Ludlow Infant School and Nursery

E-safety policy for pupil use of ICT

May 2014

Adapted from Shropshire policy

(to be reviewed in May 2015)

Contents

Responsibilities

The member of SLT team responsible for e-safety is David Peterson

The governor responsible for e-safety is Andrew Griffiths

The e-safety co-ordinator is David Peterson

The e-Safety co-ordinator is responsible for leading the e-Safety Committee, delivering staff development and training, recording incidents, reporting any developments and incidents and liaising with the local authority and external agencies to promote e-safety within the college community. He/she may also be required to deliver workshops for parents.

Internet use and Acceptable Use Policies (AUP's)

All members of the school community should agree to an Acceptable Use Policy that is appropriate to their age and role.

Copies of the AUPs are available on our website. These can be found in appendix 1

AUP's will be reviewed annually. All AUP's will be stored centrally.

The AUP will form part of the first half term of ICT education (whether in ICT lessons or in assembly) for each year group.

Photographs and Video

The use of photographs and videos is popular in teaching and learning and should be encouraged. However, it is essential that consent from parents is gained if videos or photos of pupils are going to be used.

If photos/videos are to be used online then names of pupils should not be linked to pupils.

Staff must be fully aware of the consent form responses from parents when considering use of images.

Staff should always use an approved camera to capture images and should not use their personal devices without consent from the head teacher.

Photos taken by the school are subject to the Data Protection act.

Photos and videos taken by parents/carers.

Parents and carers are permitted to take photos/videos of their own children in school events. They are requested not to share photos/videos from school events on social networking sites if other pupils appear in the background.

Photos for personal use such as those taken by parents/carers are not subject to the Data Protection Act.

Use of e-mails

Pupils must only use e-mail addresses that have been issued by the school and the e-mail system must only be used for school related matters. Pupils are advised to maintain an alternative personal e-mail address for use at home in non-school related matters.

Security and passwords

Passwords must be changed regularly. The system will inform users when the password is to be changed. Passwords must not be shared n. Staff must always 'lock' the PC if they are going to leave it unattended (the picture mute or picture freeze option on a projector will allow an image to remain on the screen and also allow a PC to be 'locked').

All users will be made aware that the ICT system is filtered and monitored.

Data storage

Only encrypted USB pens are used for sensitive information (ie – school reports)
School will investigate the cost of purchasing encrypted USB pens for all staff in 2014, for ALL data storage (plans, worksheets etc).

Reporting

All breaches of the e-safety policy need to be recorded in the ICT reporting book that is kept in the staff room. The details of the user, date and incident should be reported.

Incidents which may lead to child protection issues need to be passed on to the Designated teacher immediately – it is their responsibility to decide on appropriate action not the class teachers.

Incidents which are not child protection issues but may require SLT intervention (eg cyberbullying) should be reported to SLT in the same day.

Allegations involving staff should be reported to the Headteacher. If the allegation is one of abuse then it should be handled according to the DFE document titled 'Dealing with allegations of abuse against teachers and other staff'. If necessary the local authority's LADO should be informed.

Evidence of incidents must be preserved and retained.

The curriculum in Year 2 will cover how pupils should report incidents (eg Ceop button, trusted adult, Childline)

Education

Pupils

To equip pupils as confident and safe users of ICT the school will undertake to provide:

a). A planned, broad and progressive e-safety education programme that is fully embedded for all children , across many aspects of the curriculum,.
b). Regularly auditing, review and revision of the ICT curriculum
c). E-safety resources that are varied and appropriate and use new technologies to deliver e-safety messages in an engaging and relevant manner
d). Opportunities for pupils to be involved in e-safety education e.g. through peer mentoring, e-safety committee, parent presentations etc

Additionally,

a). Pupils are taught in all lessons to be critically aware of the materials / content they access on-line and are guided to validate the accuracy of information
b). There are many opportunities for pupils to develop a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
c). The school actively provides systematic opportunities for pupils / students to develop the skills of safe and discriminating on-line behaviour
d). Pupils are taught to acknowledge copyright and intellectual property rights in all their work.

Staff

- E-safety training is an integral part of Child Protection / Safeguarding training and vice versa
- An audit of e-safety training needs is carried out regularly and is addressed
- All staff have an up to date awareness of e-safety matters, the current school e-safety policy and practices and child protection / safeguarding procedures
- The culture of the school ensures that staff support each other in sharing knowledge and good practice about e-safety
- The school takes any opportunity to research and understand good practice that is taking place in other schools
- Governors are offered the opportunity to undertake training if desired.

Parents and the wider community

There is e-safety information on our website and in newsletters for parents, carers, etc. This is planned, monitored and reviewed by the e-safety co-ordinator.

Monitoring and reporting

a). The impact of the e-safety policy and practice is monitored through the review / audit of e-safety incident logs, behaviour / bullying logs, surveys of staff, students /pupils, parents / carers

b). The records are reviewed / audited and reported to:

- the school's senior leaders
- Governors
- Shropshire Local Authority (where necessary)
- Shropshire Safeguarding Children Board (SSCB) E-Safety Sub Committee (where necessary)

c). The school action plan indicates any planned action based on the above.

Appendices

Appendix 1 – Acceptable Use Policies

(Learners, staff, governors)

Acceptable Use of ICT - learners in Ludlow Infant School

I want to feel safe all the time.

I agree that I will:

- always keep my passwords a secret
- only open pages which my teacher has said are OK
- tell my teacher if anything makes me feel scared or uncomfortable on the internet
- make sure all messages I send are polite
- show my teacher if I get a nasty message
- not reply to any nasty message or anything which makes me feel uncomfortable
- only email people I know or if my teacher agrees
- only use my school email
- talk to my teacher before using anything on the internet
- not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- not upload photographs of myself without asking a teacher
- never agree to meet a stranger

Anything I do on the computer may be seen by someone else.

I am aware of the CEOP report button and know 

when to use it.

*****Shared with _____ on _____, and signed on their behalf by: _____***

Acceptable Use of ICT - adults in Ludlow Infant School

The policy aims to ensure that any communications technology is used without creating unnecessary risk to users whilst supporting learning.

I agree that I will:

- only use, move and share personal data securely
- respect the school network security
- respect the copyright and intellectual property rights of others
- only use approved email accounts
- only use pupil images or work when approved by parents and in a way that will not enable individual pupils to be identified on a public facing site.
- only give permission to pupils to communicate online with trusted users.
- use the ICT facilities sensibly, professionally, lawfully, consistent with my duties and with respect for pupils and colleagues.
- not use or share my personal (home) accounts/data (eg Facebook, email, ebay etc) with pupils
- set strong passwords which I will not share and will change regularly (a strong password is one which uses a combination of letters, numbers and other permitted signs).
- report unsuitable content and/or ICT misuse to the named e-Safety officer

I know that anything I share online may be monitored.

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

I agree that I will not:

- Visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
  - pornography (including child pornography)
  - promoting discrimination of any kind
  - promoting violence or bullying
  - promoting racial or religious hatred
  - promoting illegal acts
  - breach any Local Authority/School policies, e.g. gambling
  - do anything which exposes others to danger
  - any other information which may be offensive to others
  - forward chain letters
  - breach copyright law
  - use personal digital recording equipment including cameras, phones or other devices for taking/transferring images of pupils or staff without permission
  - store images or other files off site without permission from the head teacher or their delegated representative.

I will ensure that any private social networking sites, blogs, etc that I create or actively contribute to, do not compromise my professional role.

I understand that data protection policy requires me to keep any information I see regarding staff or pupils which is held within the school's management information system private, secure and confidential. The only exceptions are when there is a safeguarding issue or I am required by law to disclose such information to an appropriate authority.

I accept that my use of the school and Local Authority ICT facilities may be monitored and the outcomes of the monitoring may be used.

****Signed by _____, on _____**

Acceptable Use of ICT - governors of Ludlow Infant School

The policy aims to ensure that any communications technology (including computers, mobile devices and mobile phones etc.) is used to supporting learning without creating unnecessary risk to users.

The governors will ensure that:

- learners are encouraged to enjoy the safe use of digital technology to enrich their learning
- learners are made aware of risks and processes for safe digital use
- all adults and learners have received the appropriate acceptable use policies and any required training
- the school internet access is designed for educational use and will include appropriate filtering and monitoring
- copyright law is not breached
- learners are taught to evaluate digital materials appropriately
- parents are aware of the acceptable use policy
- parents will be informed that all technology usage may be subject to monitoring, including URL's and text
- the school will take all reasonable precautions to ensure that users access only appropriate material
- methods to identify, assess and minimise risks will be reviewed
- complaints of internet misuse will be dealt with by a senior member of staff

**** Signed by: _____, on behalf of the Governing Body**

Date: _____

Appendix 2 – School audit

Audit

The self-audit in should be completed by the member of the Management Team responsible for the e-safety policy.

Is there a school e-safety Policy that complies with Shropshire guidance? Yes

Date of latest update (at least annual):	November 2013
The Leadership team member responsible for e-safety is:	David Peterson
The governor responsible for e-Safety is:	Andrew Griffiths
The designated members of staff for child protection are:	David Peterson/Val Matthews and Sue Fairbrace
The e-Safety Coordinator is:	David Peterson
The policy is available for staff at:	the School website and in school
The policy is available for parents/carers at:	the School website and in school

Appendix 3 – Links

(a) Shropshire Council Education Improvement Service documentation

All EIS Service e-safety documentation can be found at:

https://www.shropshirelg.net/esafety/staff/Pages/welcome.aspx

(b) The Safe Use of New Technologies

The Safe Use of New Technologies report is summary of findings from OFSTED based on 35 e-safety inspections carried out in a range of settings.

http://bit.ly/9qBjQO

(**c) 360 degree Safe**

The policy guidance is based upon criteria with the 360 degree safe framework. The framework can be found at:

http://www.360degreesafe.org.uk

Appendix 4

Shropshire Council has developed an e-safety policy for school staff which has been agreed by the following Professional Associations / Trade Unions representing staff in schools:-

- National Union of Teachers
- National Association of Schoolmasters Union of Women Teachers
- Association of Teachers and Lecturers
- National Association of Head Teachers
- Association of School and College Leaders
- UNISON
- GMB

The policy can be found at:

https://www.shropshirelg.net/services/hr/noticeboardnews/Documents/E-Safety%20Policy.pdf