



DEPARTMENT OF EDUCATION AND CHILDREN  
Rheynn Ynsee as Paitchyn

**ASHLEY HILL PRIMARY SCHOOL**



# Ashley Hill

## e-Safety Policy

### Aims and Objectives

- | To be safe in an online environment

### Learning and Teaching

All learners will:

- | Use ICT (laptops, iPads and iPods) only when supervised by an appropriate adult
- | Report any concerns about the content of websites viewed through the Department of Education and Children's web filtering system
- | Avoid publishing personal information online
- | Never publish a photo and a name together
- | Only publish or post kind words
- | Report any threatening or abusive language
- | Delete images from handheld devices within 48 hours of capture
- | Keep their own passwords to the Cloud and their google drive and share those passwords only with their class teacher and parent
- | Take complete responsibility for the safety and use of personal devices in school
- | Use personal, 3G enabled devices for curricular activities only
- | Accept and abide by sanctions (which include limitations to access, parental involvement and disabling of online accounts) for misuse of any ICT on school grounds

Teachers will:

- | Log any inappropriate content accessed through filters and report it as soon as possible to DoEC and always on the day of the incident
- | Store sensitive data in accordance with The Department of Education and Children's Data Protection Policy and will be recorded, processed, transferred and made available according to the Data Protection Act of 1998

Due for review: September 2017