E-Safety Policy

Our vision statement: Together we care, learn and shine.

The following policy is underpinned by our Christian values: Friendship, Forgiveness, Truth, Trust, Respect and Responsibility.

At Roos C.E. Primary School we fully recognise, acknowledge and embrace the importance and benefits of a 'connected' world. The opportunities for learning created by providing access to such a world are limitless, and must therefore become part of day to day teaching and learning in school. Being part of the internet community, as well as providing the aforementioned opportunities, also opens up the possibilities of exposure to dangers which would otherwise not be present, for example: access to inappropriate materials, contact with potentially dangerous people, 'cyber' bullying and identity theft. It must therefore be the role of the school to ensure that such risks are minimised, and, more importantly, that children are provided with the knowledge, skills and attitude necessary to become positive, safe and healthy online citizens.

We believe that eSafety is the responsibility of the whole school community, and everyone has their part to play in ensuring all members are able to benefit from the opportunities that technology provides for teaching and learning.

Within school, children will be given the opportunity to partake in a variety of eSafety exercises throughout the year:

1. Educating young people to be responsible users of ICT
21st 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 also learn how to recognise and avoid these risks for themselves as they grow older – to become "internet-wise". The precise nature of the risks faced by young people will change over time as new technologies take hold, but there are general principles of safe online behaviour that apply to many situations, e.g. Pupils need to know how to react if they come across inappropriate content and that they should not give out personal details or publish them online. They should also be taught to critically evaluate the quality of material they find online.

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

3. Regulation and control

Internet safety depends on staff, schools, governors, advisers, parents/carers, and where appropriate, the pupils themselves taking responsibility for the use of internet and other communication technologies such as mobile phones.

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

This document describes strategies to help to ensure responsible and safe use. They are based on developing children's own responsibility, guidance in educational activities and limiting access. Strategies must be selected to suit the school situation and their effectiveness monitored. There are no straightforward or totally effective solutions, so staff, parents/carers, and the pupils themselves must remain vigilant.

Internet use

- 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 use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for pupils who show a responsible and mature approach to its use.
- The internet is an essential element in 21st century life for education and business. The school has a duty to provide students with quality internet access as part of their learning experience.

Benefits of using internet in education include:

- Access to worldwide educational resources.
- Educational and cultural exchanges between pupils worldwide.
- Access to experts in many fields for both staff and pupils.
- Staff professional development through access to national developments, educational materials and good curriculum practice.
- Communication with colleagues, support services and professional associations.
- Improved access to technical support including remote management of networks.
- The school internet access will be designed expressly for pupil use and will include filtering appropriate to the age of the pupils.
- Pupils will be taught what internet use is acceptable and what is not. They will be 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 the age of pupils.
- Staff will guide pupils in online activities that will support the learning outcomes planned.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, evaluation and retrieval.

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Internet Service Provider via the ICT coordinator.
- Staff should ensure that the use of internet derived materials comply with copyright law.
- Pupils will be taught to be critically aware of the materials they read and will be shown how to validate information before accepting its accuracy.
- Pupils will be taught (where required) to acknowledge the source of information used and to respect copyright when using internet material in their own work.

E-mail
- Pupils may only use approved e-mail accounts on the school system.
- Pupils should immediately tell a member of staff if they come across an offensive e-mail.
- Pupils should follow the safety code of conduct at all times, and should not reveal personal information or details of others in e-mail or via a personal web space.
- Personal e-mail or messaging between pupils and staff should never take place.
- Whole class or group e-mail addresses should be used when needed to support learning.
- Access in school to personal e-mail accounts may be blocked.
- The forwarding of chain messages is not permitted.
- 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.

Website content
- The point of contact on the school website will be the school address, school e-mail and telephone number. Staff and pupils' home information will not be published.
- Pupils' full names will not be used anywhere on the website particularly in association with any photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are placed on the website.
- The Headteacher and eSafety coordinator will take overall editorial responsibility and ensure that the content is accurate and appropriate.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce it has been obtained.

Newsgroups, e-mail lists and forums
Newsgroups will not be made available to pupils unless an educational requirement for their use has been demonstrated.

Chat and instant messaging
- Pupils will not be allowed access to public or unregulated chat rooms.
- Pupils will not be allowed access to social networking sites for example: 'MySpace' 'Bebo' or 'Facebook'.
- Any form of bullying or harassment is strictly forbidden.

No member of staff should engage in direct communication (in or out of school) of a personal nature with a pupil who is not a member of their direct family, by any means,

for example: (but not limited to) SMS text messages, e-mail, instant messaging, or telephone.

Personal websites and blogs
- Pupils will not access social networking sites, for example: 'MySpace' 'Bebo' or 'Facebook'.
- When publishing material to websites and elsewhere, pupils should consider the thoughts and feelings of those who might view the material. Material that victimises or bullies someone else, or is otherwise offensive, is unacceptable.

Photographic, video and audio technology
- It is not appropriate in any circumstances to use photographic or video devices in toilets or changing rooms.
- Care should be taking when capturing video or photographs to ensure that all children are appropriately dressed.
- Staff may use photographic or video equipment to support learning in the classroom and on educational visits.
- Photographs should be regularly removed from cameras and cameras should not be taken out of school other than on educational visits.
- Pupils should always seek the permission of their teacher before making audio or video recordings, or taking photographs in school.
- Audio or video files may only be downloaded if they relate to the current educational tasks being undertaken.
- The use of computers without permission of 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.

Training
All staff, parents and stakeholders are regularly trained in understanding how to keep themselves and children e-safe and of the dangers they may face when using the internet and technology. Training needs are assessed regularly to keep up to date with new technology and to ensure all staff are confident in supporting children in their online work. Children are given responsible use of the internet rules to read and sign; these are also sent home so that all parents/carers are aware of these rules. Staff are given guidance on the acceptable use of the internet which is outlined in the Acceptable Use Policy (see attached). All staff have also been given guidance on the use of social networking sites outside of school hours.

New Technologies:
In a world with ever changing technologies, as a school we understand the importance of keeping up to date. As new technologies are introduced the risk will be assessed and the policy will be amended if required.

The above outlines the methods we will take to minimise risk on all devices used in school.

Dealing with eSafety incidents:
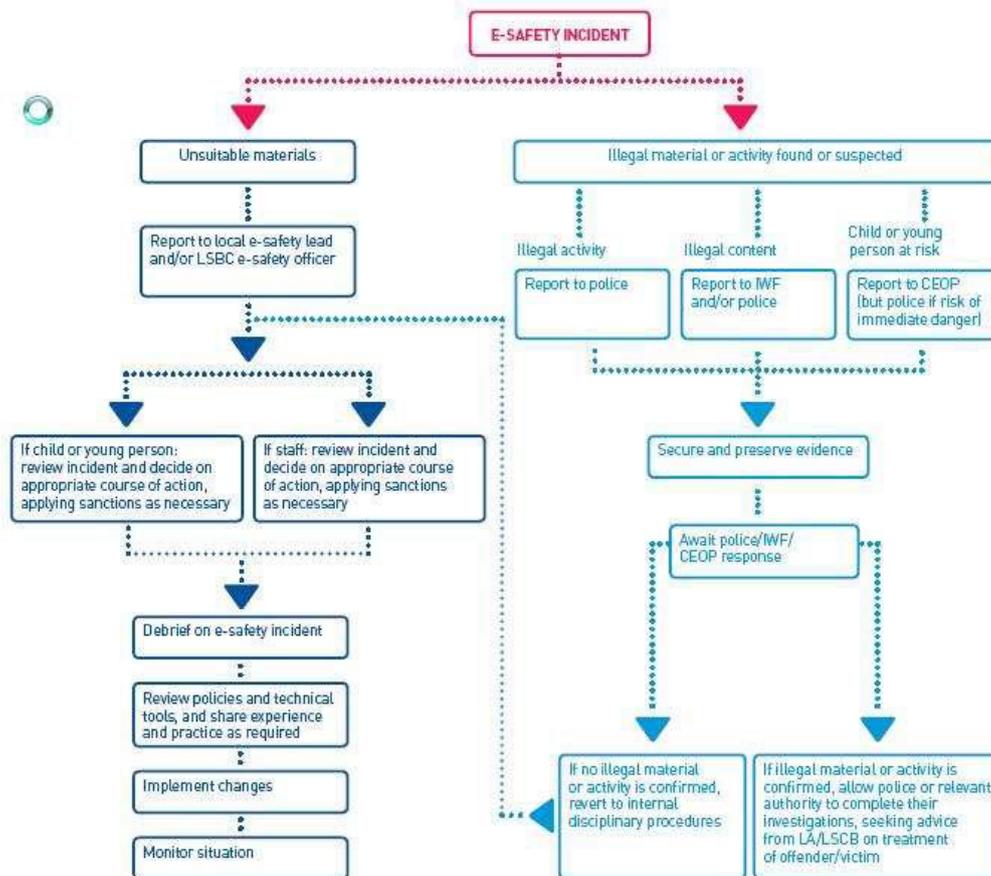
October 2011
Updated December 2015
Reviewed December 17
Review December 18

<u>**Roos C.E. Primary School**</u>
<u>**iPad Acceptable Use Policy (and iPod Touch) for School**</u>

The policies, procedures and information within this document applies to all iPads, iPod Touches or any other IT handheld device used in school. Teachers and other school staff may also set additional requirements for use within their classroom.

<u>**Users' Responsibilities (including members of staff)**</u>

- Users must use protective covers/cases for their iPad.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: neither drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen.
- Do not subject the iPad to extreme heat or cold.
- Do not store or leave unattended in vehicles.
- Users may not photograph any other person, without that persons' consent.
- The iPad is subject to routine monitoring by Roos C.E. Primary School. Devices must be surrendered immediately upon request by any member of staff.
- Users in breach of the Computing and/or Acceptable Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.
- Roos C.E. Primary School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.
- In the event of any disciplinary action, the completion of all class work remains the responsibility of the pupil/member of staff.

<u>**Safeguarding and Maintaining as an Academic Tool**</u>

- iPad batteries are required to be charged and be ready to use in school.
- Memory space is limited. Deletion of photos and videos will happen periodically by staff members.
- The whereabouts of the iPads should be known at all times.
- If an iPad is found unattended, it should be given to the nearest member of staff.

<u>**Lost, Damaged or Stolen iPad**</u>

- If the iPad is lost, stolen, or damaged, the school administrator must be notified immediately.
- iPads that are believed to be stolen can be tracked through iCloud.

<u>**Prohibited Uses (not exclusive):**</u>

- Accessing Inappropriate Materials – All material on the iPad must adhere to the Computing and Acceptable Use Policy.
- Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.

- Violating Copyrights – Pupils are not allowed to have music and install apps on their iPad. This is the responsibility of the School Administrator.
- Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate photographs or videos, nor will it be used to embarrass anyone in any way.
- Images of other people may only be made with the permission of those in the photograph.
- Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher or in the case of staff use; the Headteacher.
- Use of the camera and microphone is strictly prohibited unless permission is granted by a teacher.
- Misuse of Passwords, Codes or other Unauthorized Access: Only the Computing Coordinator have access to the iPads' passcodes.
- Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.
- Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited.
- Inappropriate media may not be used as a screensaver or background photo.
- Roos C.E. Primary School reserves the right to confiscate and search an iPad to ensure compliance with this Responsible Use Policy.

Student Pledge for iPad Use

1. I will take good care of any iPad I use.
2. I will never leave any iPad I use unattended.
3. I will know where the iPad is at all times during my usage of it.
4. I will keep food and drinks away from the iPad since they may cause damage to the device.
5. I will protect the iPad by only carrying it whilst it is in a case.
6. I will use the iPad in ways that are appropriate and only use the apps my teacher has given me permission to use.
7. I will use the Internet appropriately and keep myself safe online.
8. I understand that the iPads are subject to inspection at any time without notice.
9. I will only photograph people with their permission.
10. I will only use the camera or the microphone when my teacher tells me to.
11. I will never share any images or movies of people in a public space on the Internet, unless I am asked to do so by my Teacher.
12. I will not hide any iPad so others cannot use it.
13. I will report any problems or misuse immediately to a member of staff in school.
14. I agree to abide by the statements of the iPad acceptable use policy and to the instructions I am given by school staff.

I have read, understand and agree to abide by the terms of the iPad Acceptable Use Policy.

Name _____

Signature _____

Date _____