E-safety Policy

Summer 2017

Summary

The aim of this policy is to outline protocols in place and the procedures for teaching about e-safety.

Recommendation

Governors are requested to read this policy, consider its content and approve its adoption. This policy should be reviewed annually.

Author's Role	Computing Lead
Date	Spring 2017
Internal Review Date	Spring 2018
Official Review Date	As updates

FIELDHEAD CARR PRIMARY SCHOOL

E-Safety Audit:

This self-audit should be completed by the member of the Senior Leadership Team (SLT) responsible for e-safety policy. Many staff could contribute to the audit including: Designated Child Protection Coordinator, SENCO, e-Safety Coordinator, Headteacher.

Has the school an e-Safety Policy?	
Date of latest update	
The school e-safety policy was agreed by governors on:	
The policy is available for staff and parents, and is also on-line	
The responsible member of the Senior Leadership Team is	
The responsible member of the Governing Body is	
The Designated Child Protection Coordinators are	
The e-Safety Coordinator is	
Has e-safety training been provided for both pupils and staff?	
Is there a clear procedure for a response to an incident of concern?	
Have e-safety materials from CEOP been obtained?	
Do all staff sign a Code of Conduct for IT on appointment?	
Are all pupils aware of the Schools e-Safety Rules?	
Are e-safety rules displayed in all rooms where computers are used and expressed in a form that is accessible to all pupils?	
Do parents/carers sign and return an agreement that their child will comply with the School e-Safety Rules?	
Are staff, pupils, parents/carers and visitors aware that network and Internet use is closely monitored and individual usage can be traced?	
Is personal data collected, stored and used according to the principles of the Data Protection Act?	
Is Internet access provided by an approved educational Internet service provider which complies with DCSF requirements	
Has the school-level filtering been designed to reflect educational objectives	

School e-safety policy

2.1 e-safety policy

- E-safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.
- This policy will operate in conjunction with other policies including those for Pupil Behaviour, Anti-bullying, Child Protection, Curriculum, Data Protection, Staff Handbook and Safe Working Practise Policy.

2.2 Teaching and learning

2.2.1 Why the Internet and digital communications are important:

- The Internet is an essential element in 21st century life for education, business and social interaction.
- The school has a duty to provide pupils 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.
- Many pupils will use the internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

2.2.3 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 shown how to publish and present information to a wider audience.
- Classes will be involved in Blogging and suitable publishing rules will be discussed and developed.

2.2.4 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 will be taught the importance of cross-checking information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content

2.3 Managing Internet Access

2.3.1 Information system security

- School IT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Local Authority.

2.3.2 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.
- In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school should consider how e-mail from pupils to external bodies is presented and controlled.
- The forwarding of chain letters is not permitted.

2.3.3 Published content and the school web site

- Staff or pupil personal contact information will not be published. The contact details given online should be the school office.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

2.3.4 Publishing pupil's images and work

- Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused.

- Pupils full names will not be used anywhere on a school web site or other on-line space, 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 and class blogs
- Work can only be published with the permission of the pupil and parents/carers.
- Pupil image file names will not refer to the pupil by name.
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories

2.3.5 Social networking and personal publishing

- The school will control access to social networking sites, and consider how to educate pupils in their safe use.
- 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, their friends or their location.
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
- Pupils will be advised to use nicknames and avatars when using social networking sites.

2.3.6 Managing filtering

- The school will work with ICT4schools over any issues regarding filtering of content.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the e-Safety Coordinator who will then check the content and then request the site be blocked through ICT4schools on-line blocking facility.

2.3.7 Managing videoconferencing & webcam use

- Videoconferencing should use the educational broadband network to ensure quality of service and security.
- Pupils must ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing and webcam use will be appropriately supervised for the pupils age.

2.3.8 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.
- The senior leadership team should note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications. Mobile phones will not be used during lessons or formal school time.
- The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden.
- The use by pupils of cameras in mobile phones will be kept under review.

2.3.9 Protecting personal data

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

2.4 Policy Decisions

2.4.1 Authorising Internet access

- All staff must read and sign the *Staff, Governor and Visitor Acceptable Use Agreement* before using any school IT resource.
- The school will maintain a current record of all staff and pupils who are granted access to school IT systems.
- At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- Parents will be asked to sign and return a consent form.
- Any person not directly employed by the school will be asked to sign an acceptable use of school IT resources before being allowed to access the internet from the school site.

2.4.2 Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network.

- The school will audit IT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

2.4.3 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 (see schools complaints policy) Pupils and parents will be informed of consequences for pupils misusing the Internet.

2.4.4 Community use of the Internet

- The school will liaise with local organisations to establish a common approach to e-safety.

2.5 Communications Policy

2.5.1 Introducing the e-safety policy to pupils

- e-Safety rules will be posted in all rooms where computers are used and discussed with pupils regularly.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- e-Safety training will be embedded within the IT scheme of work or the Personal Social and Health Education (PSHE) curriculum.

2.5.2 Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and its importance explained. Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
- Staff will always use a child friendly safe search engine when accessing the web with pupils.

2.5.3 Enlisting parents' and carers' support

- Parents and carers attention will be drawn to the School e-Safety Policy in newsletters, the school prospectus and on the school Web site.
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

Appendix A - Flow Chart for responding to e-safety incidents

Appendix B - Acceptable IT Use Agreement: KS2 pupils and parents

Appendix C - Acceptable IT Use Agreement: KS1 pupils and parents

Appendix D- Acceptable IT Use Agreement: Staff, Governor and Visitor

Appendix E – EYFS Policy for the use of mobile phones and cameras

Appendix F – Protocol for the use of mobile phones

Appendix G – ipad Acceptable Use Agreement: Staff

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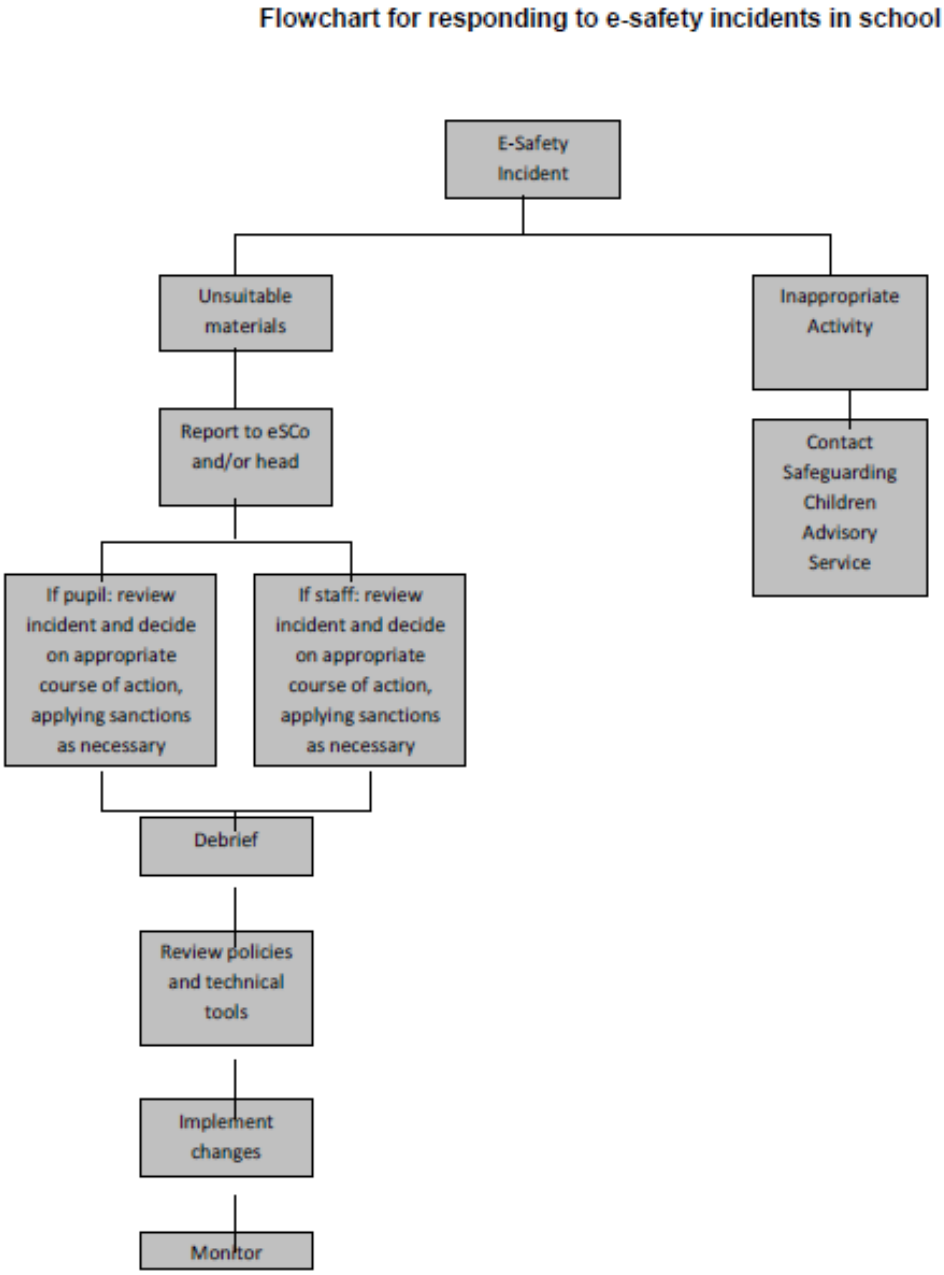
APPENDIX A – Flowchart for responding to e-safety incidents



APPENDIX B – Internet letter and Acceptable Use Agreement KS2

Responsible use of the internet

As part of our Computing provision at Fieldhead Carr we encourage all children to behave appropriately and use equipment with care. That means making sure children make choices that keep them safe.

Attached to this letter is an Acceptable Use Policy. This has been discussed in class and I would like you to talk to your child about it. You will both need to sign and return to school.

All KS2 children receive a school email account when they start Y3 and children are encouraged to use this email when email in school. Staff in Y3 teach children how to use email and share e-safety guidelines. Email is often used by teacher and pupils as a means of communication. For example, children in Y4 have emailed the teacher work they have completed at home.

Please read, sign and return the Acceptable Use Policy.

Yours sincerely,

Mrs L Warner
Computing Leader

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KS2 Pupil Acceptable Use Agreement

- ✓ I will only use IT in school for school purposes.
- ✓ I will only use my own school email address when emailing.
- ✓ I will only open email attachments from people I know, or that my teacher has approved
- ✓ I will not tell other people my passwords for the school network, Outlook 365 (email) or other learning websites
- ✓ I will only open/delete my own files
- ✓ I will make sure that all IT related contact with other children and adults is appropriate and polite
- ✓ I will not deliberately look for, save or send anything that could offend others
- ✓ If I accidently find anything inappropriate on the internet I will tell my teacher immediately
- ✓ I will not give out my personal details such as my full name, phone number, home address or school
- ✓ I will be responsible for my behaviour when using IT in school or at home because I know these rules are to keep me safe.
- ✓ 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 know that my use of IT can be checked and that my parent or carer contacted if a member of school staff if concerned about my safety.

Pupil signature .....

Print name .....

Parent signature .....

Print name .....

Date .....

APPENDIX C – Acceptable Use Agreement KS1

KS1 Acceptable Use Policy

Think before you click!

S 	I will only use the Internet when an adult is there.
A 	I will only access my own work. I will only click on icons and links when I know they are safe
F 	I will only send friendly and polite messages.
E 	If I see something I don't like on a screen, I will always tell an adult.

My Name:
My Signature:
Parent/Carer:
Date:

APPENDIX D – Acceptable Use Agreement

Fieldhead Carr Primary School

Staff, Governor and Visitor Acceptable Use Agreement

IT and the related technologies such as email, the internet and mobile devises are an expected part of our daily working life in school. This policy is to help ensure that all staff are aware of their professional responsibilities when using any form of IT and to help keep staff, governors and visitors safe. All staff are expected to sign this policy conforming their undertaking to adhere to its contents at all times. Any concerns or clarification should be discussed with any member of the SLT.
Members of staff should consult the school's e-safety policy for further information and clarification and the e-safety guide written by LSCB

- ✓ I understand that it is a breach of policy to use a school IT system for a purpose not permitted by its owner. I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- ✓ I appreciate that IT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that IT use may also include personal IT devices when used for school business.
- ✓ I will only use the school's email/internet/Learning Platform and any related technologies for professional purposes or for uses deemed "reasonable" by the Head teacher or Governing Body.
- ✓ I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities.
- ✓ I will not install any software or hardware without permission.
- ✓ I will report any accidental access to inappropriate materials immediately to my line manager
- ✓ I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- ✓ I will respect copyright and intellectual property rights.
- ✓ I will report any incidents of concern regarding children's safety to the e-Safety Coordinator, the Designated Child Protection Coordinator or Headteacher.
- ✓ Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with data protection policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carer, member of staff or Headteacher in line with data security policy.
- ✓ I will ensure that electronic communications with pupils including email and social networking are compatible with my professional rôle and that messages cannot be

misunderstood or misinterpreted. *Consideration should be given as to how this type of communication might appear to a third party*. (E-safety guide v2 LSCB)

- ✓ I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute. This includes ignoring invitations from pupils and parents to be part of their social networking site(s)(*Personal profiles on social networking sites or blogs should not identify your employer; the information you post could be considered to bring your school or organisation into disrepute, and as such could lead to disciplinary action.* E-safety guide v2 LSCB)
- ✓ I will support and promote e-safety and will help pupils to be safe and responsible in their use of IT systems, communications and publishing. (Blogging)
- ✓ The school may exercise its right to monitor the use of the school's information systems, Internet access, and e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.
- ✓ **I agree to follow this acceptable use policy and to support the safe use of IT throughout the school**

Signed: …….. Print: …….. Date: ……

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APPENDIX E – EYFS Mobile phone and camera Policy

EARLY YEARS FOUNDATION STAGE POLICY FOR THE USE OF CAMERAS AND MOBILE PHONES

To ensure the safety and welfare of the children in our care this policy outlines the protocols for the use of personal mobile phones and cameras in the setting.

- Personal mobile phones, cameras and video recorders cannot be used when in the presence of children either on school premises or when on outings.
- All mobile phones must be stored securely within the setting during contact time with children. (This includes staff, visitors, parents, volunteers and students).
- No parent is permitted to use their mobile phone or use its camera facility whilst inside school buildings. School policy regarding this matter should be explained clearly to Parents by the EYFS Leader.
- Mobile phones must not be used in any teaching area within the setting or within the bathroom area.
- In the case of a personal emergency staff should use the school telephone. It is the responsibility of all staff to make families aware of the school telephone numbers.
- Personal calls may be made in non-contact time but not within the teaching areas.
- Personal mobiles, cameras or video recorders should not be used to record classroom activities. ONLY school equipment should be used.
- Photographs and recordings can only be transferred to and stored on a school computer before printing.
- All telephone contact with Parents/Carers must be made on the school telephone.
- During group outings nominated staff will have access to the school mobile which can be used in an emergency or for contact purposes.
- In the case of school productions, Parents/carers are permitted to take photographs of their own child in accordance with school protocols which strongly advise against the publication of any such photographs on Social networking sites.

MONITORING AND REVIEW:
It is the responsibility of all staff to adhere to this policy. It will be reviewed annually by the Governing body.
January 2014

APPENDIX F – Protocol for the use of Mobile Phones

Fieldhead Carr Primary School

Protocol for the use of Mobile Phones

Introduction

The purpose of this protocol is to inform employees of the expectations of mobile phone use during their working hours. It is intended to give staff some broad guidelines regarding appropriate use of mobile phones, in the workplace or in the course of carrying out your duties.

This protocol will operate in conjunction with other policies including those for Child Protection, Staff Handbook, Safe Working Practise, Data Protection and Security.

Use of mobile phones during the working day

The use of mobile phones by employees to make/receive personal calls and/or texts during the working day is discouraged for the following reasons (this list is not exhaustive)

- It does not set a professional and positive example to pupils, it is disruptive and interrupts lessons
- It is a nuisance/discourteous to colleagues (eg during meetings)
- It is a misuse of the school/authority's time and has the potential to impact on children's learning

Mobile phones should be stored securely within the setting during contact time with children. Mobile phones must not be used in any teaching area.

Any personal calls should be directed to the school's landline number so that a message can be relayed to the member of staff, when the member of staff is available, unless there is an emergency situation, where the message must be relayed to the employee immediately.

Employees using mobile phones during breaks should be respectful of their colleagues and mobile phones should not be used in front of pupils.

An increasing number of mobile phones now have built in cameras and have the capability to capture, copy and transmit images through a range of technologies and formats. Employees should not take or transmit images of pupils and colleagues on their personal mobile phone.

Business use

Any employees, who have been provided with a mobile phone for business use, must ensure the mobile used is solely for this reason, unless express permission has been given that the phone can also be used for personal use.

Security

Employees accessing emails using either their personal or business phones should have the appropriate secure systems in place to ensure should their phone be lost or stolen, the data cannot be accessed.

Employees should be requested to sign a declaration to ensure their phone is password or pin protected. This should be signed and kept on the employee's personal file.

Social Networking

Employees should not access social networking sites via their mobile phones (business or personal phones) during working hours.

Protection of Employees

Employees should not provide parents or pupils with their personal mobile phone number.

Employees should refer to the School's Protocol for the use of texting/phoning parents where one exists.

Mobile phones and pupils

School has a separate policy which covers the use of mobile phones by pupils.

Employees should be aware that there may be occasions where pupils could provoke staff to gain a particular reaction which may then be recorded.

If an employee receives material deemed to be inappropriate or offensive, the images/text should be retained as evidence and referred immediately to the headteacher/designated Manager.

Appendix 1

I can confirm that my mobile phone is securely protected for the purposes of accessing my School account. The security is in the form of

Password or encryption (delete as appropriate)

Signed ……

Dated……..

APPENDIX F – ipad Acceptable Use Agreement for Staff

Fieldhead Carr Primary School iPad Acceptable Use Agreement (Adults)

The policies, procedures and information within this document applies to all iPads, iPods Touches or other IT handheld devices used in school. Teachers and other school staff may also set additional requirements for use within their classroom.

User responsibilities

- ✓ The user must use protective covers/cases for their iPad.
- ✓ The iPad screen is made of glass and therefore subject to cracking and breaking if misused: Never drop nor place heavy objects (books. Laptops, etc) on top of the iPad.
- ✓ Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- ✓ Do not subject the iPad to extreme heat or cold.
- ✓ Do not store or leave unattended in vehicles.
- ✓ Users in breach of the Acceptable Use Agreement may be subject to but not limited to: disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
- ✓ Memory space is limited. Academic content takes precedence over personal files and apps.
- ✓ The whereabouts of the iPad should be known at all times.
- ✓ It is the user's responsibility to keep their iPad safe and secure at all times.
- ✓ If an iPad is found unattended, it should be given to the nearest member of staff.

Lost, Damaged or Stolen iPad

- ✓ If the iPad is lost, stolen or damaged, the Head teacher must be notified immediately
- ✓ iPads that are believed to be stolen can be tracked through the icloud

Prohibited Uses (not exclusive)

- ✓ Accessing inappropriate materials – All material on the iPad must adhere to the Acceptable Use Agreement
- ✓ Cameras – Users must adhere to the Policies: Staff Handbook, Safe Working Practise Policy, EYFS policy on Mobile phones and cameras, along with Protocol for the use of mobile phones.
- ✓ Any users caught trying to gain access to another's user accounts, files or data will be subject to disciplinary action.
- ✓ Jailbreaking – Jailbreaking is the process of which removes any limitations place on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
- ✓ Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action

- ✓ Misuse of passwords, Codes of other Unauthorised Access: Users are encouraged to set a pass code on their iPad to prevent other users from misusing it.
- ✓ Users should be aware of and abide by the guidelines set by the school's e-safety policy.
- ✓ Fieldhead Carr reserves to the right to confiscate and search and iPad to ensure compatibility with this Responsible Use Agreement
- ✓ Adult users must read and sign below

I have read, understand and agree to abide by the terms of the iPad Responsible Use Policy.

I can confirm that the iPad is securely protected.

The security is in the form of

…… (eg password or encryption)

Signed ……

Date……..