Brompton-on-Swale CE Primary School
e-Safety Policy

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.

The school's e-safety policy will operate in conjunction with other policies including those for Pupil Behaviour, Bullying, Curriculum, Data Protection and Security.

Good Habits

e-safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from North Yorkshire County Council including the effective management of content filtering.
- National Education Network standards and specifications.

Contents

Brompton-on-Swale CE Primary School, acknowledge the assistance of Kent County Council and Sheffield City Council in providing content in this document.

School e-Safety Policy

The school will appoint an e-safety coordinator. The post currently designated as the School's appointed e-safety Coordinator is: Emma Brown.

Our e-safety Policy has been written by the school and was agreed by the teaching staff in November 2012.

The Policy was approved by governors in: December 2012

The e-safety Policy will be reviewed bi-annually. This policy will next be reviewed in September 2014.

Why is Internet Use Important?

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access

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.

How does Internet Use Benefit Education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools;
- educational and cultural exchanges between pupils world-wide;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- exchange of curriculum and administration data with the Local Authority and Government; access to learning wherever and whenever convenient.

How can Internet Use Enhance Teaching and Learning?

- The school Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught about Internet use which is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Authorised Internet Access

- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the 'ICT Staff Code of Conduct' before using any school ICT resource. (See Appendix E).
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return a consent form for pupil access. (See Appendix D).

World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the School's ICT helpdesk via the e-safety coordinator or Headteacher.
- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy. The evaluation of online materials is a part of teaching & learning in every subject.

Email

- 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.
- Whole class or group e-mail addresses should be used in school
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations should be written carefully and authorised before sending and should be regarded in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Social Networking

- The School will block/filter access to social networking sites and newsgroups 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 should be advised not to place personal photos on any social network space.
- Pupils should be advised on security and encouraged to set passwords, deny access to

unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.

- Staff official blogs or wikis should be password protected and run from the school website with approval from the Senior Leadership Team. Staff must not run social network spaces for pupil use on a personal basis.
- Staff should not communicate with pupils or parents through their personal social networking applications and should ensure that their personal social networking applications are both secure and free from images and comments which may be regarded as unprofessional or bring the school or their profession into disrepute.

Filtering

The school will work in partnership with the Local Authority, Becta and the Internet Service Provider to ensure filtering systems are as effective as possible.

Video Conferencing

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

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 for personal use 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.

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 or their nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupils' Images and Work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the Web site or on any 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.
- Work can only be published with the permission of the pupil and parents.

School Learning Platform (Fronter)

- SLT and staff will monitor the usage of Fronter by pupils and staff regularly in all areas, in particular message and communication tools and publishing facilities.
- Pupils/staff will be advised on acceptable conduct and use when using Fronter.
- Only members of the current pupil, parent/carers and staff community will have access to Fronter.
- All users will be mindful of copyright issues and will only upload appropriate content onto Fronter.
- When staff, pupils etc leave the school their account or rights to specific school areas will be disabled or transferred to their new establishment.
- Any concerns with content may be recorded and dealt with in the following ways:
  a) The user will be asked to remove any material deemed to be inappropriate or offensive.
  b) The material will be removed by the site administrator if the user does not comply.
  c) Access to Fronter for the user may be suspended.
  d) The user will need to discuss the issues with a member of SLT before reinstatement.
  e) A pupil's parent/carer may be informed.
- A visitor may be invited onto Fronter by a member of the SLT. In this instance there may be an agreed focus or a limited time slot.

Information System Security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Servers must be located securely and with restricted physical access.
- The server operating system will be secured and kept up to date.
- System capacity will be reviewed regularly by the ICT co-ordinator.
- Portable storage media (e.g. pendrives, mobile phones, external hard drives etc. must not be used without specific permission and such devices must be regularly virus checked.
- Further security strategies will be discussed with and implemented in accordance with advice from the Local Authority.

Protecting Personal Data

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

The Data Protection Act 1998 applies to anyone who handles or has access to information concerning individuals. Everyone in the workplace has a legal duty to protect the privacy of information relating to individuals. The Act sets standards (eight data protection principles), which must be satisfied when processing personal data (information that will identify a living individual). The Act also gives rights to the people the information is about i.e. subject access rights lets individuals find out what information is held about them. The eight principles are that personal data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive

- Accurate and up-to-date
- Held no longer than is necessary
- Processed in line with individual's rights
- Kept secure
- Transferred only to other countries with suitable security measures.

This section is a reminder that all data from which people can be identified is protected.

Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The School cannot accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT use to establish whether the e-safety policy is adequate and that the e-safety policy is being implemented effectively.

Handling e-safety Complaints

- A generalised process for dealing with e-safety complaints is provided in Appendix A.
- Complaints of Internet misuse will be dealt with initially by a member of the SMT.
- 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.

Communication of Policy

Pupils

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.
- Safe and responsible use of the internet and technology will be reinforced across the curriculum. Particular attention will be given where pupils are considered to be vulnerable.

Staff

- 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.
- Staff training in safe and responsible Internet use both professionally and personally will be provided.

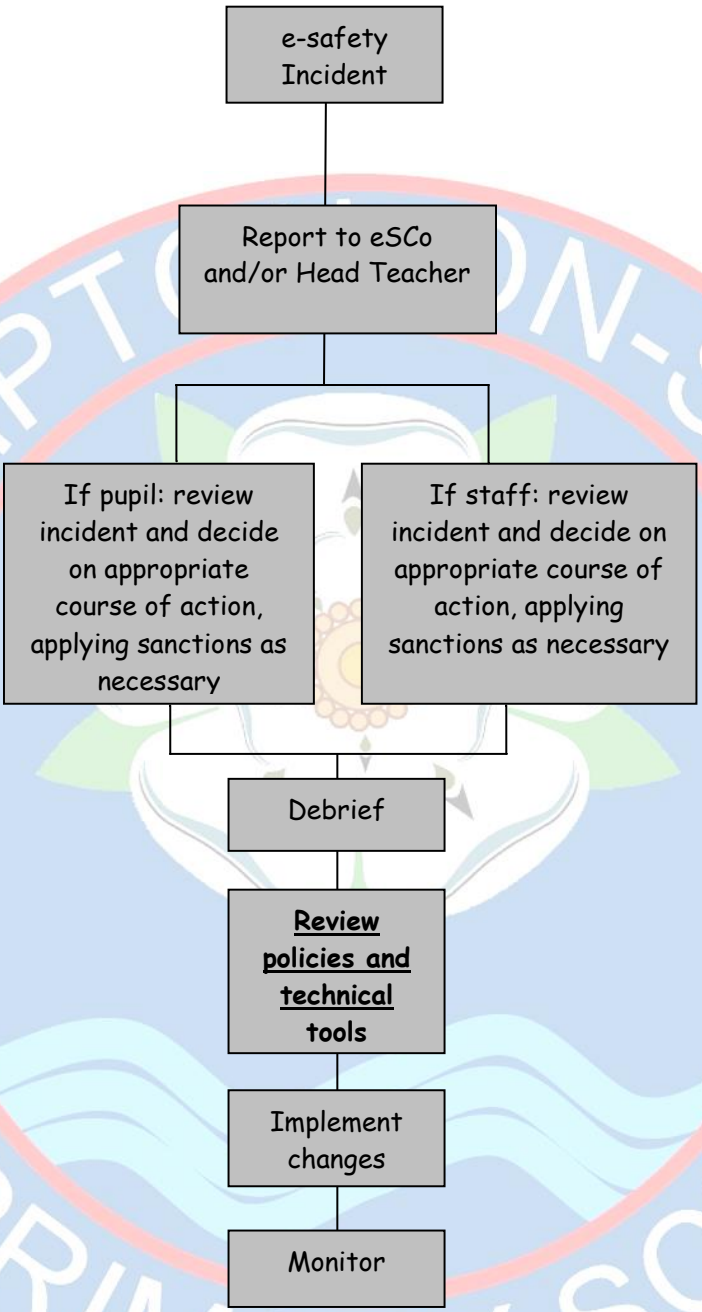
Parents

- Parents' attention will be drawn to the School e-safety Policy in newsletters, the school Prospectus and on the school Web site.
- A partnership approach with parents will be encouraged. This could include parent evenings with demonstrations and suggestions for safe home Internet use or highlighting e-Safety at other attended events e.g. parent evenings, sports days.

APPENDICES

Appendix A	**Flowchart for responding to e-safety incidents in school**
Appendix B	**e-safety Rules - Key Stage 1** **e-safety Rules - Key Stage 2**
Appendix C	**e-safety Rules Notice**
Appendix D	**e-safety Rules - Parental Consent Form**
Appendix E	**ICT Staff Code of Conduct**
Appendix F	**e-safety Audit**

Appendix A - Flowchart for responding to e-safety incidents in school



Appendix B – e-safety Rules – FS and Key Stage 1

Think then Click

These rules help us to stay safe on the Internet

We only use websites that an adult has chosen

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

We can send and open emails together.

We can write polite and friendly emails to people that we know.

Appendix B – e-safety Rules - Key Stage 2

Think then Click

e-safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that are appropriate.
- We tell an adult if we see anything we know is inappropriate or we are uncomfortable with.
- We immediately close any webpage we are not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

Appendix C – e-safety Rules Notice

e-safety Rules

These e-safety Rules help to protect pupils and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.
- It is a serious offence to use a computer or network for a purpose not permitted by the school.
- Irresponsible use may result in the loss of network or Internet access.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The school ICT systems may not be used for private purposes, unless the Headteacher has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer 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.

Brompton-on-Swale CE Primary School
e-safety Rules – Parental Consent

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Parents/carers are asked to sign to show that the e-safety Rules have been understood and agreed.

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work/image may be electronically published via the school's website or its Learning Platform (Fronter).

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:	**Date:**
Please print name:	

Names of Children to which this Consent Applies:

_____

_____

_____

_____

_____

Please complete, sign and return to the school

Appendix E – ICT Staff Code of Conduct

ICT Staff Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's e-safety policy for further information and clarification.

- The information systems are school property and I understand that it is a serious offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the Headteacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure 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 school's Designated Child Protection Senior Person.
- I will ensure that any electronic communications with pupils are compatible with my professional role.
- I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of 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 have read, understood and agree with the ICT Staff Code of Conduct.

Signed: _____ Dated: _____

Appendix F - e-safety Audit – Primary Schools

This quick self-audit will help the senior leadership team (SLT) assess whether the e-safety basics are in place.

Has the school an e-safety Policy that complies with CYPD guidance?	Y/N
Date of latest update:	
The Policy was agreed by governors on:	
The Policy is available for staff at:	
And for parents at:	
The designated Child Protection Teacher/Officer is:	
The e-safety Coordinator is:	
Has e-safety training been provided for both pupils and staff?	Y/N
Is the Think U Know training being considered?	Y/N
Do all staff sign an ICT Code of Conduct on appointment?	Y/N
Do parents sign and return an agreement that their child will comply with the School e-safety Rules?	Y/N
Have school e-safety Rules been set for pupils?	Y/N
Are these Rules displayed in all rooms with computers?	Y/N
Internet access is provided by an approved educational Internet service provider and complies with DCSF requirements for safe and secure access.	Y/N
Has the school filtering policy has been approved by SMT?	Y/N
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Y/N