

**ST MARY'S CATHOLIC PRIMARY SCHOOL**  
**E-SAFETY POLICY**

**CELEBRATING EXCELLENCE THROUGH OUR FAITH AND LEARNING**

**Rationale**

The internet is a rich source of information covering many topic areas. It encourages children to learn about other countries, cultures and to communicate directly with experts from many disciplines. It provides children with further research and communication opportunities

This e-safety policy has been developed by a working group made up of:

- School E-Safety Coordinators
- Head Teacher / Senior Leaders
- Teachers
- E-safety Governor
- Governing body
- Parents and Carers

Consultation with the whole school community has taken place through the following:

- Staff meetings
- e-safety council pupils
- Governors meeting / subcommittee meeting

**Responsibilities:**

**Head Teacher:**

The Head teacher is responsible for ensuring the safety (including e-safety) of members of the school community, though the day to day responsibility for e-safety will be delegated to the E-Safety Co-ordinator.

**E-Safety Co-ordinator:**

The school has an appointed e-safety coordinator. It is the responsibility of the e-safety coordinator to:

- lead the e-safety committee
- take day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- ensure that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- provide training and advice for staff
- liaise with the Local Authority
- liaise with school ICT technical staff
- receive reports of e-safety incidents and creates a log of incidents to inform future e-safety developments,

- meet regularly with E-Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- attend relevant meeting / committee of Governors
- report regularly to Senior Leadership Team

### **E-Safety Committee:**

The safety committee is made up of the e-safety coordinator, pupils, teachers, governors and the senior leadership team

Members of the E-safety committee will:

- Meet regularly to discuss issues arising
- Make sure pupils are aware of who to contact if they have a problem
- Discuss ideas to promote e-safety
- Help with the production / review / monitoring of the school e-safety policy / documents.

### **Education**

E-Safety education will be provided in the following ways:

- A planned e-safety programme will be provided as part of Computing and PHSE and will be regularly revisited – this will cover both the use of Computing and new technologies in school and outside school.
- In lessons where internet use is pre-planned, pupils will be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Pupils will be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- Pupils will be helped to understand the need for the pupil Acceptable use policy and encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Rules for use of ICT systems / internet will be posted in all rooms and displayed on log-on screens
- Staff will act as good role models in their use of ICT, the internet and mobile devices

### **Pupils:**

- are responsible for using the school ICT systems in accordance with the Pupil Acceptable Use Policy, which they will be expected to sign before being given access to school systems.
- will have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.
- will understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying.

- Pupils will be taught how to stay safe using social media and understand the importance of keeping their personal details confidential.
- should 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.
- Misuse of the internet by a pupil will result in parents informed and may result in the pupil being prohibited from using it further.

### **Video / Images**

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff and pupils need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term.

- Staff are allowed to take digital / video images to support educational aims, but will follow school policies concerning the sharing, distribution and publication of those images. Those images will only be taken on school equipment. The personal equipment of staff will not be used for such purposes.
- Care will be taken when taking digital / video images that students / pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of students / pupils are published on the school website
- Pupil's work can only be published with the permission of the student / pupil and parents or carers.

### **Parents / Carers**

The school will seek to provide information and awareness to parents and carers through:

- Letters
- Links on the school web site
- Parents evenings

### **Conclusion**

Whilst the school appreciates the need to provide opportunities to develop a child's skills in the area of ICT it also accepts its duty to ensure that all individuals are protected from the possibility of misuse and access to unsuitable information available. However parents and children must themselves accept their role in ensuring that the school can carry out its responsibilities.

# Appendix A

## Rules for Keeping Safe with ICT

### Keeping Safe

- I will not use ICT in school (including my own) without permission from my teacher.
- I will choose my user names and passwords carefully to protect my identity and I will not share them. I will not ask computers to remember my password.
- I must keep my personal details and those of others private.
- I will not visit unsafe sites or register for things I am not old enough for.
- I will log off sites when I have finished.

### Communicating and Sharing

- I know that I need to behave well online as in real life and be polite and friendly.
- I will not open messages if the subject field is not polite or if I do not know who it is from. I know that others may have different opinions and that I should respect them.
- I am careful about what I send as messages can be sent on to my parents or head teacher.
- I know that I must have permission to communicate online and will make sure my teacher / parents know who I communicate with.
- I will talk to an adult if an online friend wants to meet me and never arrange to meet anyone without permission.
- I will not use anyone else's work or files without permission.
- Where work is protected by copyright, I will not try to download copies.
- I will not take or share pictures of anyone without their permission.
- I know that anything I put up on the internet can be seen by anyone.
- I will only use my mobile phone at school for things that the school allows.

### Research and Fun

- I will use clear search words so that I find the right information.
- I know that some content may not be filtered out and what to do if I find something worrying.
- I will double check information I find online.

### Buying and Selling

- I know that I should not buy anything on line without permission.

### Problems

- I will not try to change computer settings or install programmes.
- I will not damage equipment and will tell a teacher if equipment is broken or not working.
- I will tell a teacher or adult I trust if I find anything on a computer or message that is unpleasant or makes me feel uncomfortable.
- I will tell a teacher or adult I trust if I know of anyone that is behaving badly on line or anyone may be being bullied.

I agree to use ICT by these rules when:

- I use school ICT or my own in school (including my mobile phone when allowed)
- I use my own ICT (including mobile phone) out of school to use school sites or for school activities

My Name is

My Class teacher is

Signed

Date

## Appendix B

### St Mary's Catholic Primary School Staff (and Volunteer) Acceptable Use Policy Agreement Template

#### Policy Context

The internet and other technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users have an entitlement to good, safe access to ICT and the internet. This Acceptable Use Policy is intended to ensure that:

- Staff and volunteers are responsible users and stay safe while using technologies
- School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Staff are protected from potential risk from the use of ICT in their everyday work and work to ensure that young people in their care are safe users.

#### Acceptable Use Policy Agreement

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

#### Keeping Safe

- I know that the school will monitor my use of the school ICT systems and communications.
- I will only use my own user names and passwords which I will choose carefully so they can not be guessed easily. I will not use any other person's username and password.
- I will ensure that my data is regularly backed up.
- I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of the school or its members.
- I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when I am required by law or by school policy to disclose it to an appropriate authority.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the school personal data policy. I will not send personal information by e-mail as it is not secure.
- Where personal data is transferred outside the secure school network, it must be encrypted.
- I will not try to bypass the filtering and security systems in place.
- I will only use my personal ICT in school for permissible activities and I will follow the rules set out in this agreement.

#### Promoting Safe Use by Learners

- I will model safe use of technologies and the internet in school.
- I will educate young people on how to use technologies safely according to the school teaching programme.
- I will take immediate action in line with school policy if an issue arises in school that might compromise learner, user or school safety or if a child reports any concerns.
- I will monitor learner behaviour online when using technology and deal with any issues that arise.

#### Research and Recreation

- I will not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- I will not (unless I have permission) make large downloads or uploads that might take up internet capacity.
- I know that all school ICT is primarily intended for educational use and I will only use the systems for personal or recreational use if this is allowed by the school.

#### Communicating and Sharing

- I will communicate online in a professional manner and tone, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will only communicate with students / pupils and parents / carers using official school systems.
- I will be aware that any communication could be forwarded to an employer or governors.
- I will only use chat and social networking sites for school purposes that are approved by the school.
- I will not use personal email addresses on the school ICT systems unless I have permission to do so.
- I will not access, copy, remove or otherwise alter any other user's files, without their permission.
- I will ensure that I have permission to use the original work of others in my own work and will credit them if I use it. Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I will only take images or video of pupils/staff where it relates to agreed learning and teaching activities and will ensure I have parent/staff permission before I take them. If these are to be published online or in the media I will ensure that parental / staff permission allows this.
- Where these images are published (e.g. on the school website / Merlin) I will ensure it is not possible to identify the people who are featured by name or other personal information.
- I will not use my personal equipment to record images / video unless I have permission to do so.
- I will not keep images and videos of students stored on my personal equipment unless I have permission to do so. If this is the case I will ensure that these images cannot be accessed or copied by anyone else or used for any purpose other than that I have permission for.

**Buying and Selling**

- I will not use school equipment for online purchasing unless I have permission to do so.

**Problems**

- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the e-safety co-ordinator or head teacher.
- **If I believe a young person may be at risk I will follow the child protection procedures.**
- **If I believe a young person may be being bullied I will follow the anti-bullying procedures.**
- I will not install or store programmes on a computer unless I have permission.
- I will not try to alter computer settings, unless this is allowed in school policies.
- I will not cause damage to ICT equipment in school and will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

I understand that these rules are in place to enable me to use ICT safely and that if I do not follow them I may be subject to disciplinary action. I agree to use ICT by these rules when:

- I use school ICT systems at school or at home when I have permission to do so
- I use my own ICT (including mobile phone when allowed) in school
- I use my own ICT out of school (including mobile phone) to use school sites or for activities relating to my employment by the school

Staff / Volunteer Name

Signed

Date
