E-Safety Policy
2020

Rationale

The development of technology has had a great impact on the world and therefore has impacted on the younger generation; this impact is set to increase each year. At school, technology is transforming the way that we teach and that children learn. At home, technology is changing the way children live and the activities in which they choose. While developing technology brings many opportunities, it also brings risks and potential dangers. This policy sets out how we strive to keep children safe with technology.

Scope of the policy

This policy applies to all member of the school community (including staff, students, pupils, volunteers, parent/carers, visitors and community users) who have access to and may use of the school's computing systems both in and out of school.

Teaching and learning

The Internet is an essential element in 21st century life for education, business and social interaction. In order to keep the pupil's safe on the Internet we will ensure:

☐ The school's Internet access will be designed expressly for pupil use and will include appropriate filtering.

☐ Any inappropriate use of the Internet will be reported and further filtering considered.

☐ 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 as far as possible.

Roles and Responsibilities

It is the role of the governors, head teacher and the e-safety co-ordinator to keep up-to-date of current issues and guidance through organisations such as CEOP (Child Exploitation and Online Protection), and Child Net. All teachers are responsible for promoting and supporting safe behaviours in their classrooms and follow school e- safety procedures. .

1. All staff should be familiar with the school's policy including:
2. safe use of e-mail
3. safe use of the Internet
4. safe use of the school network, equipment and data
5. safe use of digital images and digital technologies, such as mobile phones and digital cameras
6. publication of pupil information/photographs on the school website
7. procedures in the event of misuse of technology by any member of the school community
8. their role in providing e-safety education for pupils.

Staff are reminded/updated about e-safety regularly and new staff receive information on the school's acceptable use policy (see appendix 4) as part of their induction. Supply Teachers must sign an acceptable use of ICT agreement before using technology equipment in school.

1. Emails

- Staff will only use approved e-mail accounts when using the school network.
- Pupils will only have access through 'Purple Mash' (www.purplemash.com) which is monitored by class teachers.
- Pupils will tell a member of staff if they receive inappropriate e-mail communications.
- If emails are being used inappropriately, emails will then need approval from class teacher before the email can be sent.

2. Managing Internet Access Information system security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with Connected IT.

3. Protecting Personal Data

Personal data will be recorded, processed, transferred and made available in compliance with 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. All staff have individual logins and passwords to ensure personal accountability and security. All staff know to keep passwords secret.

4. The school web site

East Rainton Primary school values the contribution that a website can make to the life and role of the school in a modern society. Our school website has 4 important roles:
o To promote the school
o To provide information to prospective parents and teachers, the wider community and the world
o To act as a communication channel between teachers, parents, pupils and school management.
o To promote teaching and learning.

5. Mobile Phones and other handheld technology

Pupils are not permitted to have mobile phones or other personal handheld technology in school. Any technology of this sort must be handed in to the head teacher and kept safe till the end of the day. Staff must also keep their phones locked away and out of sight of children at all times.

6. E-safety Complaints

- Instances of pupil internet or technology misuse should be reported to a senior member of staff or computing coordinator depending on the problem. (see appendix 1)
- Staff will be trained so they are able to deal with e-Safety incidents. They must log incidents reported to them and if necessary refer the matter to a senior member of staff.
- Instances of staff misuse should be reported to, and will be dealt with by, the Headteacher.
- Pupils and parents will be informed of the consequences of misuse.

7. Communicating E-safety

Communication of the e-safety policy to pupils

- E-safety rules will be posted in each room where a computer is used (appendix 5)
- E-Safety will be included in the curriculum and regularly revisited each term (see planning by computing co-ordinator)
- An assembly will be held, with the focus being e-safety, each term.
- Pupils will sign an acceptable use policy (see appendix 2 and 3)
- Children are aware that Internet use is monitored and evaluated by staff.

Communication of the e-safety policy to staff

- The e-safety and acceptable use policies will be given to all new members of staff as part of the staff handbook.
- The e-safety and acceptable use policies will be signed by all staff and discussed with them at least annually (see appendix 4)
- Staff will be informed that Internet and Learning Platform use will be monitored.

*Communication of the e-safety policy to parents/carers*

- The acceptable use policies will be available in the school prospectus and on the school website.
- The school website will include a list of e- safety resources and information for parents to access.
- Parents will be asked to sign a home-school agreement when their children join the school. This will include acceptable use policies relating to the Internet and other digital technologies.
- The school will communicate and publicise e-safety issues to parents through the school newsletter, website and Learning Platform.

E-safety Incident report

Date /Time	Name of pupil/ teacher	Reported by	Details of incident e.g. website address	Computer/tec hnology used	Action taken
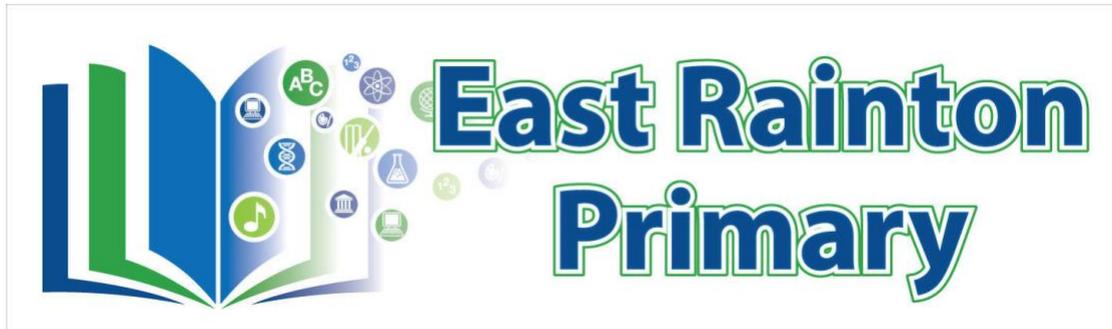
EYFS/KS1 Pupil Acceptable use Policy Agreement

This is how I stay safe when I use computers:

I will ask a teacher if I want to use the computers.

I will only use activities that a teacher has told or allowed me to use.

I will take care of the computer and other equipment.

I will ask for help from a teacher if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher if I see something that upsets me on the screen.

I know that if I break the rules I might not be allowed to use a computer.

Parent / Carer Signature

As the parent / carer of the above pupil, I understand that the school has discussed the Acceptable Use Agreement with my son / daughter as part of whole school commitment to e-Safety both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the Internet.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-Safety.

Name of child   _____

Class   _____

Signed (parent) _____

Date   _____

KS2 Pupil Acceptable use Policy Agreement

These are the rules I agree to follow when using any digital technology:

I will ask permission from a teacher before using computing technology.

To protect myself and other pupils, if I see anything I am unhappy with or receive messages I do not like, I will immediately close the page and tell a teacher or adult.

I will not access other people's files or send pictures of anyone without their permission.

When I am using the Internet to find information, I will check that the information is accurate as I understand that the work of others may not be truthful.

Where work is protected by copyright, I will not try to download copies (including music and videos).

I will not bring a mobile phone or any other device into school without permission from the head teacher and I understand that this may be kept in possession of the head teacher.

I understand that the school may check my computer files and may monitor the Internet sites I visit.

If I am involved in incidents of inappropriate behaviour that involve members of the school community (e.g. cyber-bullying, using images/information without permission), the school will take action.

I understand that if I do not follow these rules I may not be allowed to use ICT in school and my parents/carers may be contacted.

Parent / Carer Signature

As the parent / carer of the above pupil, I understand that the school has discussed the Acceptable Use Agreement with my son / daughter as part of whole school commitment to e-Safety both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the Internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the Internet.

I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
I will encourage my child to adopt safe use of the Internet and digital technologies at home and will inform the school if I have concerns over my child's e-Safety.

Name of child   _____

Class   _____

Signed (parent) _____

Date   _____

Staff and Volunteers Acceptable use Policy Agreement

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 Sara Toole.

- 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 not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes inline with school 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 Head teacher.
- 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 by the Head teacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of computing.

User Signature
I agree to follow this code of conduct and to support the safe use of technology throughout the school

Signature .... Date ....

Full Name .... (printed)

Job title: ....

Appendix 5