



## E-SAFETY POLICY 2015

### **Aims**

We aim to equip children with the confidence and ability to use technology safely and responsibly. This forms a new key aspect of learning in Computing in school.

This policy document is a review of the previous policy document (ICT Internet Policy) and takes into account more recent developments in technology. The purpose of this document is to safeguard and promote the welfare of children, young people and adults at all times. We expect everybody working within John F Kennedy Primary School to adhere to these procedures.

### **Responsibilities**

The member of SLT team responsible for e-Safety is Karl Ellerbrook

The governor responsible for e-Safety is Cllr Diane Snowdon

The e-Safety co-ordinator is Andria Graham

The e-Safety co-ordinator is responsible for delivering staff development and e-Safety training, reporting incidents to the SLT / Head Teacher, reporting any developments and incidents and liaising with the local authority and external agencies to promote e-Safety within the school community.

### **Internet use and Acceptable Use Policies (AUPs)**

All members of the school community will sign an Acceptable Use Policy that is appropriate to their age and role. See Appendices. A copy of the pupil AUP will be sent to parents with a covering letter / reply slip. This can be found in the appendices. All AUPs will be stored centrally in case of breaches of the e-Safety policy. The AUP will form part of the e-Safety scheme of Work.

### **Photographs and Video**

The use of photographs and videos is popular in teaching and learning and should be encouraged. However, it is important that consent from parents is gained if videos or photos of pupils are going to be used. On admission to John F Primary School, parents are asked to give their consent for photos to be used by the school. If photos/videos are to be used online then names of pupils are not linked to images of pupils.

Staff must be fully aware of the consent form responses from parents when considering use of images. Staff should always use a school camera to capture images and should not use their personal devices. See also Social Media Policy, sections 'Use of Mobile Phones' and 'Use of Digital Photography'.

### **Use of e-mails**

Pupils and staff should only use the school e-mail system for school related matters. Pupils and staff are advised to maintain an alternative personal e-mail address for use at home in non-school related matters.

### **Security and passwords**

Passwords should be changed regularly. The server will inform users when the password is to be changed. Pupils and staff should never share passwords and staff must never let pupils use a staff logon. Staff should 'lock' the PC (Shortcut = WINDOWS KEY + L KEY) if they are going to leave it unattended. All users should be aware that the ICT system is filtered and monitored.

### **Data storage**

All files should be stored on the Staff Drive or on personal OneDrive accounts which are accessible on our server. USB pens should be avoided, but if needed only encrypted USB pens are to be used in school. Staff need to risk assess any data that they plan to temporarily store on a USB pen to ensure that any potential loss has minimal impact.

### **Reporting**

Any breaches of the e-Safety policy need to be reported to the Headteacher or the member of SLT team responsible for e-Safety for recording. The details of the user, date and incident should be reported. Evidence of incidents will be preserved and retained.

Incidents which may lead to child protection issues need to be passed on to the Designated Safeguarding Lead or headteacher immediately. The curriculum will cover how pupils should report incidents (e.g. Ceop button, trusted adult, Childline).

### **Infringements and Sanctions**

Whenever a student or staff member infringes the e-Safety Policy or AUP, the final decision on the level of sanction will be at the discretion of the Headteacher.

#### Safeguarding actions

If inappropriate web material is accessed:

- Inform e-Safety Co-ordinator who will ensure appropriate technical support filters the site
- Inform Headteacher

Other safeguarding actions:

- Secure and preserve any evidence
- Inform the sender's e-mail service provider if a system other than the school system is used.

### **Social networking**

**Pupils:** Pupils are not permitted to use social networking sites within school.

**Staff :** Full guidelines for staff use of social media outlined in the **Social Media Policy**.

## Education

### Pupils

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

- i. A planned, broad and progressive e-Safety education programme that is fully embedded for all children, in all aspects of the curriculum, in all years.
- ii. Regularly auditing, review and revision of the ICT curriculum
- iii. E-Safety resources that are varied and appropriate and use new technologies to deliver e-Safety messages in an engaging and relevant manner
- iv. Opportunities for pupils to be involved in e-Safety education

Additionally,

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

### Staff

- a) E-Safety training is an integral part of Child Protection / Safeguarding training and vice versa
- b) 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
- c) All new staff receive e-Safety training as part of their induction programme, ensuring that they fully understand the school e-Safety policy and Acceptable Use Policy
- d) Staff are encouraged to undertake additional e-Safety training
- e) The culture of the school ensures that staff support each other in sharing knowledge and good practice about e-Safety
- f) The school will research and understand good practice that is taking place in other schools
- g) Governors are offered the opportunity to undertake training.

### Parents and the wider community

Links to e-Safety resources are available on the school website

## Monitoring and reporting

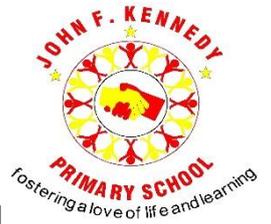
- a) The impact of the e-Safety policy and practice is monitored through the review / audit of e-Safety incident logs, behaviour / bullying logs, surveys of staff, students /pupils, parents / carers
- b) The records are reviewed / audited and reported to:
  - a) the school's SLT
  - b) Governors
  - c) Sunderland City Council (where necessary)
  - d) Sunderland Safeguarding Children Board (SSCB) (where necessary)

**Appendices:**

Appendix 1: ACCEPTABLE USE POLICY – EYFS / KS1 CHILDREN

Appendix 2: ACCEPTABLE USE POLICY – KS2 CHILDREN

Appendix 3: ACCEPTABLE USE POLICY – STAFF AND VOLUNTEERS



## Appendix 1

### ACCEPTABLE USE POLICY – EYFS / KS1 CHILDREN

#### **Aims**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

#### **This Acceptable Use Policy is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that children will have good access to digital technologies to enhance their learning and will, in return, expect the students / pupils to agree to be responsible users.

#### **Acceptable Use Policy Agreement**

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers
- I will only use activities that a teacher or suitable adult 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 or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult 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.

**Signed (KS1 Children only):** .....

**Signed (EYFS and KS1 Parents):** .....



## Appendix 2

### ACCEPTABLE USE POLICY – KS2 CHILDREN

#### **Aims**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

#### **This Acceptable Use Policy is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students / pupils will have good access to digital technologies to enhance their learning and will, in return, expect the students / pupils to agree to be responsible users.

#### **Acceptable Use Policy Agreement**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

#### **For my own personal safety:**

- I understand that the school / academy will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating online.
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will inform an adult if people I have talk to online try to arrange to meet me in real life.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

#### **I understand that everyone has equal rights to use technology and:**

- I understand that John F Kennedy Primary School's systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use John F Kennedy Primary School's systems or devices for online gaming, internet shopping, file sharing, online gambling, or video broadcasting (e.g. YouTube), unless I have

permission of a member of staff to do so.

**I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of John F Kennedy Primary School:**

- I will not use my own personal devices (mobile phones / USB devices etc) in school.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software to a member of staff, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use any social media sites in school.

**When using the internet for research or recreation, I recognise that:**

- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that John F Kennedy Primary School also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of inappropriate images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, contact with parents and in the event of illegal activities, exclusion from school and the involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.



## Student / Pupil Acceptable Use Agreement Form

This form relates to the KS2 Pupil Acceptable Use Agreement, to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems. (Schools / academies will need to decide if they require students / pupils to sign, or whether they wish to simply make them aware through education programmes / awareness raising).

I have read and understand the above and agree to follow these guidelines when:

- I use the school / academy systems and devices (both in and out of school)
- I use my own devices in the school / academy (when allowed) eg mobile phones, gaming devices USB devices, cameras etc
- I use my own equipment out of the school / academy in a way that is related to me being a member of this school / academy eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Child

Group / Class

Signed

Date



## Appendix 3

### ACCEPTABLE USE POLICY – STAFF AND VOLUNTEERS

#### **Aims**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

#### **This Acceptable Use Policy is intended to ensure:**

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that John F Kennedy Primary School's ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for pupils' learning and will, in return, expect staff and volunteers to agree to be responsible users.

#### **Acceptable Use Policy Agreement**

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed online safety in my work with young people.

#### **For my professional and personal safety:**

- I understand that the John F Kennedy Primary School will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email, VLE etc) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the John F Kennedy Primary School's ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use, unless permission has been granted by the head teacher.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the head teacher or a member of the SLT.

**I will be professional in my communications and actions when using school ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will not use chat and social networking sites in school.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.

**The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:**

- When I use my mobile devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school systems, unless I have permission to do so.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the LA Personal Data Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

**When using the internet in my professional capacity or for school sanctioned personal use:**

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

**I understand that I am responsible for my actions in and out of the school:**

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / Directors and / or the Local Authority and, in the event of illegal activities, the involvement of the police.

*I have read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.*

Staff / Volunteer Name

Signed

Date