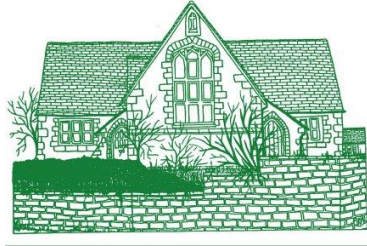


# BUXTED CEP SCHOOL



## A SCHOOL POLICY FOR E-SAFETY AND ACCEPTABLE USE

*"Inspire and Aspire"*

**'Embracing Christian values, we strive to develop a dynamic and inspiring culture of learning, working in partnership with all members of our community; we aspire to be the best we can be now and in the future.'**

Date: June 2015

Review: June 2017

Signed.....Executive Head Teacher

Signed.....Chair of Governors

### Introduction to the use of the Internet

In teaching ICT we equip the children with the necessary skills to participate in a rapidly changing world where our work and leisure activities are being increasingly transformed by technology. The benefits of using the Internet and other connected learning resources such as the Learning Platform will enable the enhancement of the teaching and learning experience across the curriculum, for example the ability to find information and share this. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Pupils, staff and carers need to be educated on the rules of good use and practice of these tools. These rules must be adhered to at all times and not just when in school.

### Use of Internet and Filtering Arrangements

All Internet activity should be appropriate to staff professional activities or the children's education.

- Access is limited to the use of authorised accounts and passwords, which should not be made to any other person.
- Appropriate rigorous filters are in place provided by RM SafetyNet Plus.
- The school reserves the right to monitor internet sites visited.
- The Internet may be accessed by staff and children throughout their hours in school. During school working hours the Internet may only be used for professional purposes and not be used for private purposes; however it may be used during non school hours with specific permission from the head teacher.
- Activity that threatens the integrity of the schools computer systems or that attacks or corrupts other systems is prohibited.
- Users are responsible for all e-mail sent and web-sites visited and for contacts made that may result in e-mail being received. Due regard should be paid to the content. The same professional levels of language should be applied as for letters and other media;
- Use of the school's Internet for personal financial gain (including the use of online auction sites), gambling, political purposes or advertising is excluded;
- Copyright of materials must be respected. When using downloaded materials, including free materials, the Intellectual Property rights of the originator must be respected and credited. All material saved on the school's network is the property of the school and making unauthorised copies of materials contained thereon maybe in breach of the Data Protection Act, Individual Copyright or Intellectual Property Rights;
- Use of materials stored on the school's network for personal financial gain is excluded;

- Posting anonymous messages and forwarding chain letters is excluded;
- The use of the Internet, e-mail, or any other media to access inappropriate materials such as pornography, racist or any other offensive material is forbidden. If any of these offenses are suspected they must be reported to the Head Teacher.
- All web activity could monitored as all information is stored on a main frame server at county, including the content of e-mail, therefore it is the responsibility of the user to ensure that they have logged off the system when they have completed their task;
- Children must not be given unsupervised access to the Internet. For the purposes of this policy, "supervised" means that the user is within direct sight of a responsible adult.
- All children must understand that if they see an unacceptable image on a computer screen, they must turn the screen off and report immediately to a member of staff.

#### Think U Know Training and E-safety lessons

- The teaching of Internet safety is included in the school's ICT Scheme of Work, but all teachers within all year groups should be including Internet safety issues as part of their discussions on the responsible use of the school's computer systems;
- Pupils will be taught what internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught on the appropriate use of a wide range of other ICT tools such as mobile phones.
- One Think U Know and e-safety lesson will take place on a termly basis alongside the ICT scheme of work from September 2009 onwards. Therefore ensuring that full coverage of the six lessons provided by East Sussex County Council ICT team (cfbt scheme of work) is achieved by the end of the year.

#### Safe and Appropriate use of Digital video, cameras, web cams and mobile phones

- The above mentioned ICT resources will not be used to harm/ harass another person.
- These devices will not be used to bully/intimidate another person.
- This Policy and the Staff Acceptable use policy covers such devices whether or not owned by the school. These rules are also presented to children during e-safety lessons.

#### Email use Guidelines for Staff and Pupils

Guidance for staff found in the Staff Acceptable Use Policy.

- Pupils may only use approved e-mail accounts on the school system and ask permission before using their email accounts.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Staff may use own e-mail account (however please adhere to bullet point below).
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- In e-mail communication staff and pupils must not reveal their personal details or those of others.
- Pupils must not arrange to meet anyone without specific permission.
- The forwarding of chain letters is not permitted.
- Any breach of the acceptable use policy or any e-safety issues must be reported to the ICT-coordinator or head teacher.

#### Advice for parents:

- Keep a watchful eye on Internet use including E-mail & Chat
- Check the history folder of your Internet browser to check what sites have been accessed
- Use a child friendly search engine – [Yahooligans](#) or [Ask Jeeves for Kids](#) etc
- Could use IE Content Supervisor – only blocks participating sites
- Consider purchasing filter software – netnanny, cyberbloc etc
- Consider using a different browser – Firefox?
- Protect your PC with a firewall / Antivirus software – include spyware
- Enable strict safe searching on search engines

There is plenty of advice available on the Internet. The following links are a sample:

- [Child Exploitation and Online Protection Centre \(CEOP\)](#)  
An excellent site providing information on child abuse and other related issues. Parents and children are able to report attempts at grooming to the global taskforce.  
<http://www.thinkuknow.co.uk/>
- [Childnet International](#)  
a non-profit organisation working with others to “help make the Internet a great and safe place for children”. The site contains excellent Internet safety information for parents and children.  
<http://www.childnet-int.org/>
- [National Children’s Charity \(NCH\)](#)  
Loads of useful information to help keep your children safe online.  
<http://www.nch.org.uk/information/index.php?i=134>
- [Kidsmart](#)  
More good ideas and a 10 minute online presentation  
<http://www.kidsmart.org.uk/parents/advice.aspx>
- [Bullying Online](#)  
Advice on what to do if you think your child is being bullied.  
[http://www.bullying.co.uk/parents/parents1\\_advice.htm](http://www.bullying.co.uk/parents/parents1_advice.htm)
- [Childnet International](#)  
Interactive resource dealing with the main causes for concern.

[http://www.kidsmart.org.uk/POL\\_IPSA\\_Mac%2BPC/main.html](http://www.kidsmart.org.uk/POL_IPSA_Mac%2BPC/main.html)

- Chat Danger  
An excellent site with lots of good information on using chat rooms, email & mobile phones etc  
<http://www.chatdanger.com/>
- MSN Web Cracker  
A site designed by teenagers for teenagers to help them understand the importance of safe surfing.  
<http://www.websafecrackerz.com/>

#### Learning Platform

- Only access the Learning Platform through user's own logons.
- Do not upload into any area material that could be considered offensive, racist or sexist.
- Pupils to only upload information and files that are relevant to the topic of discussion or learning.
- The learning platform should not be used as a social networking site.

#### Management of School Website/ Learning Platform

Parents/ carers permission will be sought in order to publish pupils' work and photos, which do not name or clearly identify them. The Bursar Paula Fisher is responsible for the management of the school website and learning platform. Amy Garwood is responsible for the management of the learning platform. Only teaching staff will be given editorial permission to upload learning resources.

#### Handling of Complaints and breach of Acceptable use

- Complaints of Internet misuse will be dealt with by the Head Teacher.
- Any complaint about staff misuse must be referred to the Head Teacher.
- Follow the e-safety incident flow-chart to determine course of action.
- If appropriate fill in an e-safety incident report and keep on file.
- Complaints of a child protection nature must be dealt with in accordance with the school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Pupils and parents will be informed of the consequences for pupils misusing the internet.

#### Passwords

The Server is configured so that each member of staff will be prompted to change their password every six weeks.

Compiled by Ewa Wilson (Computing coordinator)

September

Review Date September 2017