E – Safety Policy
2015-2016
S Elliot

Brunswick Community Primary School

Introduction

E-Safety Policy

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.
The school's e-safety policy will operate in conjunction with other policies including those for ICT, Pupil Behaviour, Bullying, Curriculum, Data Protection and Security.

Aims and Vision

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from the Yorkshire and Humberside Grid for Learning including the effective management of content filtering.
- National Education Network standards and specifications.

School e-Safety Policy

The school has designated the role of e-Safety coordinator to be shared by the Designated Child Protection Officer and the ICT Coordinator, as the roles overlap.

Our e-Safety Policy has been written by the school, building on the Sheffield Children and Young Peoples' Directorate and Government guidance. It has been agreed by the senior management team and approved by governors.

The e-Safety Policy will be reviewed annually. This policy will next be reviewed in September 2014.

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 administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

How does Internet Use Benefit Education?

Benefits of using the Internet in education include:

- access to world-wide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools;
- educational and cultural exchanges between pupils world-wide;
- 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 support services and professional associations;
- improved access to technical support including remote management of
- networks and automatic system updates;
- exchange of curriculum and administration data with the Local Authority and DCSF; access to learning wherever and whenever convenient.

How can Internet Use Enhance Learning?

- The school Internet access will be designed expressly for pupil use and includes 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.
- Pupils and staff will be taught the basic principles of e-Safety.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support 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.

Authorised Internet Access

- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource. (See Appendix B)
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be informed of the Pupil Acceptable Use Policy and pupils will be required to sign an agreement of acceptable use. Younger pupils will be provided with a parental consent form. (See Appendix B)
- All users will follow the SMART rules for e-Safety (See appendix C)

World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Local Authority helpdesk via the e-safety coordinator or network manager.
- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

Email

- Whole class or group e-mail addresses should be used in school
- 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 personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations 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.

Social Networking

- Schools should block/filter access to social networking sites and newsgroups unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils should be advised not to place personal photos on any social network space.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.

Filtering

The school will work in partnership with the Local Authority, Becta and the Internet Service Provider to ensure filtering systems are as effective as possible.

Video Conferencing

- IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Published Content and the School Web Site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The school website should be the main portal to the internet.

Publishing Pupils' Images and Work

- 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 or Blog, 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.
- Work can only be published with the permission of the pupil and parents.

Information System Security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

Protecting Personal Data

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

Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Sheffield City Council can accept liability for the material accessed, or any consequences of Internet access.
- The school should audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

Handling e-safety Complaints (See Appendix A)

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Other agencies eg the police, may be involved in this process where deemed necessary.

Communication of Policy

Pupils

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.

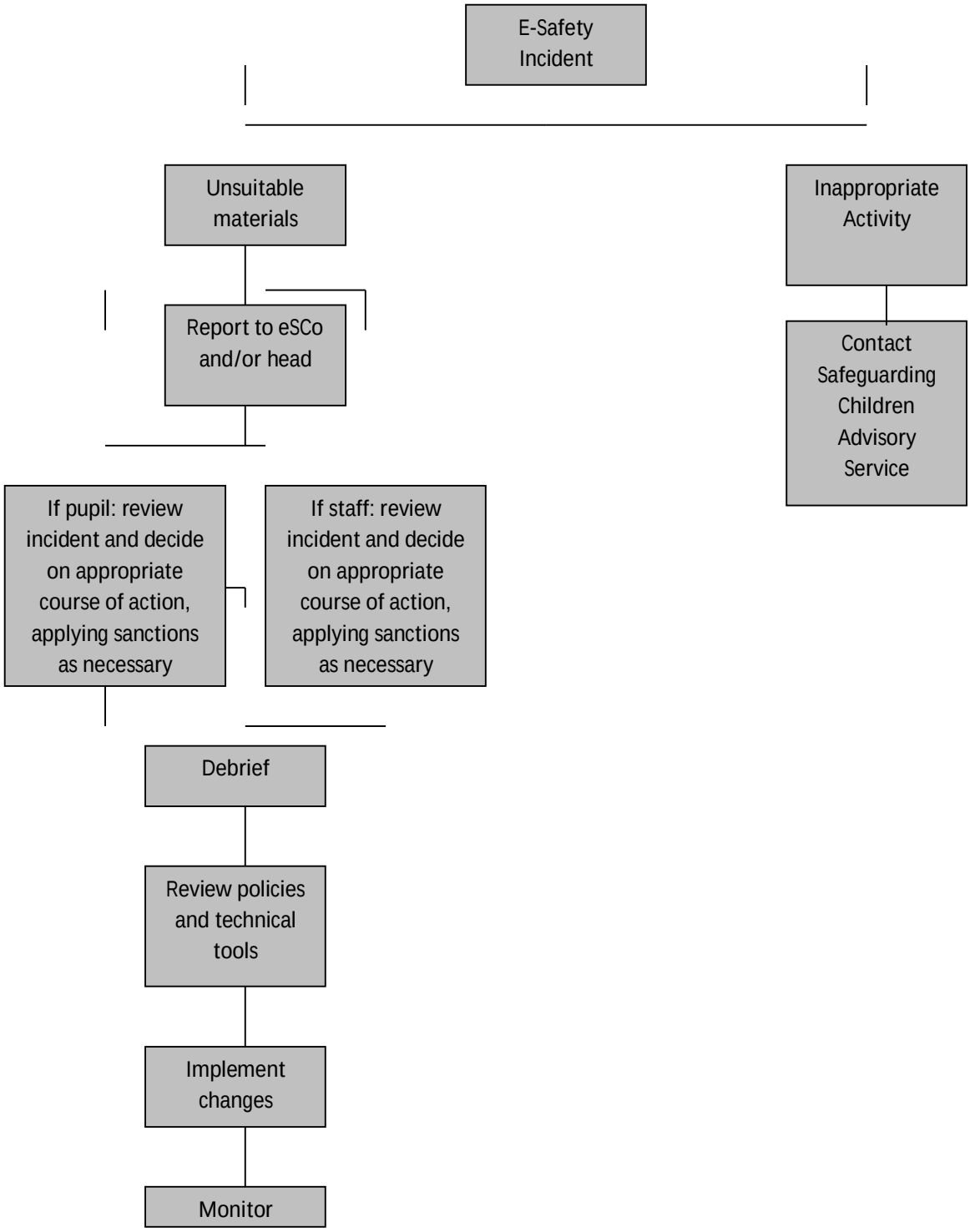
Staff

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Parents

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure, the school Web site and by invitation to a meeting held in school.

Appendix A
Flowchart for responding to e-safety incidents in school



Appendix B – Acceptable Use Policies

Brunswick Community Primary School Acceptable Use Policy - Staff

These statements are designed to ensure staff and other adults in school are aware of their professional responsibilities when using the ICT systems provided. All staff should follow the guidelines at all times. You are responsible for your behaviour and actions when accessing the Internet at school, whether on your own or school equipment, and when using school ICT equipment at other locations such as your home.

• Any use of school ICT systems will be for professional purposes as agreed by the school senior management team
• Usernames, passwords and other logon details should be kept secure and not revealed to anyone else. Care should be taken to ensure you logout when not actively using the ICT systems. You should not allow an unauthorised person to access the school ICT systems, e.g by logging in for them.
• Any online activity should not harass, harm, offend or insult other users.
• You will not search for, download, upload or forward any content that is illegal, or that could be considered offensive by another user. If you accidentally encounter such material you should follow your school's procedure and report this immediately.
• You should not download or install or copy any hardware or software without permission. If you have responsibility for installing software you should be confident it is adequately licensed and appropriate for educational use. Music or video files used should be free of any copyright restrictions
• Ensure that any files on removable media (e.g. USB drives, CDs) are free from viruses and other malware before use and that such devices are not used for carrying sensitive data or details of pupils, parents or other users without suitable security and without permission from the Headteacher.
• Any electronic communications should be related to schoolwork only, and should be through school e-mail addresses or other school systems e.g. learning platforms. It is not acceptable to contact pupils using personal equipment or personal contact details, including your own mobile phone or through your personal social network profiles.
• Any online activity, including messages sent and posts made on websites, and including activity outside of school, should not bring your professional role or the name of the school into disrepute.
• Any still or video images of pupils and staff should be for professional purposes only. They should be taken on school equipment, and stored and used onsite. Such images should not be taken off-site without permission and valid reason.
• You will not give out your personal details, or the personal details of other users, to pupils or parents or on the Internet. In particular you should ensure your home address, personal telephone numbers and email accounts are not shared with children, young people or parents.
• You should ensure that any personal or sensitive information you use or access (e.g. SIMS data, assessment data) is kept secure and used appropriately.
• Personal or sensitive information should only be taken off-site if agreed with the Headteacher, and steps should be taken to ensure such data is secure.
• You should respect intellectual property and ownership of online resources you use in your professional context, and acknowledge such sources if used.
• You should support and promote the school eSafety Policy, and promote and model safe and responsible behaviour in pupils when using ICT to support learning and teaching
• You understand that your files, communications and Internet activity may be monitored and checked at all times to protect your own and others' safety, and action may be taken if deemed necessary to safeguard yourself or others. If you do not follow all statements in this AUP and in other school policies you may be subject to disciplinary action in line with the school's established disciplinary procedures.

Issued in accordance with BCPS ICT/E-Safety Policy, 2013.

Review date ; June 2016

Stacey Elliott, ICT & E-Learning Coordinator, September 2013.
Brunswick Community Primary School
E-Safety Agreement for Older Pupils

Make sure you understand how to keep safe when using computers. You will be asked to sign a class agreement saying that you promise to follow these rules.

Keeping Safe
- **I will only use ICT in school with my teacher's permission.**
- **I will follow the SMART rules (www.kidsmart.org.uk)**
- **I will choose user names carefully to protect my identity.**
- **I will not share my passwords or ask computers to remember them.**
- **I will treat my personal details (e.g. name, address, email, phone number, home address, school) 'like my toothbrush', and not share them with anyone online.**
- **I will log off sites when I have finished.**

Communicating
- **I will always be polite and friendly online and in all messages I send.**
- **I must always respect other people's opinions, whether I agree with them or not.**
- **I know that I must have permission to communicate online, and must make sure that my teacher knows who I am contacting.**

Research and Fun
- **I will use clear search words to narrow down a search and find the right information.**
- **I will double check information - just because it's on the internet doesn't mean it has to be true!**
- **I know that some inappropriate content may not be filtered out.**

Sharing
- **I will not take or share pictures of anyone without their permission.**
- **I will be careful when I communicate online because I know that anything that I put online can be read by anyone.**

Problems
- **I will not change computer settings or install programs.**
- **I will tell a teacher if I find anything unpleasant or uncomfortable online or in a message.**
- **I will be careful not to damage equipment, and will tell a teacher if I find equipment is damaged or not working.**

Brunswick Community Primary School
ICT Acceptable Use Policy for younger children.

Dear Parents / Carers,

Please take some time to talk with your child about staying safe when using computers on the internet - "E-Safety".

Our school network is fully filtered, meaning that offensive or inappropriate material is blocked. However, this may not be the case on all computers used outside of school and the following suggestions, with your help, guidance and control, will provide your children with the skills to stay safe.

Talk through these points with your child in order to help them understand their meanings, then please sign and return the reply slip to say that you have done this. Please note that if we do not receive a reply, your child may not be able to participate fully in ICT based activities in school.

S Elliott, ICT Leader.

Brunswick Community Primary School E-Safety rules.

- I can only use the computers at school to help me with my school work.
- My teacher will tell me what I can or can't use.
- I will only use the internet to visit sites that my teacher says are suitable.
- I will be polite and kind if I write anything to someone else on a computer.
- I will keep information about myself safe and not share it with anyone else.
- If I see anything on a computer that I don't like or it makes me feel upset, I will tell an adult straight away.
- I will look after the equipment I use.
- I understand that these rules will keep me safe and if I break them, I will not be allowed to use school computers until my teacher allows me to.

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Brunswick Community Primary School

E-Safety Rules

Child's Name_____ **Class**_____

We have read the E-Safety rules together and agree that we will follow them to stay safe when using computers.

Parent/Carer name_____

Parent /Carer signature_____

Appendix C - SMART Rules