

Sparrow Farm Infant & Nursery School



e-Safety and Acceptable Computer Use Policy

Date:	September 2016
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Headteacher:	Mrs A Cella
Chair of Governors:	M Keene
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Mission Statement

We aim to make our school an exciting and inspiring place to learn.
We want our children to be happy and healthy with a thirst for knowledge.
We will ignite their curiosity through our stimulating and challenging curriculum.
We will help them develop as respectful citizens and lifelong learners who strive to do their best.

Aims and Objectives of the Policy

- To create a safe ICT learning environment throughout the school.
- To establish ground rules for using the Internet in school.
- To ensure that staff and children are aware of safety issues when working online.
- To ensure that parents and carers are aware of the e-safety issues and procedures.
- To ensure that all staff know and follow the correct procedures when an e-safety issue has arisen.

Responsibilities

Everyone has the responsibility to work towards e-safety so all adults must know their responsibilities.

- The Headteacher, with the support of the Governors, is ultimately responsible for ensuring that safe practices are embedded into the culture of the school.
- Governors must be aware of and monitor the e-Safety issues and strategies at this school. The governors responsible for Child Protection and related safeguarding issues are Michelle Keene and Lynn Allen.
- Teaching and non-teaching staff are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures.
- Children must feel able to report any bullying, abuse or inappropriate materials. All staff are responsible for reporting concerns immediately.
- Staff must be vigilant at all times for signs of children being vulnerable to radicalisation which could result in hate crimes.
- All staff should be familiar with the school's Policy including:

Safe use of e-mail; Safe use of the Internet including search engines; Safe use of the school network, equipment and data; Safe use of digital images and digital technologies, such as mobile phones and digital cameras; Publication of pupil information / photographs and use of website; eBullying procedures; their role in providing e-Safety education for pupils, Promoting British Values.

- Staff are reminded/ updated about e-Safety matters through staff meetings, CPD sessions and specific training sessions.

- All staff and governors must read and sign the Acceptable Use of ICT Agreement.
- Senior leaders are expected to oversee the safe use of technology in school and take action immediately where there are concerns about bullying or a pupil's well-being.
- **Our e-Safety lead in school is Miss Sonia Dollay.**

E-Safety in the curriculum

ICT and online resources are increasingly used across the curriculum. It is essential that children are given e-safety guidance on a regular basis.

- The computing curriculum contains specific lessons on e-safety.
- E-Safety is linked to the PSHE curriculum.
- Lessons on cyber bullying are taught termly. Children are aware of how and where to seek help if they experience problems when using the internet.
- Children are taught how to search the internet safely and how to critically evaluate information that they may find.
- Children only use age-appropriate tools to research internet content.
- Issues that may affect children outside of school are addressed informally when opportunities arise and as part of the curriculum.
- Staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught.
- Staff need to be aware that some wording/phrases entered when searching for images may bring up something inappropriate. This must be checked before using with children.
- Initially children may be restricted to sites which have been reviewed and selected for content before being allowed to openly search on the Internet.
- As children gain experience, they will be taught how to use searching techniques to locate specific information.
- Comparisons will be made between researching from different sources of information (dvds, websites, books).
- Children will learn to decide when it is appropriate to use the internet as opposed to other sources of information in terms of the time taken, the amount of information found, the usefulness and reliability of the information located.

Managing Internet access

The school uses a filtered internet service provided by London Grid for Learning (LGfL) which minimises the chances of pupils finding undesirable material. Children are only allowed to use the Internet when there is a responsible adult present to supervise.

- All computers in school have 'Hector the dolphin' safety feature installed.
- This appears on all screens and enables the screen to be covered quickly if needed.
- All children will be taught to use this to cover anything they are worried about and to fetch an adult immediately.
- If internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher.
- It is advised that parents recheck these sites and supervise this work.
- Parents will be advised to supervise any further research.

- Children must ask permission before accessing the internet and have a clear idea why they are using it.
- Children are expected to be responsible for their own behaviour when using the internet and conform to the school's behaviour policy.
- School equipment should only be used for schoolwork and research unless permission has been granted otherwise.
- No personal information such as phone numbers and addresses should be given out and no arrangement made to meet someone.
- This will be taught and reinforced frequently in class computing lessons at least termly.
- Pictures and work brought into school via e-mail, memory stick or other ways will be used at the discretion of the teacher and must be checked for viruses and suitable content.

Publishing pupil's images and work

On entry to school all parents/carers will be asked to give permission for their child's photo to be taken and to use their child's work/photos in the following ways:

- on the school website
- in the school prospectus and other printed publications that the school may produce for promotional purposes
- in display material that may be used in the school's communal areas
- in display material in external areas e.g. exhibitions promoting the school
- general media appearances e.g. local / national press releases (this may be sent electronically)
- Children's names will not be published alongside their image without permission from the parents.
- Before work /images are posted on the internet a check is made to ensure that permission has been given.
- If there is no signed permission form, it will be presumed that consent is given and the phot may be used..

Social networking and personal publishing

- We block/filter access for pupils to social networking sites.
- Pupils and parents will be advised that the use of social networking spaces outside school is inappropriate for primary aged pupils.

Cyber Bullying

The school will not tolerate cyber bullying and children must let an adult know if they receive an inappropriate message. To support our community we will:

- Support parents in helping their children engage safely and responsibly with social media
- Encourage all members of our community, including parents, to use social media responsibly
- Ensure routes for reporting incidences are clear

Mobile phones

- The children do not bring mobile phones to school.
- They are too young for this responsibility.
- If a mobile phone were to be brought into school it would be stored in the office and given to the parent / carer at the end of the school day.

Parental Involvement

We believe that it is essential for parents/ carers to be fully involved with promoting eSafety both in and outside of school and also to be aware of their responsibilities. We regularly consult and discuss eSafety with parents/ carers and seek to promote a wide understanding of the benefits related to ICT and associated risks.

- Parents/ carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to school
- Parents/ carers are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (e.g., on school website)

The school disseminates information to parents relating to eSafety where appropriate in the form of;

- Information and celebration evenings
- Posters
- Website
- Newsletter items

The policy should be read in conjunction with the Staff Code Conduct, Child Protection Policy and the Behaviour & Anti Bullying Policy.

Acceptable Use Agreement:

Sparrow Farm Infant and Nursery School

Primary Pupil Acceptable Use Agreement / eSafety Rules

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety

Acceptable Use of ICT Agreement For Staff, Governors and Visitors

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere to its contents at all times. Any concerns should be discussed with the Headteacher.

- I will comply with the ICT system security and not disclose any password to a person not specifically authorised to receive it.
- I will not use or install any hardware / software onto a computer without consulting the ICT technician or Headteacher.
- I will only use the school's e-mail system for official school business use and understand that all work related emails remain the property of Sparrow Farm Infant and Nursery School.
- I will not give out my personal details such as email address / mobile phone number or try to contact pupils via a personal email address.
- I will not deliberately browse, upload, distribute or download any material that could be considered offensive, illegal or discriminatory.
- I will not infringe any copyright restrictions or intellectual property rights.
- I will not comment negatively on staff, parents, children or any member of the school community in any electronic communications or on social media and I will not respond to any comments made about the school in any electronic communications or on social media.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately whether in school or taken off the school site. Personal data can only be taken out of school when authorised by the Head or the Governing Body.
- I will only use the school's email, internet, and any related technologies for professional purposes or for uses deemed reasonable by the Head or the Governing Body.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer, member of staff or Headteacher.
- I understand that all my use of the internet and other related technologies can be monitored, logged and be made available on request by the Headteacher.
- I will ensure that my online activity, both in and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-safety policy and help pupils to be safe and responsible in their use of ICT.

User signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature / Date

Full name / Job title



Dear Parent/ Carer,

ICT including the internet, e-mail and mobile technologies, etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT. Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the school office.

This Acceptable Use Agreement is a summary of our eSafety Policy which is available in full via on request

Parent/ carer signature

We have discussed this and agree to follow the eSafety rules and to support the safe use of ICT at Sparrow Farm Infant & Nursery School.

Child's name

Parent/ Carer Signature

Class Date



Permission for photographs

Dear Parent/Carer,

We often take images of the children engaged in educational activities that are used in the following ways:

- in the school prospectus and other printed publications that the school may produce for promotional purposes
- in display material in external areas e.g. exhibitions promoting the school
- general media appearances e.g. local / national press releases (this may be sent electronically)

Children's names will not be published alongside their image

Please complete the slip below indicating whether or not you give permission for your child's image to be published in this way.

Yours Sincerely,

Mrs A Cella

Headteacher

Child's Name _____ Class _____

I give permission for my child's image to be used externally including electronically on the school website, in the media and in promotional printed materials.

Parents/Carers Signature

Date

e-Safety Incident Log

Some incidents may need to be recorded in other places, if they relate to a bullying or racist incident.

Details of ALL e-Safety incidents to be recorded by the e-Safety Coordinator. This incident log will be monitored termly by the Headteacher, Member of SLT or Chair of Governors.

Sparrow Farm Infant and Nursery School e-Safety Incident Log

Date & Time	Name of pupil or staff member	Male or Female	Room and computer/device number	Details of incident (including evidence)	Actions and reasons