



eSafety Policy



Updated:	January 2026
Board of Governor Reviewed:	January 2026
Next review date:	January 2027

Rights Respecting School

At Glenraig Integrated Primary School we are a Rights Respecting School and uphold the articles contained in the UN Convention on the Rights of the Child.

General School Aims

We endeavour to:

- ❖ Provide and encourage an atmosphere of acceptance and mutual respect for the children from all religious, non-religious, social, and cultural backgrounds.
- ❖ Create a happy, secure, stimulating environment in which all pupils can learn effectively and become clear, confident communicators.
- ❖ Present children with a variety of challenging, activity-based learning experiences incorporating all areas of study required by the Northern Ireland Curriculum. (UN Convention, Article 28)
- ❖ Encourage children to recognise the value of developing a healthy mind and body and to foster, within each child, a positive self-image.
- ❖ Encourage parents to have a constructive and positive role in the school.
- ❖ Place the school at the heart of the local community.

What is eSafety?

This is learning that is made possible and supported through the use of Information and Communications Technology (ICT) in school and at home. Whatever the technology being used by the individual, learning is at the core of the educational journey. Undoubtedly, eSafety involves engaging in a wide range of learning activities, both inside and outside school, including the use of ICT to support life-long-learning for families. Schools involved in eSafety use a mixture of familiar learning techniques and traditional methodologies combined with eSafety that is delivered entirely online.

What is a VLE?

We are developing a Virtual Learning Environment (VLE) in GlenCraig Integrated Primary School. We are using a range of computer-based learning environments, including Google Classroom and Just2Easy which are both run by C2K. The advantage of online learning means that it can be accessed from any computer with internet access in the world.

What is Google Classroom?

Google is an online, cloud-based environment that has the following features:

- Productivity tools that include email, documents, and storage.
- Online tasks to collaborate in real-time
- Online software including Slides, Docs, Sheets
- Multi device access
- Online assessment, marking and tracking

Expectations for Staff

- KS2 teachers are expected to create a Google Classroom for their class and download the free app onto their school iPad.
- KS2 teachers are expected to share the code with pupils in class or through Class Dojo.
- It is not advised that staff use the app on their own mobile device but is at the teacher's discretion. Staff are asked to be mindful of the impact it may have on their own personal time if you do decide to have the app on your mobile device.

What is Just2Easy?

Just2Easy is an online, cloud-based environment that has the following features:

- A collection of online educational tools specifically designed to engage, motivate and inspire pupils to meet and exceed many elements of the National Curriculum.
- Included in the Tool Suite are a range of ICT cross curriculum tools, including a secure online file store, desktop publishing tool, stop frame animation, voting, e-safe blogging, drawing applications, data handling, website and file distribution system, available to everyone at home and at school.

What is Class Dojo?

Class Dojo is a digital classroom management tool designed to help our teachers and staff communicate effectively with parents. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared. It also allows teachers to share what the pupils have been up to in class, enables pupils to show-case their work, staff to communicate weekly with parents and celebrates success.

Aims

- To develop effective communication links with parents.
- To share classroom successes
- To allow pupils to complete work remotely as assigned by teacher.

Expectations for Staff

- Teachers are expected to create a Class Dojo account for their class and also download the free app onto their school iPad.
- Teachers are expected to send out invitations to the parents in their class, and regularly encourage parents to join up- please remember to add children new to your class part way through the year.
- Teachers are required to upload their weekly Class Focus Sheet with their parents as a pdf on their Class Dojo.
- Teachers are encouraged to post regular updates on their class page- the amount is at their discretion. In addition, celebrations of work should be shared either individually to parents or via the class page.
- As a school we have set a 'quiet hours' period on class pages and school story - this is where parents are informed that you may not read or reply to messages out of the designated hours. Quiet hours are between 4.00pm and 8.00am and at the weekend.
- It is not advised that staff use the app on their own mobile device but is at the teacher's discretion. Staff are asked to be mindful of the impact it may have on their own personal time if you do decide to have the app on your mobile device.
 - All users of Class Dojo are to make themselves fully aware of any pupils who do not have permission to have their photographs shared on websites and social media from the school.

Expectations for pupils

- ❖ Children are expected to encourage their parents and carers to join the Class Dojo; they should pass on the invitations and any update letters when sent out.
- ❖ Encourage parents/carers to check Class Dojo, especially if they know they have shared a special piece of work that day or know that important information may have gone out.
- ❖ Children are expected to complete work set by their teacher on Class Dojo and submit within the given timescale.

Expectations for parent/carers

- ❖ Sign up to Class Dojo when invited
- ❖ Message your child's teacher with any minor issues or queries or to request an appointment with the teacher.
- ❖ Be considerate about the time and frequency of messages – teachers will not be able to respond during class teaching time or during 'quiet hours'.

We would still urge you to contact school **via the school office** if the message is urgent as we cannot guarantee the teacher will see the message straight away – most do not access the apps during the school day.

Quiet Hours means the teacher may not read or reply to messages out of the designated hours. Quiet hours are set between 4.00pm and 8.00am weekdays and all weekends and holidays. They may be travelling home from work themselves during 'open hours' so will endeavour to respond within a reasonable timeframe.

Please refer to Parental Essential Information Booklet, distributed to each family in August.

eSafety in our school

The school has a managed computer service supported by C2K which provides us with computers in every classroom and a number of high-quality laptop computers. Each teacher has a MS Surface Pro and full VPN access to be able to work effectively both remotely and in school. The school have also funded a number of iPads for use in every class from Primary 1 to Year 7 and a full class set of C2K managed Chrome Books. All teaching staff have an iPad and there is a set of 25 pupil iPads for use, through a timetabling system, for sharing among classes. We have Promethean Smartboards in every classroom. Our wireless network allows children to access their individual documents, the internet, cloud-based storage and networked printers to support their eSafety skills development.

Optimally elearning learning tasks should last around 10-30 minutes.

School will endeavour to provide a balance of both synchronous and asynchronous activities in online tasks as the pupil skills progress.

- asynchronous approaches occur more independently at different points in time
- synchronous approaches occur with a number of other children or young people at the same time

eSafety at Home:

If you have an internet connection at home, your child will be able to access Google Classroom, Class Dojo and C2K My school thus interact in a safe and controlled way.

eSafety links with other schools and industries

It is hoped that through Google classroom, North Down ICT Coordinators cluster and professional discussions with other Northern Ireland schools we will continue to develop and then potentially links to schools further afield and with other organisations such as UUJ STEM work.

Training for parents

Some parents will not be confident in the use of computers, so we are continuing to provide information, training videos and help sheets and virtual training sessions to help parents gain a greater understanding about the technologies their children have access to. This will allow parents to learn more about:-

- C2K software
- Google Classroom
- Class Dojo
- iPads
- Educational websites and school website www.glencraigips.co.uk
- Other relevant technologies as they become available

<https://www.education-ni.gov.uk/sites/default/files/publications/de/2013%2025%20-%20Amended.pdf>

DENI Circular eSafety 2013/25

<https://www.education-ni.gov.uk/publications/circular-20205-guidance-schools-supporting-remote-learning>

DENI Circular Supporting remote learning 2020/5