



Newdale Primary School Policy for E-safety

Reviewed Spring 2017 by Rachel Cook and Zoe McLaughlin
Next Review: Spring 2018

1. Introduction

Writing and reviewing the e-safety policy

The e-Safety Policy relates to other policies including those for computing, bullying, behaviour and for child protection. The school has appointed e-Safety Coordinators. These are Rachel Cook (Headteacher and designated Children Protection Co-ordinator) and Zoe McLaughlin (ICT Computing coordinator). There is also a designated link governor for e-safety (Ann Steele.)

It has been discussed with staff, agreed by the senior management and approved by Governors. It will be reviewed annually.

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the 'virtual' or 'digital' world as would be applied to the school's physical buildings.

This Policy document is drawn up to protect all parties: the pupils, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements

2. Why Internet use is important

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. It is used to raise the standards of education, support professional work of staff and enhance the schools management. Primarily, it is used to promote pupil achievement.

Current and emerging Internet and online technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet – World Wide Web
- e-mail
- Instant messaging (often using simple web cams) e.g. Instant Messenger)
- Web based voice and video calling (e.g. Skype)
- Online chat rooms
- Online discussion forums
- Social networking sites (e.g. Facebook)
- Blogs and Micro-blogs (e.g. Twitter)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Video broadcasting sites (e.g. You Tube)
- Music and video downloading (e.g. iTunes)
- Mobile phones with camera and video functionality
- Smart phones with e-mail, messaging and internet access

Our whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities
- E-Safety teaching is embedded into the school curriculum and schemes of work

3. Roles and Responsibilities

E-Safety is recognised as an essential aspect of strategic leadership in this school and the Head,

with the support of Governors, aims to embed safe practices into the culture of the school.

Leadership team

The SMT ensures that the Policy is implemented across the school via the usual school monitoring procedures

E-Safety Coordinator

Our school e-Safety Coordinator is Rachel Cook (Headteacher). She is responsible for keeping up to date on all e-Safety issues and ensuring that staff are updated as necessary. Zoe McLaughlin is the second coordinator for E-safety.

Governors

The School Governing body is responsible for overseeing and reviewing all school policies, including the e-Safety Policy.

School Staff

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

Staff ensure they are familiar with the school e-Safety policy, and ask for clarification where needed.

They sign the Staff Acceptable Internet Use agreement annually

Class teachers ensure that pupils are aware of the e-Safety rules, introducing them at the beginning of each new school year and embedding them throughout the daily curriculum.

Pupils

Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with e-Safety issues, both at home and school.

They are asked to agree to a set of guidelines and rules covering their responsibilities when using ICT at school and sign to say they accept these.

Parents

Parents are given information about the school's e-safety policy at the Admission interview. They are given copies of the pupil for information, and asked to support these rules with their children.

As appropriate they are also given leaflets about the e-safety lessons their child is covering in school e.g Year 4 Play, like, Share leaflet sent out January 2017.

4. Internet Use & Management

Within Telford and Wrekin, Impero monitoring software is used throughout the authority and runs behind every software application. All users must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource. The software is designed to protect users and will alert the designated E-safety co-ordinator of any breaches of the internet use policy. A weekly report will be produced which is then investigated within the school and appropriate action is undertaken. (Screenshots are taken by the software at any instance of violation to allow easy tracking of the site/words used/user and computer involved).

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor TAW can accept liability for the material accessed, or any consequences of Internet access.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. They will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law. Pupils should be taught to be

critically aware of the materials they read and shown how to validate information before accepting its accuracy.

At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials. At Key stage 2 children accessing the internet are closely monitored.

5. E-safety Education

Users are informed that network and Internet use is monitored and traced to the individual user. E-safety resources are used within school to teach children safe use of the internet. E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year. In year 6 children have a session with a local police officer on e-safety issues.

Newdale uses the CE-OP 'Think you Know' materials which includes a series of child-friendly lessons specifically catered to and differentiated for each Key Stage/Year group to teach them about all elements of e-safety. Newdale is currently introducing the new 'Play, Like, Share' lessons in Years 4-6. Integrated into this is an annual e-safety day dedicated to educating the children around the dangers surrounding internet/digital device use. This comprises of a whole-school assembly and is followed up by class-lessons to reinforce the messages.

The annual Bullying Survey carried out in each year group includes questions around all forms of bullying including that of the dangers of the internet. This ensures that we are clear of the pupils' understanding around this area and in turn can take steps and measures to further educate where necessary.

6. Using the Internet for learning

The Internet is now an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and a source of digital learning materials.

Using the Internet for learning is now a part of the Computing Curriculum (Sept 2014) We teach all of our pupils how to find appropriate information on the Internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is.

- Teachers carefully plan all Internet-based teaching to ensure that pupils are focused and using appropriate and relevant materials.
- Children are taught how to use search engines (such as Kiddle & Kidrex) and how to evaluate Internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.
- They are taught how to recognise the difference between commercial and non-commercial web sites, and how to investigate the possible authors of web-based materials.
- They are taught how to carry out simple checks for bias and misinformation
- They are taught that web-based resources have similar copyright status as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

7. Teaching safe use of the Internet and ICT

We think it is crucial to teach pupils how to use the Internet safely, both at school and at home, and we use the Kidsmart safety code to support our teaching in this area: Kidsmart has been developed by the Childnet charity, and is endorsed by the DfES <http://www.kidsmart.org.uk>

The main aspects of this approach include the following five SMART tips:

- **S**afe - Staying safe involves being careful and not giving out your name, address, mobile phone no., school name or password to people online...

- Meeting someone you meet in cyberspace can be dangerous. Only do so with your parents'/carers' permission and then when they are present...
- Accepting e-mails or opening files from people you don't really know or trust can get you into trouble - they may contain viruses or nasty messages...
- Remember someone online may be lying and not be who they say they are. If you feel uncomfortable when chatting or messaging end the conversation...
- Tell your parent or carer if someone or something makes you feel uncomfortable or worried...

Suitable material

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognize that it can be difficult to navigate and find useful and appropriate material. Where possible, and particularly with younger children, we provide pupils with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to children, or using them in teaching.

Non-Education materials

We believe it is better to support children in finding their way around the Internet with guidance and positive role modelling rather than restrict Internet use to strict curriculum based research. As well as Internet material directly related to the curriculum, we encourage children to visit appropriate entertainment and child-oriented activity sites that have interesting and relevant activities, games and information, in free time at out-of-school-hours provision, and at home.

There is a selection of links to such resources available from on the school website, and in the shared pupil folders on the school network.

Unsuitable material

Despite the best efforts of the LA and school staff, occasionally pupils may come across something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICT Administrator
3. Logging the incident
4. Discussion with the pupil about the incident, and how to avoid similar experiences in future

8. E-mail

E-Mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our pupils understand the role of e-mail, and how to use it appropriately and effectively.

Pupils are taught not to reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission. They are encouraged to immediately tell a teacher if they receive offensive e-mail. The forwarding of chain letters is not permitted.

9. Internet-enabled mobile phones and handheld devices

More and more young people have access to sophisticated new internet-enabled devices such as SMART mobile phones, tablets and music players.

It is important that whilst the school recognises the potential advantages these devices can offer, there are clear and enforceable rules for their use in school, particularly when they give access to the Internet, and allow pictures and information to be remotely posted to a website or weblog.

Pupils will be taught the legal and moral implications of posting photos and personal information from mobile phones to public websites etc and how the data protection and privacy laws apply.

- Pupils are not allowed to have personal mobile phones or other similar devices in school. Parents may request that such devices are kept at the School Office for pupils who may need them on their journey to and from school.

10. Published content and the school web site

The contact details on the Web site are the school address, e-mail and telephone number. Staff or pupils' personal information is not published. The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

11. Publishing pupil's images and work

Written permission from parents or carers is obtained before photographs of pupils are published on the school Web site. A log is kept of children who we do not have permission to use their photographs. Pupils' full names will not be used anywhere on the Web site or Blog if prior consent has not been obtained, particularly in association with photographs. Pupils work may be published on the website.

12. Social networking and personal publishing

The school will block/filter access to social networking sites. Pupils will be advised never to give out personal details of any kind that may identify them or their location whilst on the internet at school or home. Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

13. Managing emerging technologies

Emerging technologies are examined by Telford and Wrekin ICT support for educational benefit and a risk assessment will be carried out before use in school is allowed.

14. Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

15. Deliberate misuse of the Internet facilities

All pupils have discussed the rules for using the Internet safely and appropriately. These rules should be displayed in each classroom and the learning hub.

Where a pupil is found to be using the Internet inappropriately, for example to download games, or search for unsuitable images, then sanctions will be applied according to the nature of the misuse, and any previous misuse.

Sanctions will include:

Unsuitable material (e.g. online games, celebrity pictures, music downloads, sport websites etc)

- Initial warning from class teacher
- Banning from out of school hours Internet facilities
- Report to Headteacher
- Letter to parent/carer

Offensive material (e.g. pornographic images, racist, sexist or hate website or images etc)

- Incident logged and reported to Head teacher
- Initial letter to parent/carer
- Removal of Internet privileges/username etc
- Meeting with Parent/Carer to re-sign Internet use agreement
- Removal of Out of School Hours access to Internet

16. Handling e-safety complaints

Complaints of Internet misuse will be dealt with by a senior member of staff. Any complaint about staff misuse must be referred to the headteacher. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Whilst it is the duty of the school to ensure that every child in our care is safe, the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, means it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences as a result of accessing the Internet.

17. Use of the Internet and ICT resources by school staff

The Internet

Our school understands that the Internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other schools, and to engage in debate and discussion.

We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning.

Internet Availability

To enable staff to make full use of these important resources, the Internet is available in school to all staff for professional use. The school also provides an T&W user account that gives further access to specific resources, online tools and email.

ICT Equipment and Resources

The school also offers staff access to appropriate ICT equipment and resources, including computers, laptops, tablets, interactive whiteboards, data projectors, digital cameras, video camcorders, sound recorders, control and data logging equipment and a range of professional and curriculum software.

Professional use

Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our pupils both in school and at home.

Staff are also careful to consider inclusion and equalities issues when using ICT and the Internet, and to provide pupils with appropriate models to support the school Inclusion and Equal Opportunities policies.

Staff who need support or CPD in using ICT as part of their professional practice can ask for support from the computing Co-ordinator.

Personal use of the Internet and ICT resources

Some equipment (including laptops) is available for loan to staff, with permission from the Headteacher. The appropriate forms and agreements must be signed.

However, all staff must be aware of the school policy on using school Internet and ICT resources for personal use. These are outlined in the staff agreement form below.

E-mail

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members will be given a school e-mail address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups.

Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

E-mail accounts provided by the school may sometimes need to be accessed, although personal privacy will be respected.

Online discussion groups, bulletin boards and forums, online chat and messaging

We realise that a growing number of educationalists and education groups use discussion groups, online chat forums and bulletin board to share good practice and disseminate information and resources.

The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages.

Social Networking

The school appreciates that many staff will use social networking sites and tools. The use of social networking tools and how it relates to the professional life of school staff is covered in Staff Professional Conduct expectations and agreements. As with discussion groups, staff are reminded that professional standards should apply to all postings and messages.

Data Protection and Copyright

The school has data protection policy in place – please see separate documentation for more details.

Staff are aware of this policy, and how it relates to Internet and ICT use, in particular with regard to pupil data and photographs, and follow the guidelines as necessary.

Staff understand that there are complex copyright issues around many online resources and materials, and always give appropriate credit when using online materials or resources in teaching and learning materials. They also support pupils to do the same.

This policy has been written by Rachel Cook and Zoe McLaughlin in consultation with SMT, Staff and governors.

Review:

Next policy review planned for Spring 2018



www.thinkuknow.co.uk



Acceptable Use Policy for children in EYFS and KS1

I want to feel safe all of the time to ensure this:

- My passwords will always be kept a secret.
- I will only open pages which my teacher has said are OK.
- I will only work with people I know in real life.
- If anything makes me feel scared or uncomfortable on the internet I will tell my teacher.
- I will make sure that all messages I send are polite.
- If I get a nasty message I will show my teacher.
- I will never reply to any nasty message or anything which makes me feel uncomfortable.
- I will not give my mobile phone number to anyone who is not my friend in real life.
- I will only email people I know or if my teacher agrees.
- I will only use my school email.
- Unless I am working with a teacher I will not use social media at school.
- Before using anything on the internet I will talk to my teacher.
- I will not tell anyone online personal information (my name, anything about my home and family and pets).
- I will not upload photographs of myself without asking my teacher.
- I will never agree to meet a stranger.

I am aware that anything I do on the computer may be seen by someone else. I am also aware that the school's internet and safety filter is maintained and monitored by Telford and Wrekin Local authority.

Signed _____



www.thinkuknow.co.uk

Acceptable Use Policy for learners in KS2

When I am using the computer or other technologies, I want to feel safe all the time. To ensure this:

- I will always keep my passwords a secret.
- My personal data will only be used, moved and shared securely.
- I will only visit sites which are appropriate to me.
- I will only work in collaboration with people my school has approved and will deny access to others.
- I will respect the school network security.
- All messages I send must be respectful.
- Any content that makes me feel unsafe or uncomfortable I will show to a responsible adult.
- I will not reply to any nasty messages or anything which makes me feel uncomfortable.
- My own mobile device will never be used in school.
- My mobile phone number is only ever given to friends I know in real life and trust.
- I will only email people I know or who are approved by my school.
- I will only use the email address which has been provided by my school.
- Whilst online at school I will not order anything.
- Unless I am working with a teacher I will not use social media at school.
- My use of a social networking site must be discussed and agreed with a responsible adult before joining.
- When using a website I will always follow the terms and conditions.
- My personal details must always be kept private (my name, family information, journey to school, my pets and hobbies are all examples of personal details).
- Before I share images of myself or others I will always check with a responsible adult.
- I will only create and share content that is appropriate.
- I will never meet an online friend without taking a responsible adult that I know with me.

I am aware that anything I do on the computer may be seen by someone else. I am also aware that the school's internet and safety filter is maintained and monitored by Telford and Wrekin Local authority.

Once I share anything online I know that it is completely out of my control and that it may be used by others in a way that I did not intend.

Signed _____



www.thinkuknow.co.uk

Newdale Primary and Nursery School E-safety parental consent form

Parent / guardian name:

Pupil name:

Pupil's registration class:

As the parent or legal guardian of the above pupil(s), I grant permission for my child to have access to use the Internet, the Virtual Learning Environment, school Email and other ICT facilities at school. I understand that my daughter or son has signed a form to confirm that they will keep to the school's rules for responsible ICT use, outlined in the Acceptable Use Policy (AUP). I also understand that my son/daughter may be informed, if the rules have to be changed during the school year.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service, secure access to email, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit. I also know that the school may contact me if there are concerns about my son/daughter's e-safety or e-behaviour. I will support the school by at home promoting safe use of the Internet and digital technology and I will inform the school if I have any concerns over my child's e-safety.

I am aware that the school permits parents/carers to take photographs and videos of their own children in school events and that the school requests that photos/videos are not shared on any social networking site such as Facebook if the photos/videos contain images of other children. I will support the school's approach to e-Safety and will not upload or add any pictures, video or text that could upset, offend or threaten the safety of any member of the school community.

Parent's signature: **Date:**



Newdale Primary School e-Safety Policy Staff Agreement Form

This document covers use of school digital technologies, networks etc both in school and out of school.

Access

- I will obtain the appropriate log on details and passwords from the computing coordinator.
- I will not reveal my password(s) to anyone other than the persons responsible for running and maintaining the system.
- If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access school ICT systems or resources.

Appropriate Use

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
- I will not download, use or upload any material which is copyright, does not have the appropriate licensing or that might compromise the network
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the e- Safety coordinator or member of the SMT.

Professional Conduct

- I will not engage in any online activity that may compromise my professional responsibilities
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role
- I will never include pupils or former pupils as part of a non-professional social network or group
- I will ensure that I represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities
- I will not browse, download or send material that could be considered offensive to colleagues
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact.

Personal Use

- I understand that I may use Internet facilities for personal use at lunchtimes and break time, where computers are available and not being used for professional or educational purposes.
- I understand that I may access private e-mail accounts during the availability periods outlined above for personal use, but will not download any attachments, pictures or other material onto school computers, or onto the school network area.
- I understand that the forwarding of e-mail chain letters, inappropriate 'jokes' and similar material is forbidden.
- I will not use the school Internet facilities for personal access to public discussion groups or social networking sites.

Email

- I will only use the approved, secure email system for any school business: (currently: T&W Mail)
- I will only use the approved school email, or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.

Use of School equipment out of school

- I agree and accept that any computer or laptop loaned to me by the school, is provided mainly to support my professional responsibilities.

- I will return school equipment regularly (to be agreed with ICT Administrator) to be checked and updated
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software.

Teaching and Learning

- I will always actively supervise, or arrange for suitable supervision of pupils that I have directed or allowed to use the Internet
- I will embed the school's e-safety curriculum into my teaching, using agreed resources and materials.
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice
- I will only use the Internet for professional purposes when pupils are present in an ICT suite, or a classroom with Internet access.

Photographs and Video

- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will never associate pupil names or personal information with images or videos published in school publications or on the Internet (in accordance with school policy and parental guidance)

Data protection

- I will not give out or share personal addresses (including email), telephone / fax numbers of any adult or students working at the school.
- I will not take pupil data, photographs or video from the school premises without the full permission of the head teacher e.g. on a laptop, memory stick or any other removable media
- I will ensure that I follow school data security protocols when using any confidential data at any location other than school premises
- I will respect the privacy of other users' data, and will never enter the file areas of other staff without their express permission
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

Copyright

- I will not publish or distribute work that is protected by copyright
- I will encourage pupils to reference online resources and websites when they use them in a report or publication

User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I agree to have a school user account, be connected to the Internet via the school network and be able to use the school's ICT resources and systems.

Signature Date

Full Name (printed)

Job title

School

Authorised Signature (Head Teacher)

I approve this user to be set-up.

Signature Date.....

Full Name (printed)