



### **Rationale**

The purpose of this policy is to:

- set out the key principles expected of all members of the school community at Kexborough Primary with respect to the use of ICT-based technologies.
- safeguard and protect the children and staff of Kexborough Primary
- assist school staff working with children to work safely and responsibly with the Internet and other communication technologies and to monitor their own standards and practice.
- set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use.
- have clear structures to deal with online abuse such as cyberbullying which are cross referenced with other school policies.
- ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- minimise the risk of misplaced or malicious allegations made against adults who work with students.

### **Who will write and review the policy?**

- The e-Safety Policy is part of many different schools policies including the Child Protection/ Safeguarding Policy, Anti-Bullying, Behaviour and School Development Plan.
- Our e-Safety Policy has been written by the school, building on government guidance and approved by the Senior Leadership Team and the Governing Body.
- The e-Safety Policy and its implementation will be reviewed annually.
- The E-Safety Coordinator is Mrs J Mackay who is also the Headteacher.
- The Designated Child Protection Lead is Mrs G Ellis.
- The Computing Curriculum Leader is Mr Jack Oldham.
- The ICT Technician is Mr Craig Ward of Code Green.
- The E-Safety Governor is

## Roles and Responsibilities

The following section outlines the e-safety roles and responsibilities of individuals and groups within Allington Primary School:

Role	Key Responsibilities
Headteacher	<ul style="list-style-type: none"> <li>• To take overall responsibility for e-safety provision</li> <li>• To ensure the school uses an approved, filtered Internet Service, which complies with current statutory requirements.</li> <li>• To be responsible for ensuring that staff receive suitable training to carry out their e-safety roles and to train other colleagues, as relevant</li> <li>• To be aware of procedures to be followed in the event of a serious e-safety incident.</li> <li>• To receive regular monitoring reports from the E-Safety Co-ordinator.</li> <li>• To ensure that there is a system in place to monitor and support staff who carry out internal e-safety procedures( e.g. network manager)</li> </ul>
E-Safety Co-ordinator / Designated Child Protection Lead	<ul style="list-style-type: none"> <li>• takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents</li> <li>• promotes an awareness and commitment to e-safeguarding throughout the school community</li> <li>• ensures that e-safety education is embedded across the curriculum</li> <li>• liaises with school ICT technical staff</li> <li>• To communicate regularly with SLT and the designated e-safety Governor / committee to discuss current issues, review incident logs and filtering / change control logs</li> <li>• To ensure that all staff are aware of the procedures that need to be followed in the event of an e-safety incident</li> <li>• To ensure that an e-safety incident log is kept up to date</li> <li>• facilitates training and advice for all staff</li> <li>• liaises with the Local Authority and relevant agencies</li> <li>• Is regularly updated in e-safety issues and legislation, and be aware of the potential for serious child protection issues to arise from: <ul style="list-style-type: none"> <li>• sharing of personal data</li> <li>• access to illegal / inappropriate materials</li> <li>• inappropriate on-line contact with adults / strangers</li> <li>• potential or actual incidents of grooming</li> <li>• cyber-bullying and use of social media</li> </ul> </li> </ul>
Governors / E-safety governor	<ul style="list-style-type: none"> <li>• To ensure that the school follows all current e-safety advice to keep the children and staff safe</li> <li>• To approve the E-Safety Policy and review the effectiveness of the policy. This will be carried out by the Governors / Governors Sub Committee receiving regular information about e-safety incidents and monitoring reports. A member of the Governing Body has taken on the role of E-Safety Governor</li> <li>• To support the school in encouraging parents and the wider community to become engaged in e-safety activities</li> <li>• The role of the E-Safety Governor will include: <ul style="list-style-type: none"> <li>• regular review with the E-Safety Co-ordinator / Officer ( including e-safety incident logs, filtering / change control logs )</li> </ul> </li> </ul>
Computing Curriculum Leader	<ul style="list-style-type: none"> <li>• To oversee the delivery of the e-safety element of the Computing curriculum</li> <li>• To liaise with the e-safety coordinator regularly</li> </ul>

Role	Key Responsibilities
ICT Technician	<ul style="list-style-type: none"> <li>• To report any e-safety related issues that arises, to the e-safety coordinator.</li> <li>• To ensure that users may only access the school's networks through an authorised and properly enforced password protection policy, in which passwords are regularly changed</li> <li>• To ensure that provision exists for misuse detection and malicious attack e.g. keeping virus protection up to date)</li> <li>• To ensure the security of the school ICT system</li> <li>• To ensure that access controls / encryption exist to protect personal and sensitive information held on school-owned devices</li> <li>• the school's policy on Internet Use is applied and updated on a regular basis</li> <li>• EIS is informed of issues relating to the filtering applied by the Grid</li> <li>• that he / she keeps up to date with the school's e-safety policy and technical information in order to effectively carry out their e-safety role and to inform and update others as relevant</li> <li>• To ensure appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster.</li> <li>• To keep up-to-date documentation of the school's e-security and technical procedures</li> <li>• To ensure that all data held on pupils on the school office machines have appropriate access controls in place</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>• To embed e-safety issues in all aspects of the curriculum and other school activities</li> <li>• To supervise and guide pupils carefully when engaged in learning activities involving online technology( including, extra-curricular and extended school activities if relevant)</li> <li>• To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws</li> </ul>
All staff	<ul style="list-style-type: none"> <li>• To read, understand and help promote the school's e-safety policies and guidance</li> <li>• To read, understand, sign and adhere to the school staff Acceptable Use Agreement / Policy</li> <li>• To be aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices</li> <li>• To report any suspected misuse or problem to the e-safety coordinator</li> <li>• To maintain an awareness of current e-safety issues and guidance e.g. through CPD</li> <li>• To model safe, responsible and professional behaviours in their own use of technology</li> <li>• To ensure that any digital communications with pupils should be on a professional level and only through school based systems, never through personal mechanisms, e.g. email, text, mobile phones etc.</li> </ul>
Pupils	<ul style="list-style-type: none"> <li>• Read, understand, sign (KS2 pupils only) and adhere to the Student / Pupil Acceptable Use Policy (NB: at KS1 it would be expected that parents / carers would sign on behalf of the pupils)</li> <li>• have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations</li> <li>• to understand the importance of reporting abuse, misuse or access to inappropriate materials</li> <li>• to know what action to take if they or someone they know feels worried or vulnerable when using online technology.</li> <li>• to know and understand school policy on the use of mobile phones, digital cameras and hand held devices.</li> <li>• To know and understand school policy on the taking / use of images and on</li> </ul>

Role	Key Responsibilities
	cyber-bullying. <ul style="list-style-type: none"> <li>• To understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school</li> <li>• To take responsibility for learning about the benefits and risks of using the Internet and other technologies safely both in school and at home</li> <li>• to help the school in the creation/ review of e-safety policies</li> </ul>
Parents/carers	<ul style="list-style-type: none"> <li>• to support the school in promoting e-safety</li> <li>• to read, understand and promote the school Pupil Acceptable Use Agreement with their children</li> <li>• to consult with the school if they have any concerns about their children's use of technology</li> </ul>

## **Teaching and learning**

### **Why is Internet use important?**

- The Internet use is part of the statutory curriculum and is a necessary tool for learning.
- The Internet is a part of everyday life for education, business and social interaction.
- The school has a duty to provide students with quality Internet access as part of their learning experience.
- Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.
- 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 functions.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.

### **How does Internet use benefit education?**

Benefits of using the Internet in education include:

- access to worldwide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools;
- educational and cultural exchanges between pupils worldwide;
- vocational, social and leisure use in libraries, clubs and at home;
- 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 networks of schools, support services and professional associations;
- improved access to technical support including remote management of networks and automatic system updates;
- access to learning wherever and whenever convenient.

### **How can Internet use enhance learning?**

- The school's Internet access will be designed to enhance and extend education.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

- The schools will ensure that the copying and subsequent use of Internet-derived materials by staff and pupils complies with copyright law.
- Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of pupils.
- Staff should guide pupils to online activities that will support the learning outcomes planned for the pupils' age and ability.
- 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 to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

#### **How will pupils learn how to evaluate Internet content?**

- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will use age-appropriate tools to research Internet content.
- The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-school requirement across the curriculum.

#### **Managing Information Systems**

##### **How will information systems security be maintained?**

- The security of the school information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- Unapproved software will not be allowed in work areas or attached to email.
- Files held on the school's network will be regularly checked.
- The IT Technician will review system capacity regularly.
- The use of user logins and passwords to access the school network will be enforced.

##### **How will email be managed?**

- Pupils may only use approved email accounts for school purposes.
- Pupils must immediately tell a designated member of staff if they receive offensive email.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult.
- Whole-class or group email addresses will be used in primary schools for communication outside of the school.
- Staff will only use official school provided email accounts to communicate with pupils and parents/carers, as approved by the Senior Leadership Team.
- Access in school to external personal email accounts may be blocked.
- The forwarding of chain messages is not permitted.
- Staff should not use personal email accounts during school hours or for professional purposes.

##### **How will published content be managed?**

- The contact details on the website should be the school address, email and telephone number. Staff or pupils' personal information must not be published.
- The head teacher will take overall editorial responsibility for online content published by the school and will ensure that content published is accurate and appropriate.

- The school website will comply with the school's guidelines for publications including respect for intellectual property rights, privacy policies and copyright.

### **Can pupils' images or work be published?**

- Images or videos that include pupils will be selected carefully and will not provide material that could be reused.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before images/videos of pupils are electronically published.
- Written consent will be kept by the school where pupils' images are used for publicity purposes, until the image is no longer in use.

### **How will social networking, social media and personal publishing be managed?**

- The school will control access to social media and social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them and/or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and email addresses, full names of friends/family, specific interests and clubs etc.
- Staff wishing to use Social Media tools with students as part of the curriculum will risk assess the sites before use and check the sites terms and conditions to ensure the site is age appropriate. Staff will obtain documented consent from the Senior Leadership Team before using Social Media tools in the classroom.
- Staff official blogs or wikis should be password protected and run from the school website with approval from the Senior Leadership Team. Members of staff are advised not to run social network spaces for pupil use on a personal basis.
- Personal publishing will be taught via age appropriate sites that are suitable for educational purposes. They will be moderated by the school where possible.
- Pupils will be advised on security and privacy online and will be encouraged to set passwords, deny access to unknown individuals and to block unwanted communications. Pupil will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private.
- All members of the school community are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.
- Concerns regarding students' use of social networking, social media and personal publishing sites (in or out of school) will be raised with their parents/carers, particularly when concerning students' underage use of sites.
- Staff personal use of social networking, social media and personal publishing sites will be discussed as part of staff induction and safe and professional behaviour will be outlined in the school Acceptable Use Policy.

### **How will filtering be managed?**

- The school's broadband access will include filtering appropriate to the age and maturity of pupils.
- The school will work with KCC and the Schools Broadband team to ensure that filtering policy is continually reviewed.

- The school will have a clear procedure for reporting breaches of filtering. All members of the school community (all staff and all pupils) will be aware of this procedure.
- If staff or pupils discover unsuitable sites, the URL will be reported to the School e-Safety Coordinator who will then record the incident and escalate the concern as appropriate.
- The School filtering system will block all sites on the Internet Watch Foundation (IWF) list.
- Changes to the school filtering policy will be risk assessed by staff with educational and technical experience prior to any changes and where appropriate with consent from the Senior Leadership Team.
- Any material that the school believes is illegal will be reported to appropriate agencies such as IWF, Kent Police or CEOP
- The school's access strategy will be designed by educators to suit the age and curriculum requirements of the pupils, with advice from network managers.

### **How will videoconferencing be managed?**

- All videoconferencing equipment in the classroom must be switched off when not in use and not set to auto answer.
- External IP addresses will not be made available to other sites.
- Videoconferencing contact information will not be put on the school Website.
- The equipment must be secure and if necessary locked away when not in use.
- School videoconferencing equipment will not be taken off school premises without permission.
- Responsibility for the use of the videoconferencing equipment outside school time will be established with care.

### **Users**

- Pupils will ask permission from a teacher before making or answering a videoconference call.
- Videoconferencing will be supervised appropriately for the pupils' age and ability.
- Parents and carers consent should be obtained prior to children taking part in videoconferences.
- Only key administrators should be given access to videoconferencing administration areas or remote control pages.
- Unique log on and password details for the educational videoconferencing services should only be issued to members of staff and kept secure.

### **Content**

- When recording a videoconference lesson, written permission should be given by all sites and participants. The reason for the recording must be given and the recording of videoconference should be clear to all parties at the start of the conference. Recorded material shall be stored securely.
- Videoconferencing is a challenging activity with a wide range of learning benefits. Preparation and evaluation are essential to the whole activity.
- If third party materials are to be included, check that recording is acceptable to avoid infringing the third party intellectual property rights.
- Establish dialogue with other conference participants before taking part in a videoconference. If it is a non school site it is important to check that they are delivering material that is appropriate for your class.

### **How are emerging technologies managed?**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Pupils will be instructed about safe and appropriate use of personal devices both on and off site in accordance with the school Acceptable Use or Mobile Phone Policy.

### **How should personal data be protected?**

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

### **Policy Decisions**

#### **How will Internet access be authorised?**

- The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.
- All staff will read and sign the School Acceptable Use Policy before using any school ICT resources. (See Appendix)
- Parents will be asked to read the School Acceptable Use Policy for pupil access and discuss it with their child, where appropriate.
- All visitors to the school site who require access to the school's network will be made aware of the schools acceptable use policy.
- Parents will be informed that pupils will be provided with supervised Internet access appropriate to their age and ability.
- When considering access for vulnerable members of the school community (such as with children with special education needs) the school will make decisions based on the specific needs and understanding of the pupil(s).
- At Foundation Stage Key Stage 1 pupils' access to the Internet will be by adult demonstration with occasional directly supervised access to specific and approved online materials.
- At Key Stage 2 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary.

#### **How will risks be assessed?**

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor LA can accept liability for the material accessed, or any consequences resulting from Internet use.
- The school will audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to the Police.
- Methods to identify, assess and minimise risks will be reviewed regularly.

#### **How will the school respond to any incidents of concern?**

- All members of the school community will be informed about the procedure for reporting e-Safety concerns (such as breaches of filtering, cyberbullying, illegal content etc).
- All staff will follow 'Response to an Incident of Concern' (See Appendix)
- The e-Safety Coordinator will record all reported incidents and actions taken in the School e-Safety incident log and other in any relevant areas e.g. Bullying or Child protection log.
- The Designated Child Protection Coordinator will be informed of any e-Safety incidents involving Child Protection concerns, which will then be escalated appropriately.
- The school will manage e-Safety incidents in accordance with the school discipline/ behaviour policy where appropriate.
- The school will inform parents/carers of any incidents of concerns as and when required.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes required.



- Where there is cause for concern or fear that illegal activity has taken place or is taking place then the school will contact the Children’s Safeguard Team or e-Safety officer and escalate the concern to the Police
- If the school is unsure how to proceed with any incidents of concern, then the incident may be escalated to the Area Children’s Officer or the LA e-Safety Officer.
- If an incident of concern needs to be passed beyond the school then the concern will be escalated to the e-Safety officer to communicate to other schools with the LA.

### **How will e–Safety complaints be handled?**

- Complaints about Internet misuse will be dealt with under the School’s complaints procedure.
- Any complaint about staff misuse will be referred to the head teacher.
- All e–Safety complaints and incidents will be recorded by the school, including any actions taken.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with the school to resolve issues.
- All members of the school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting concerns.
- Discussions will be held with the local Community Support Police Team and/or Children’s Safeguard Team to establish procedures for handling potentially illegal issues.
- Any issues (including sanctions) will be dealt with according to the school’s disciplinary, behaviour and child protection procedures.
- All members of the school community will be reminded about safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos online which cause harm, distress or offence to any other members of the school community.

### **How is the Internet used across the community?**

- The school will be sensitive to Internet-related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.
- The school will provide appropriate levels of supervision for students who use the internet and technology whilst on the school site.

### **How will Cyberbullying be managed?**

- Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school’s policy on anti-bullying and behaviour.
- There are clear procedures in place to support anyone in the school community affected by cyberbullying.
- All incidents of cyberbullying reported to the school will be recorded.
- There will be clear procedures in place to investigate incidents or allegations of Cyberbullying.
- Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.
- The school will take steps to identify the bully, where possible and appropriate. This may include examining school system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- Pupils, staff and parents/carers will be required to work with the school to support the approach to cyberbullying and the school’s e-Safety ethos.
- Sanctions for those involved in cyberbullying may include:
  - The bully will be asked to remove any material deemed to be inappropriate or a service provider may be contacted to remove content if the bully refuses or is unable to delete content.
  - Internet access may be suspended at school for the user for a period of time. Other sanctions for pupils and staff may also be used in accordance to the schools anti-bullying, behaviour policy or Acceptable Use Policy.
  - Parent/carers of pupils will be informed.
  - The Police will be contacted if a criminal offence is suspected.

### **How will Learning Platforms be managed?**

- SLT and staff will regularly monitor the usage of the LP by pupils and staff in all areas, in particular message and communication tools and publishing facilities.
- Pupils/staff will be advised about acceptable conduct and use when using the LP.
- Only members of the current pupil, parent/carers and staff community will have access to the LP.
- All users will be mindful of copyright issues and will only upload appropriate content onto the LP.
- 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 about content on the LP 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 the LP 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 the LP by a member of the SLT. In this instance there may be an agreed focus or a limited time slot.
- Pupils may require editorial approval from a member of staff. This may be given to the pupil to fulfil a specific aim and may have a limited time frame.

### **How will mobile phones and personal devices be managed?**

- The use of mobile phones and other personal devices by students and staff in school will be decided by the school and covered in the School Acceptable Use.
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy.
- School staff may confiscate a phone or device if they believe it is being used to contravene the schools behaviour or bullying policy. The phone or device might be searched by the Senior Leadership team with the consent of the pupil or parent/carer. If there is suspicion that the material on the mobile may provide evidence relating to a criminal offence the phone will be handed over to the police for further investigation.
- Pupils Mobile phones are not allowed in school unless as part of an approved and directed curriculum based activity with consent from a member of staff.
- Electronic devices of all kinds that are brought in to school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.

#### **Pupils Use of Personal Devices**

- Pupils Mobile phones are not allowed in school unless as part of an approved and directed curriculum based activity with consent from a member of staff.

#### **Staff Use of Personal Devices**

- Staff are not permitted to use their own personal phones or devices for contacting children, young people and their families within or outside of the setting in a professional capacity.
- Mobile Phone and devices will be switched off or switched to 'silent' mode, Bluetooth communication should be "hidden" or switched off and mobile phones or devices will not be used during teaching periods unless permission has been given by a member of Senior Leadership Team in emergency circumstances.
- If members of staff have an educational reason to allow children to use mobile phones or personal device as part of an educational activity then it will only take place when approved by the Senior Leadership Team.
- Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils and will only use work-provided equipment for this purpose.

- If a member of staff breaches the school policy then disciplinary action may be taken.

## **Communication Policy**

### **How will the policy be introduced to pupils?**

- All users will be informed that network and Internet use will be monitored.
- An e–Safety training programme will be established across the school to raise the awareness and importance of safe and responsible internet use amongst pupils.
- Pupil instruction regarding responsible and safe use will precede Internet access.
- An e–Safety module will be included in the PSHE, Citizenship and/or ICT programmes covering both safe school and home use.
- E-Safety rules will be posted in all rooms with Internet access.
- Safe and responsible use of the Internet and technology will be reinforced across the curriculum and subject areas.
- Particular attention to e-Safety education will be given where pupils are considered to be vulnerable.

### **How will the policy be discussed with staff?**

- The e–Safety Policy will be formally provided to all members of staff.
- To protect all staff and pupils, the school will implement Acceptable Use Policies.
- Staff will be made aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff.
- Staff who manage filtering systems or monitor ICT use will be supervised by the Senior Leadership Team and have clear procedures for reporting issues.
- The School will highlight useful online tools which staff should use with children in the classroom. These tools will vary according to the age and ability of the pupils.
- All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

### **How will parents’ support be enlisted?**

- Parents’ attention will be drawn to the school e–Safety Policy in newsletters and on the school website.
- A partnership approach to e-Safety at home and at school with parents will be encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home Internet use, or highlighting e–Safety at other attended events e.g. parent evenings and sports days.
- Parents will be requested to sign an e–Safety/Internet agreement. (See Appendix)
- Parents will be encouraged to read the school Acceptable Use Policy for pupils and discuss it’s implications with their children. (See Appendix)
- Information and guidance for parents on e–Safety will be made available to parents in a variety of formats.
- Advice on useful resources and websites, filtering systems and educational and leisure activities which include responsible use of the Internet will be made available to parents.

## Appendix 1: Schools e-Safety Audit

This self-audit should be completed annually by the member of the Senior Leadership Team (SLT) responsible for e-safety policy. Staff that could contribute to the audit include: Designated Child Protection Coordinator, SENCO, e-Safety Coordinator, Network Manager and Head Teacher.

Has the school an e-Safety Policy that complies with BMBC guidance?	Yes
Date of latest update: March 2016	
Date of future review: March 2017	
The school e-safety policy was agreed by governors on: 10.03.16	
The policy is available for staff to access at: via the school office or on the school website	
The policy is available for parents/carers to access at: Kexborough Primary School Website	
The responsible member of the Senior Leadership Team is: Miss Jane Mackay	
The governor responsible for e-Safety is:	
The Designated Child Protection Coordinator is: Mrs Georgie Ellis	
The e-Safety Coordinator is: Miss Jane Mackay	
Were all stakeholders (e.g. pupils, staff and parents/carers) consulted with when updating the school e-Safety Policy? Staff/governors = yes Parents to be informed via website	Y
Has up-to-date e-safety training been provided for all members of staff? (not just teaching staff) Updates are shared in staff and TA meetings all staff have undertaken e safety training	Y
Do all members of staff sign an Acceptable Use Policy on appointment? All members of staff were consulted in February 2016 and signed the new Acceptable Use Policy. New members of staff need to be given policy on appointment.	Y
Are all staff made aware of the schools expectation around safe and professional online behaviour?	Y
Is there a clear procedure for staff, pupils and parents/carer to follow when responding to or reporting an e-Safety incident of concern?	Y
Is e-Safety training provided for all pupils (appropriate to age and ability and across all Key Stages and curriculum areas)?	Y
Are e-safety rules displayed in all rooms where computers are used and expressed in a form that is accessible to all pupils?	Y
Do parents/carers or pupils sign an Acceptable Use Policy?	Y
Are staff, pupils, parents/carers and visitors aware that network and Internet use is closely monitored and individual usage can be traced?	Y
Is personal data collected, stored and used according to the principles of the Data Protection Act?	Y
Is Internet access provided by an approved educational Internet service provider which complies with DfE requirements. BMBC provide internet access through Virgin Media	Y
Has the school filtering been designed to reflect educational objectives and been approved by SLT?	Y
Are members of staff with responsibility for managing filtering, network access and monitoring systems adequately supervised by a member of SLT?	Y
Does the school log and record all e-Safety incidents, including any action taken?	Y
Are the Governing Body and SLT monitoring and evaluating the school e-Safety policy and ethos on a regular basis?	Y

## Appendix 2: School Policies and E-safety Documents

### Acceptable Use Policy March 2015

***As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.***

**This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.**

- I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, PDAs, digital cameras, email and social media sites.
- School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- I will respect system security and I will not disclose any password or security information.
- I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
- I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls) or accessed remotely. Any images or videos of pupils will only be used as stated in the school e-safety policy and will always take into account parental consent.
- Professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones), will not be shared with others outside school. Where possible I will use the School Learning Platform (KLZ) to upload any work documents and files in a password protected environment (if appropriate). I will protect the devices in my care from unapproved access or theft.
- I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
- I will respect copyright and intellectual property rights.

- I have read and understood the school e-Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
- I will report all incidents of concern regarding children’s online safety to the Designated Safeguarding Lead as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the designated lead for filtering as soon as possible.
- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the ICT Support Provider/Team (Mr Craig Ward/Code Green) as soon as possible.
- My electronic communications with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number. Any pre-existing relationships which may compromise this will be discussed with the Senior Leadership team.
- My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with the school Acceptable Use Policy and the Law.
- I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
- I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
- If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the Head Teacher.
- I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

*The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School’s Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service’s information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.*

**I have read and understood and agree to comply with the Staff ICT Acceptable Use Policy.**

Signed: ..... Print Name: ..... Date: .....

Accepted by: ..... Print Name: .....



## Kexborough Primary School Responsible Internet Use

We use the school computers and Internet connection for learning. These rules help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved the site.
- I will only use my own network login and password.
- I will not delete any one else's work.
- I understand that I must not bring software or disks into school without permission.
- I will only e-mail people that my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.
- I will not use Internet chat rooms.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

**Kexborough Primary School**  
**Internet Access Policy 2015 - 2016**

**Background**

The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail. Computer skills are vital to access life-long learning and employment; indeed ICT is now seen as an essential life-skill.

Most technologies present risks as well as benefits. Internet use for work, home, social and leisure activities is expanding in all sectors of society. This brings young people into contact with a wide variety of influences, some of which – as in life generally – may be unsuitable. It is important that schools, libraries and youth clubs, as well as parents, adopt strategies for the safe and responsible use of the Internet.

**Core Principles of Internet Safety**

The Internet is as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated Internet access brings with it the possibility of placing of pupils in embarrassing, inappropriate and even dangerous situations. Schools need a policy to help to ensure responsible use and the safety of pupils.

Kexborough Primary School's Internet Policy is built on the following five core principles:

**Guided educational use**

Significant educational benefits should result from curriculum Internet use including access to information from around the world and the abilities to communicate widely and to publish easily. Curriculum Internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful Internet use will also reduce the opportunities for activities of dubious worth.

**Risk assessment**

21<sup>st</sup> century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they must learn to recognise and avoid these risks – to become "Internet Wise". Schools need to ensure that they are fully aware of the risks, perform risk assessments and implement a policy for Internet use. Pupils need to know how to cope if they come across inappropriate material.

Pupils may obtain Internet access in Youth Clubs, Libraries, public access points and in homes. Ideally a similar approach to risk assessment and Internet safety would be taken in all these locations, although risks do vary with the situation.

**Responsibility**

Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and other communication technologies such as phones. The balance between educating pupils to take a responsible approach and the use of regulation and technical solutions must be judged carefully.

**Regulation**

The use of a finite and expensive resource, which brings with it the possibility of misuse, requires regulation. In some cases, access within schools must simply be denied, for instance unmoderated chat rooms present immediate dangers and are banned. Fair rules, clarified by discussion and prominently displayed at the point of access will help pupils make responsible decisions.

**Appropriate strategies**

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. Strategies must be selected to suit the school situation and their effectiveness monitored. There are no



straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

### **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 business administration systems.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.

### **How does the Internet benefit education?**

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in government initiatives such as the DfES websites
- educational and cultural exchanges between pupils world-wide;
- cultural, vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- staff professional development through access to national developments, educational materials and good curriculum practice;
- communication with support services, professional associations and colleagues;
- improved access to technical support including remote management of networks;
- exchange of curriculum and administration data with the LEA and DfES.

### **How will Internet use 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.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the 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.

### **How will pupils learn to evaluate Internet content?**

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT technician and/or headteacher.
- Schools should ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.

### **Pupils in Key Stage 2 should be taught the following:**

- to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

### **How will e-mail be managed?**

- 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 details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Whole-class or group e-mail addresses should be used at Key Stage 2 and below.
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

### **How should Web site content be managed?**

- The point of contact on the Web site should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Web site 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, 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.
- The head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Web site should comply with the school's guidelines for publications.

### **How will chat rooms be managed?**

- Pupils will not be allowed access to public or unregulated chat rooms.
- Children should use only regulated educational chat environments. This use will be supervised and the importance of chat room safety emphasised.
- A risk assessment will be carried out before pupils are allowed to use a new technology in school.

### **How will Internet access be authorised?**

- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be informed that pupils will be provided with supervised Internet access..
- Parents will be asked to sign and return a consent form. There is one form for Foundation and KS1 and another form for KS2 where the pupil also signs.
- Primary pupils will not be issued individual email accounts, but will be authorised to use a group/class email address under supervision.

### **How will the risks be assessed?**

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate 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 school computer. Neither the school nor BMBC can accept liability for the material accessed, or any consequences of Internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.

- The head teacher will ensure that the Internet policy is implemented and compliance with the policy monitored.

#### **How will filtering be managed?**

- The school will work in partnership with parents, the LEA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT technician and/or head teacher.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Filtering strategies will be selected by the school, in discussion with the filtering provider where appropriate. The filtering strategy will be selected to suit the age and curriculum requirements of the pupil.

#### **How will the policy be introduced to pupils?**

- Rules for Internet access will be posted in all rooms where computers are used.
- Pupils will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- A module on responsible Internet use will be included in the ICT programme covering both school and home use.

#### **How will staff be consulted?**

- All staff must accept the terms of the 'Responsible Internet Use' statement before using any Internet resource in school.
- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School Internet Policy, and its importance explained.

#### **How will complaints regarding Internet use be handled?**

- Responsibility for handling incidents will be delegated to a senior member of staff.
- Any complaint about staff misuse must be referred to the head teacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.

#### **How will parents' support be enlisted?**

- Parents' attention will be drawn to the School Internet Policy in newsletters and on the school Web site.
- Internet issues will be handled sensitively to inform parents without undue alarm.
- A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.

#### **Equal opportunities**

This policy is inclusive to all children and staff regardless gender, race, religion and disability.

**Kexborough Primary School**  
**KS1 Internet and Website Permission Slip**

All pupils at Kexborough Primary School must agree to abide by the School, rules for Responsible Internet use. This is primarily to safeguard our staff and pupils as far as possible from the dangers of the internet. The production of the Internet Access Policy and the signing of consent by parents is also the requirement of many of the government sponsored educational sites we are using with our pupils. Therefore without your consent your son/daughter will not be able to take part in internet based learning. We also require parental consent before photographs can be taken of your child for publishing on the school website or during educational visits.

Name of Pupil	Year Group
---------------	------------

**1. Parent's Consent for Internet Access**

I have read and understood the school rules for Responsible Internet Use and give permission for my above named son/daughter to access the internet. I understand the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from the use of the Internet facilities.

Signed Parent Carer	Date
------------------------	------

**2. Parents' Consent for Photographs to be taken and published.**

I agree that, if selected, my son/daughters work may be published on the school website. I agree that photographs that include my son/daughter may be taken for educational purposes and that these may be published on the school website and in newspaper articles from time to time. *Please note that photographs on the school website will not include any names but names may be included in newspapers and external publications.*

Signed Parent Carer	Date
------------------------	------

Please Print Name

**Kexborough Primary School**  
**KS2 Internet and Website Permission Slip**

All pupils at Kexborough Primary School must agree to abide by the School, rules for Responsible Internet use. This is primarily to safeguard our staff and pupils as far as possible from the dangers of the internet. The production of the Internet Access Policy and the signing of consent by parents is also the requirement of many of the government sponsored educational sites we are using with our pupils. Therefore without your consent your son/daughter will not be able to take part in internet based learning. We also require parental consent before photographs can be taken of your child for publishing on the school website or during educational visits.

Name of Pupil

Year Group

**1. Pupil Agreement**

I have read and understood the school rules for Responsible Internet Use. I will use the computer systems and Internet in a responsible way and obey the rules at all times.

Signed  
Pupil

Date

**1. Parent's Consent for Internet Access**

I have read and understood the school rules for Responsible Internet Use and give permission for my above named son/daughter to access the internet. I understand the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from the use of the Internet facilities.

Signed  
Parent Carer

Date

**2. Parents' Consent for Photographs to be taken and published.**

I agree that, if selected, my son/daughters work may be published on the school website. I agree that photographs that include my son/daughter may be taken for educational purposes and that these may be published on the school website, the school facebook page and in newspaper articles from time to time. *Please note that photographs on the school website will not include any names but names may be included in newspapers and external publications.*

Signed  
Parent Carer

Date

Please Print Name

