given the school's 'Acceptable Use of the Internet and Digital Technologies Policy' and 'Code of Practice for Pupils'. They are asked to complete and return the Code of Practice form on behalf of their child.

Parents of children in P4 are asked to discuss the Code of Practice with their child and both the parent and child should sign and return the form.

Policies and Code of Practice forms will be issued accordingly to new pupils as they join the school.

Monitoring and Review

This policy is implemented on a day-to-day basis by all school staff and is monitored by the ICT Leader and ICT Team. Due to the ever-changing nature of the Internet and digital technologies including GenAI tools, this policy and its effectiveness will be reviewed as required.

Policy reviewed by Mr R Kennedy, ICT Leader
September 2026



STAY SAFE – FOLLOW THE SMART RULES!

S

Secret - Always keep your name, address, mobile phone number and password private – it's like giving out the keys to your home!

M

Meeting someone you have contacted in cyberspace can be dangerous. Only do so with your parent's/carer's permission, and then when they can be present.

A

Accepting emails or opening files from people you don't really know or trust can get you into trouble – they may contain viruses or nasty messages.

R

Remember someone on-line may be lying and not be who they say they are. Stick to the public areas in chat rooms and if you feel uncomfortable simply get out of there!

T

Tell your parent or carer if someone or something makes you feel uncomfortable or worried.



STAY SAFE – FOLLOW THE SMART RULES!

S

Secret - Always keep your name, address, and password private.

M

Make sure you tell your parent or teacher if someone wants to talk to you when you are online.

A

Accepting emails or opening files from people you don't really know or trust can get you into trouble – they may contain viruses or nasty messages.

R

Remember someone on-line may be telling lies and not be who they say they are.

T

Tell your parent or carer if someone or something makes you feel worried, sad, angry or upset.

P4-P7 (Appendix 2A)

Code of Conduct for Pupils



It is important that all pupils know how to use the Internet and digital devices responsibly. We request that all pupils read this Code of Conduct which applies every time they use the school computers, laptops or iPads. Parents are also asked to be aware of the Code of Conduct and confirm that their children will follow these rules.

- When using school devices, I will only use my own login username and password
- I will keep my username and password private
- I will not access other people's files without their permission
- I will not change or delete other people's work / files
- I will ask permission before entering any website, unless my teacher has already approved that site
- I will use the Internet for research and school purposes only
- I will only use approved AI tools when the teacher gives me permission and will not try to create my own accounts on AI sites
- I will never upload my personal details or pictures of myself or others to an AI program
- I will only send email which my teacher has approved. I will make sure that the messages I send are polite and respectful
- When sending email I will not give my name, address or phone number or arrange to meet anyone
- If I see anything online that upsets me, including when using AI tools or I receive messages I do not like, I will tell a teacher or trusted adult immediately
- I understand that the school may check my computer files / emails and may monitor the Internet sites that I visit
- I understand that if I deliberately break these rules I could be stopped from using the Internet / email and my parents/carers will be informed

My Promise: I want to use computers and digital technologies to help me learn and I agree to follow these rules at school.

Signed by Child:

Signed by Parent/Guardian:

Date:



It is important that all pupils know how to use the Internet and digital devices responsibly. We request that all pupils read this Code of Conduct which applies every time they use the school computers, laptops or iPads. Parents are also asked to be aware of the Code of Conduct and confirm that their children will follow these rules.

- On the network, I will only use my own login username and password.
- I will keep my username and password private.
- I will not open other people's files without their permission.
- I will not change or delete other people's work/files.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will use the Internet for research and school activities only.
- I will only use approved AI tools when the teacher gives me permission and will not try to create my own accounts on AI sites
- I will never upload my personal details or pictures of myself or others to an AI program
- I understand I must look after and take care of the school computer, laptop or iPad I am using.
- If I see anything that upsets me, including when using AI tools or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files and may monitor the Internet sites that I visit.
- I understand that if I deliberately break these rules I could be stopped from using the Internet and my parents/carers will be informed.

My Promise: I want to use computers to help me learn and I agree to follow these rules at school.

Name of pupil:

Signed by Parent/Guardian:
on behalf of child

Date:



(Appendix 2C)

Code of Conduct for Staff

The computer system is owned by the school and is made available to all staff to enhance their professional activities including teaching, research, administration and management. The school's 'Acceptable Use of the Internet and Digital Technologies Policy' has been drawn up to protect all parties. This policy applies to all staff (teaching, non-teaching, temporary and volunteers) using school devices or GenAI tools for any school-related purpose.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff should sign a copy of this Code of Conduct and return it to the ICT Leader.

- All Internet activity should be appropriate to staff professional activity or the pupils' education.
- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT systems or activity that attacks or corrupts other systems, is forbidden.
- Users are responsible for all email sent and for contacts made that may result in email being received.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- Whilst the responsible use of GenAI tools is encouraged, staff must never upload confidential school data or Personally Identifiable Information (PII) into open AI sources such as ChatGPT, Claude, etc. Staff must always use GenAI tools which are vetted and provided through C2K/EdIS when dealing with school information and data of a sensitive nature.
- Copyright of materials must be respected, when generating or using AI-created media, images, or text or when using music as backing tracks to videos
- As email can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied when using school email as for letters or other media.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Photographs must be deleted from personal devices as soon as is practicable once transferred to the secure school folders or forwarded to relevant staff for use on approved school social media.

Declaration: I have read and understood the Staff Acceptable Use Policy. I agree to uphold these standards to protect pupils, data and maintain professional integrity when using the Internet and digital technologies, including the use of AI.

Name: _____

Signature: _____

Date: _____