

Carrdyke Federation



## **E Safety / Internet and Acceptable Usage Policy**

**Agreed: December 2016**

**Signed: Andrew Sewell Headteacher**

**Signed: Rebecca Phillips Chair of Governors**

**Additional clauses relating to 'Prevent' highlighted in red.**

**Review: December 2017**

### **1 Writing and reviewing the e-safety policy**

Our e-Safety Policy has been written by the school, following government guidance. It has been agreed by senior management and approved by governors. The e-Safety Policy and its implementation will be reviewed annually.

### **2 Teaching and learning**

#### **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.

#### **Internet use will enhance learning**

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

### **Pupils will be taught how to evaluate Internet content**

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.

### **3 Managing Internet Access**

#### **Information system security**

School ICT systems capacity and security will be reviewed regularly.

Virus protection and security strategies are provided by the LA as part of the 'core offer'

#### **E-mail**

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

#### **Published content and the school web site**

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 Staff or pupils' personal information will not be published.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

#### **Publishing pupil's images and work**

- Photographs that include pupils will be selected carefully and will not include close up individual photographs.
- Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Pupil's work can only be published with the permission of the pupil and parents.

#### **Social networking and personal publishing**

- The school will block access to social networking sites.
- Youtube will be permitted for use, by staff member only for educational purposes.
- Newsgroups will be blocked unless a specific use is approved.

- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- Communication via social networking sites (such as Facebook) is forbidden between staff and children/parents.
- Staff will be reminded to check their security settings, if they use social networking sites, to avoid any potential issues.
- **Members of staff and children must not use or seek to use any social networks associated with extremist behaviour or promoting viewpoints which do not meet the school's values.**

### **Managing filtering**

- The school will work with the LA, DCSF and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved. In Lincolnshire this is part of the core offer provided to schools by the LA.
- If staff or pupils discover an unsuitable site, it must be reported to the Headteacher or other named e-safety coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### **Managing emerging technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Staff will be issued with a school phone where contact with pupils is required.

### **Protecting personal data**

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

## **4 Policy Decisions**

### **Authorising Internet access**

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be asked to sign and return a consent form.

### **Assessing risks**

- 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 LCC can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

### **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.
- Pupils and parents will be informed of the complaints procedure.
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

## **5. Communications Policy**

### **Introducing the e-safety policy to pupils**

- E-safety rules will be posted in all classrooms and discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored.

### **Staff and the e-Safety policy**

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

### **Enlisting parents' support**

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.

### **Failure to Comply**

- Failure to comply in any way with this policy will be considered a serious risk to health & safety and all incidents of non-compliance will be investigated by a senior member of staff.

### **Roles and Responsibilities**

- The ICT co-ordinator is Mrs Slesser. She will work with the headteacher and Chris Plant (Contractor Ripple Solutions) to ensure that filtering is appropriate and up to date. Together they will manage the Drop Box and shared file arrangements across the federation to ensure that there is an appropriate level of security.

- Staff will report any concerns they have about on line security and possible misuse of the internet to the designated safeguarding leads or the whistleblowing champion (Jo Redwood clerk to governors)

## **Carrdyke Schools Pupil Acceptable Use Agreement / eSafety Rules**

Carrdyke Federation



Dear Parent/ Carer

ICT, such as including the internet, email, laptops, iPads and digital cameras, has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please discuss these eSafety rules with your child. If you have any concerns please refer to the school website where there are links to other helpful sites with a wealth of information on this subject.

- I will only use ICT in school for school purposes.
- I will only use my class email address.
- I will make sure that all ICT contacts with other children and adults are responsible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will turn off my monitor and tell my teacher immediately.
- I will not send to children or adults anything that could be considered unpleasant, nasty and would be considered cyberbullying.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT, because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.
- If I am allowed to use my own ICT device, in school or on an educational trip, I will make sure that I follow these rules.
- I will not post nasty comments on the blog, or any other means, about another child even outside of school.

### **Parent/ carer signature**

We have discussed this and \_\_\_\_\_ agrees to follow the eSafety rules and to support the safe use of ICT at Walcott Primary School and Mrs Mary King's Primary School.

Parent/ Carer Signature

Date

### **Carrdyke Schools Staff Acceptable Use Agreement / Code of conduct**

Carrdyke Federation



ICT and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the headteacher.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities. I will maintain personal passwords by changing them regularly and ensuring they are of a suitable strength.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will only use the approved, secure email system(s) for any school business.
- I will only place non sensitive documents onto shared 'cloud' drives. No personal details or pupil level assessments will be placed in DropBox.
- I will ensure that personal data (such as data held on Integris) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not browse, download or upload material that could be considered offensive or illegal.
- I will not send to pupils or colleagues material that could be considered offensive or illegal
- Images of pupils will only be taken and used for professional purposes and will not be distributed outside the school network without the permission of the parent/ carer.

- I understand that Laptops provided for teachers are the property of the school and should only be used for school work when not on the school premises.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will respect copyright and intellectual property rights.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I understand the importance of checking my security settings on social media, in order to maintain a professional appearance.
- I will not communicate with pupils or parents on social networking sites.
- When there is a compromising situation regarding social networking, such as a friend request from a staff member who is also a parent, I shall discuss this with the Headteacher.
- I will not use or seek to use any websites or social networks which promote extreme viewpoints or terrorism.

**User Signature**

I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Signature .....

Date .....

Full Name .....