



Netherseal St Peter's C E (C) Primary School Policy for Online Safety

At Netherseal St Peter's C of E Primary School, online safety is seen as a priority across all areas of the school. It is the duty of our school to ensure that every child in our care is safe and we ensure the same principles apply to the 'virtual' or 'digital' world as would be applied to the school's physical building.

Our Online Policy has been written by the school. It has been discussed with staff, agreed by the senior leadership team and approved by Governors. The contributions of pupils, parents and the wider school community are also valued and integrated.

This policy is drawn up to protect all parties: the pupils, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements. This policy will be reviewed annually.

Our Whole School Approach to the Safe Use of ICT

We are dedicated to creating a safe ICT learning environment in school for all our pupils and educating them about the safe use of ICT outside of school. This includes four main elements:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities
- Online safety teaching is seen as an integral part of teaching and learning and is embedded into the school curriculum for all year groups
- Ensuring staff, pupils and parents are kept up-to-date about internet safety

Teaching and Learning

ICT has an important role within the lives of children and adults. The internet and online technologies are enhancing communication and the sharing of information. Current and emerging Internet and online technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet – World Wide Web
- e-mail
- Instant messaging (often using simple web cams) e.g. Instant Messenger)
- Web based voice and video calling (e.g. Skype)
- Online chat rooms
- Online discussion forums
- Social networking sites (e.g. Facebook)
- Blogs and Micro-blogs (e.g. Twitter)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)

- Video broadcasting sites (e.g. You Tube)
- Music and video downloading (e.g. iTunes)
- Mobile phones with camera and video functionality
- Smart phones with e-mail, messaging and internet access

Why is ICT use important?

- ICT use is part of the statutory curriculum and is a necessary tool for learning.
- ICT use supports the professional work of staff and enhances the school's management functions.
- Pupils use ICT widely outside school and need to learn how to evaluate information and to take care of their own safety and security.

How does ICT use benefit education?

Benefits of using ICT 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;
- 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 ICT use enhance learning?

- The school's Internet access will be designed to enhance and extend education.
- Pupils will be taught what ICT use is acceptable and what is not and will be given clear objectives for ICT use.
- The school will ensure that the copying and subsequent use of Internet-derived materials by staff and pupils complies with copyright law.
- Access levels to ICT 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 ICT 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 ICT material in their own work.

How will pupils learn how to evaluate ICT content?

- 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 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.

Roles and Responsibilities

Online Safety is recognised as an essential aspect of strategic leadership in our school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school.

Leadership team

The SLT ensures that the Policy is implemented across the school via the usual school monitoring procedures.

Online Safety Co-ordinator

The school's Online Safety Co-ordinator is Jo Halsey.

She is responsible for keeping up to date on all online safety issues and will work with the headteacher to ensure that staff and parents are updated as necessary.

Governors

The School Governing body is responsible for overseeing and reviewing all school policies, including the Online Safety Policy.

The school's Online Safety Governor is Peter Clemmitt.

School Staff

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following the school's online safety procedures. Central to this is fostering a 'No Blame' culture, so pupils feel able to report any bullying, abuse or inappropriate materials.

Staff should ensure:

- they are familiar with the school's Online Safety Policy and ask for clarification where needed
- they sign the Staff Acceptable Internet Use agreement annually
- that pupils are aware of the online safety rules, introducing them at the beginning of each new school year, providing frequent reminders and displaying them in the classroom

Pupils

Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with online safety issues, both at home and school.

They are asked to agree to a set of guidelines and rules covering their responsibilities when using ICT at school and sign these at the beginning of each new school year.

Parents

Parents are given copies of the pupil's Acceptable Use of ICT Agreement, and are asked to support these rules with their children. They are asked to sign the document at the beginning of each school year.

Technical and Hardware Guidance

The Schools Broadband network is protected by a cluster of high performance firewalls. These industry leading appliances are monitored and maintained by a specialist security command centre.

- The security of the school information systems and users will be reviewed regularly.
- Virus protection will be updated regularly.
- The use of user logins and passwords to access the school network will be enforced.

School Internet Provision

The school uses the Exa education service for its broadband connection.

Content Filter

Our Internet Provider, Exa, uses a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. This filtering is appropriate to the age and maturity of the pupils. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter. All pupils and staff have been issued with clear guidelines on what to do if this happens and parents will be informed where necessary.

Pupils or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined elsewhere in this document.

Downloading Files and Applications

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment. Staff should take care when downloading material and ensure it is appropriate. Pupils are not allowed to download any material from the Internet unless directed to do so by an appropriate staff member.

Portable Storage Media

Staff are allowed to use an Integral Crypto FIPS portable media storage device, which is password protected. If use of such a device results in an anti-virus message they should remove the device and immediately report to the headteacher.

Security and Virus Protection

The schools antivirus software is part of the Microsoft volume licensing service, Enrolment for Education Solutions. Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the headteacher.

Online Safety for Pupils

We believe it is our responsibility to prepare pupils for their lives in the modern world and ICT is an integral part of that world. At Netherseal St Peter's Primary school, we are committed to teaching pupils to use ICT effectively and appropriately inside and outside of school.

Use of the Internet by Pupils

Internet access is carefully controlled by teachers according to the age and experience of the pupils and the learning objectives being addressed. Pupils are always actively supervised by an adult when using the Internet and when using computers, they are carefully located so that screens can be seen at all times by all who pass by.

Access for all Pupils

In line with our inclusion policy, we want to ensure that all our pupils have access to the Internet, particularly where this will directly support their learning.

Using the Internet for Learning

The Internet is now an invaluable resource for learning for all our pupils and we use it across the curriculum, in line with the National Curriculum for Computing. We teach all of our pupils how to find appropriate information on the Internet and how to ensure as far as possible that they understand who has made this information available and how accurate and truthful it is. This is achieved by, ensuring that:

- Teachers carefully plan all Internet-based teaching to ensure that pupils are focused and using appropriate and relevant materials
- Children are taught how to use search engines and how to evaluate Internet-based information as part of the ICT curriculum and in cross-curricular contexts
- They are taught how to recognise the difference between commercial and non-commercial web sites and how to investigate the possible authors of web-based materials
- They are taught how to carry out simple checks for bias and misinformation
- They are taught that web-based resources have similar copyright status as printed and recorded materials such as books, films and music and that this must be taken into consideration when using them

Teaching Safe use of the Internet and ICT

We think it is crucial to teach pupils how to use the Internet safely, both inside and outside of school. We use the 'Digital Literacy and Citizenship' scheme of work, with aspects being taught both discreetly and in cross-curricular contexts. Coverage of the eight areas of online safety include:

- privacy security
- digital footprint reputation
- self-image and identity
- creative credit copyright
- relationships communication
- information literacy
- cyberbullying
- internet safety

Teaching of these areas are clearly outlined in green on curriculum maps for each class and on medium term/weekly planning for each curriculum area.

The five SMART rules for staying safe are also constantly referred to and promoted:

- Safe – keep safe by being careful not to share personal information such as your full name, address, phone number, school, email address etc. to people you don't know online
- Meeting – never arrange to meet people you don't know. If you must meet someone, then ensure you have your parents' permission and that they know where you are
- Accepting – Accepting e-mails or opening files from people you don't really know or trust can get you into trouble - they may contain viruses or nasty messages. Remember someone online may be lying and not be who they say they are. If you feel uncomfortable when chatting or messaging end the conversation
- Reliable – Information you find online may not be reliable or someone may not be who they say they are
- Tell – tell a trusted adult, such as a parent, carer, teacher or other adult you can trust, if someone or something makes you feel uncomfortable or worried online

Suitable Material

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible and particularly with younger children, we provide pupils with suggestions for suitable sites across the curriculum and staff always check the suitability of websites before suggesting them to children, or using them in teaching. Google 'Safe Search Kids' is used for younger children to support them in searching safely.

Unsuitable Material

Despite the best efforts of the LA and school staff, occasionally pupils may come across something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken. The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the headteacher
3. Informing parents, where necessary
4. Discussion with the pupil about the incident and how to avoid similar experiences in the future

Using E-Mail at School

E-Mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our pupils understand the role of e-mail and how to use it appropriately and effectively

- For pupils, whole-class or group email addresses will be used for communication outside of the school
- Pupils are not allowed to access personal e-mail using school Internet facilities

Chat, Discussion and Social Networking Sites

These forms of electronic communication are used more and more by pupils out of school and can also contribute to learning across a range of curriculum areas.

Online chat rooms, discussion forums and social networking sites present a range of personal safety and privacy issues for young people and there have been some serious cases highlighted in the media.

We use suitable, age-appropriate resources, guidelines and materials to teach children how to use chat rooms safely.

All commercial Instant Messaging and Social Networking sites are filtered through Exa.

Internet-Enabled Mobile Phones and Handheld Devices

Young people now have access to sophisticated, multifunction, internet-enabled devices such as SMART mobile phones, SMART watches, tablets and music players.

Some of these devices if used in school would render it impossible for the school to comply with GDPR legislation on the possession and transmission of data. Some, if used in school, provide a gateway for data transfer in and out of school which the school cannot permit as we wish to take all possible precautions regarding the safety of pupils, staff and the school community in general.

Therefore:

Pupils are not allowed to bring into or have in school any device which is capable of receiving, recording or transmitting audio, video or any other electronic signals, or which looks as if it is capable of doing so.

Such devices brought to school without permission will be confiscated and must be collected from the head teacher by the parent.

In the event of a parent wishing for his/her child to bring a mobile phone to school *in an exceptional circumstance*:

- the parent must put their request in writing to the head teacher;
- the phone must be handed in, switched off, to the office (left at the owner's own risk) first thing in the morning and collected from the office by the child at home time. **See also Mobile Phone Policy.**

Pupils will be instructed about safe and appropriate use of personal devices both on and off site in accordance with the school Acceptable Use and Mobile Phone Policy. Pupils will be taught the legal and moral implications of posting photos and personal information such as from mobile phones to public websites etc. and how the data protection and privacy laws apply.

Cyberbullying - Online Bullying and Harassment

Online bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat rooms are potential problems that can have a serious effect on pupils.

Pupils do not have access to public chat-rooms, Instant Messaging services and bulletin boards in school, but are taught how to use the Internet safely and responsibly and are given access to guidance and support resources from a variety of sources.

We encourage pupils to discuss any concerns or worries they have about online bullying and harassment with staff and have a range of materials available to support pupils and their families. Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Complaints about Cyber-bullying are dealt with in accordance with our Behaviour and Anti-Bullying Policy 2017 and complaints relating to child protection are dealt with in accordance with our school's child protection procedures.

Contact Details and Privacy

As specified elsewhere in this policy, pupil's personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless written permission has been obtained from a parent or legal guardian.

Pupils are taught that sharing this information with others can be dangerous – see Teaching the Safe Use of the Internet.

Any work that is published on a public website and attributed to members of our school community will reflect our school and will therefore be carefully checked for mistakes, inaccuracies and inappropriate content. The contact details on the website are the school address, email and telephone number. Staff or pupils' personal information is not published. Teachers' work email addresses are not made public on the website, nor are they shared with parents; all emails are directed to either the office email address:

info@netherseal.derbyshire.sch.uk

or to the headteacher email address:

headteacher@netherseal.derbyshire.sch.uk.

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 and Facebook page will comply with the school's guidelines for publications including respect for intellectual property rights, privacy policies and copyright. We will ensure also ensure that:

- Images or videos that include pupils will be selected carefully
- Pupils' full names will not be used anywhere on the website or on the Facebook page, particularly in association with photographs.
- The school will obtain annual written permission from parents or carers to allow images/videos of pupils to be electronically published.

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

Deliberate Misuse of the Internet Facilities

All pupils have discussed and signed the rules for using the Internet safely and appropriately. These rules are displayed in the classroom and are constantly referred to.

Where a pupil is found to be using the Internet inappropriately, for example to download games, or search for unsuitable images, then sanctions will be applied according to the nature of the misuse and any previous misuse.

Sanctions for unsuitable materials will include:

- Initial warning from class teacher
- Banning from Internet facilities
- Report to Headteacher
- Discussion/Letter to parent/carer

Sanctions for offensive materials will include:

- Meeting with Parent/Carer to re-sign Internet use agreement
- Removal of access to Internet
- Subsequent incidents will be treated very seriously by the Headteacher and may result in exclusion and/or police involvement

How will Complaints Regarding Online Safety be Handled?

It is the duty of the school to ensure that every child in our care is safe and the same principles apply to the 'virtual' or 'digital' world as would be applied to other aspects of school life.

Although systems are in place to filter materials in school, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

All members of the school community will be informed about the procedure for reporting online safety concerns (such as breaches of filtering, cyberbullying, illegal content etc.)

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- The school will manage online safety incidents in accordance with the school behaviour and anti-bullying policies 2017
- The Online Safety Coordinator/Headteacher will record all reported incidents and actions taken in the School Online Safety incident log and any incidents involving Child Protection concerns will then be escalated appropriately
- Interview/counselling by class teacher, Online Safety Coordinator and Headteacher;
- The school will inform parents/carers of any incidents of concerns as and when required.
- Removal of Internet or computer access for a period,
- Referral to LA / Police

Complaints about Internet misuse will be dealt with under the School's complaints procedure. Our Online Safety Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher.

Use of the Internet and ICT Resources by School Staff

The Internet

Our school understands that the Internet is a valuable resource for school staff. We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning. To enable staff to make full use of these important resources, the Internet is available in school to all staff for professional use.

ICT Equipment and Resources

The school also offers staff access to appropriate ICT equipment and resources, including computers, laptops, tablets, interactive whiteboards, data projectors, digital cameras, video camcorders, sound recorders, control and data logging equipment and a range of professional and curriculum software.

Professional Use

Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our pupils both in school and at home.

Staff are also careful to consider inclusion and equalities issues when using ICT and the Internet and to provide pupils with appropriate models to support the school Inclusion and Equal Opportunities policies.

Staff who need support or INSET in using ICT as part of their professional practice can ask for support from the ICT Coordinator/Online Safety Coordinator and any particular training needs expressed to the headteacher.

Personal Use of the Internet and ICT Resources

Some equipment (including laptops) are available for loan to staff, with permission from the Headteacher. The appropriate forms and agreements must be signed. However, all staff must be aware of the school policy on using school Internet and ICT resources for personal use. These are outlined in the staff agreement form below.

E-mail

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members will be given a school e-mail address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups. Staff are reminded that using this e-mail address means that they are representing the school and all communications must reflect this. E-mail accounts provided by the school may sometimes need to be accessed, although personal privacy will be respected.

Staff will only use the school office email account info@netherseal.derbyshire.sch.uk to communicate with parents/carers; staff email addresses will not be shared.

Mobile Phones

Staff use of mobile phones in school is clearly defined in the **Staff Code of Conduct** and in the **Mobile Phone Policy**.

Online Discussion Groups, Bulletin Boards and Forums, Online Chat and Messaging

We realise that a growing number of educationalists and education groups use discussion groups, online chat forums and bulletin boards to share good practice and disseminate information and resources. The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school and appropriate professional standards should apply to all postings and messages.

Social Networking

The school appreciates that many staff will use social networking sites and tools. The use of social networking tools and how it relates to the professional life of school staff is covered in Staff Professional Conduct expectations and agreements.

Parents

Parents' attention will be drawn to the school online safety policy and a partnership approach to online safety at home and at school with parents will be encouraged. This may include through

newsletters, on the Facebook page, on the school website, through sending home relevant information/documents, offering parent sessions/workshops and through assemblies/performances led by the pupils about internet safety.

Data Protection and Copyright

Our school is aware of the data protection law as it affects our use of the Internet, both in administration and teaching and learning. We adhere to the LA Guidelines on Data protection. Staff and pupils understand the legal and disciplinary implications of using the Internet at school for illegal purposes. Where appropriate, the police and other relevant authorities will be involved in cases of deliberate misuse or abuse of the Internet by members of the school community using the connection provided by the school.

Staff understand that there are complex copyright issues around many online resources and materials and always give appropriate credit when using online materials or resources in teaching and learning materials. They also support pupils to do the same.

J Halsey
March 2018

This policy was approved by the Head teacher

Signed: ----- Date: -----

This policy was approved by the Governing Body:

Signed: ----- Date: -----

NETHERSEAL ST PETER'S C E (C) PRIMARY SCHOOL
Rules for Responsible ICT Use

At Netherseal St Peter's C E Primary School, we aim to ensure that all pupils are responsible, competent, confident and creative users of information and communication technology.

Pupils will be allowed to use computers & the internet at school provided they follow these rules.

- 1 I understand that computers & equipment are the property of the school. I will not change the desktop, the mouse or any other settings on any computer.
- 2 I will not look at other people's files without their permission.
- 3 I will not delete other people's work or their files.
- 4 I will always ask permission before entering any website, unless my teacher has already approved that site.
- 5 I will not take photographs using school equipment (including laptops/ipads) without permission.
- 6 If I see anything I am unhappy with or receive messages I do not like, I will switch off the monitor and tell a member of staff immediately.
- 7 I know that school may check my computer files and may monitor the sites I visit.
- 8 I will follow the SMART rules for keeping myself and others safe online, in and out of school.
- 9 I understand that if I deliberately break these rules I will be prevented from using the internet or computers in school.

Signed:

Date:



ZIP IT

Keep your personal stuff private and think about what you say and do online.



BLOCK IT

Block people who send nasty messages and don't open unknown links and attachments.



FLAG IT

Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

Netherseal St Peter's C E (C) Primary School:

Online Safety Policy Staff Agreement Form

This document covers use of school digital technologies, networks etc. both in school and out of school.

Access

- I will obtain the appropriate log on details and passwords.
- I will not reveal my password(s) to anyone other than the persons responsible for running and maintaining the system.
- If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access school ICT systems or resources

Appropriate Use

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
- I will not download, use or upload any material which is copyright, does not have the appropriate licensing or that might compromise the network
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Online Safety coordinator or member of the SLT.
- Professional Conduct
- I will not engage in any online activity that may compromise my professional responsibilities
- I will ensure that any private social networking sites / blogs etc. that I create or actively contribute to are not confused with my professional role
- I will never include pupils or former pupils as part of a non-professional social network or group
- I will ensure that I represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities
- I will not browse, download or send material that could be considered offensive to colleagues
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact

Personal Use

- I understand that I may use Internet facilities for personal use at lunchtimes and break time, where computers are available and not being used for professional or educational purposes.
- I understand that I may access private e-mail accounts during the availability periods outlined above for personal use, but will not download any attachments, pictures or other material onto school computers, or onto the school network area.
- I understand that the forwarding of e-mail chain letters, inappropriate 'jokes' and similar material is forbidden.
- I will not use the school Internet facilities for personal access to public discussion groups or social networking sites

Email

- I will only use the approved, secure email system for any school business: (currently: Office 365)
- I will only use the approved office email account (info@netherseal.derbyshire.sch.uk) with pupils or parents/carers and only communicate with them on appropriate school business.

Use of School equipment out of school

- I agree and accept that any computer or laptop loaned to me by the school, is provided mainly to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue and Customs.
- I will return school equipment regularly (to be agreed with headteacher) to be checked and updated
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software

Teaching and Learning

- I will always actively supervise, or arrange for suitable supervision of pupils that I have directed or allowed to use the Internet
- I will embed the school's online safety curriculum into my teaching, using agreed resources and materials
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice
- I will only use the Internet for professional purposes when pupils are present in the classroom

Photographs and Video

- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission

- I will never associate pupil names or personal information with images or videos published in school publications or on the Internet (in accordance with the school policy and parental guidance)

Data protection

- I will not give out or share personal addresses (including email and work email), telephone / fax numbers of any adult or students working at the school.
- I will not take pupil data, photographs or video from the school premises without the full permission of the head teacher e.g. on a laptop, memory stick or any other removable media
- I will ensure that I follow school data security protocols when using any confidential data at any location other than school premises
- I will respect the privacy of other users' data, and will never enter the file areas of other staff without their express permission
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

Copyright

- I will not publish or distribute work that is protected by copyright
- I will encourage pupils to reference online resources and websites when they use them in a report or publication

User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent online safety policies.

I agree to have a school user account, be connected to the Internet via the school network and be able to use the school's ICT resources and systems.

SignatureDate.....

Full Name (printed)

Job title

School

Authorised Signature (Head Teacher)

Signature Date.....

Full Name (printed)

Staff Laptop and ICT Equipment Loans

Any member of staff who borrows or uses a school laptop, computer or any other ICT equipment must adhere to all aspects of this Online Safety Policy.

This must be the case wherever the laptop, computer or other such device is being used as it remains the property of Netherseal St Peter's Primary School at all times.

Staff must undertake to take proper care of the equipment whilst in their possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. They must also agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, they will replace or arrange for the repair of the equipment at their own expense.

Staff must sign the 'Staff Laptop and Computer Loans Agreement at the beginning of each year, before taking the equipment away from the school premises.

Staff Laptop and ICT Equipment Loan Agreement

When borrowing a school ICT equipment to use out of school, I am aware that it is in agreement with the Head Teacher.

It is understood that I will return the equipment to school if requested to do so by the Head Teacher.

I undertake to take proper care of the equipment whilst in my possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. I agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, I will replace or arrange for the repair of the equipment at my own expense.

I will use the equipment in accordance with the schools Online Safety Policy and Staff Acceptable Use policy.

I agree to the above conditions:

(Signature) _____

(Print name) _____ Date: _____