

# Boughton Leigh Junior School



## E-Safety & Acceptable Use Policy 2018

We believe this policy relates to the following legislation:

- Obscene Publications Act 1959
- Children Act 1989
- Computer Misuse Act 1990 Education Act 1996
- Education Act 1997
- Police Act 1997
- Data Protection Act 1998 Human Rights Act 1998
- Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012
- Counter Terrorism and Security Act 2015

The following documentation is also related to this policy:

- *Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)*
- *Equality Act 2010: Advice for Schools (DfE)*
- *Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE) Prevent Strategy (HM Gov)*
- *Teaching approaches that help build resilience to extremism among people (DfE)*
- *Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children*

We believe we have a duty to provide pupils with quality Internet access as part of their learning experience across all curricular areas. The use of the Internet is an invaluable tool in the development of lifelong learning skills.

We believe that, used correctly, Internet access will not only raise standards, but it will support teacher's professional work and it will enhance the school's management information and business administration systems.

We acknowledge that the increased provision of the Internet in and out of school brings with it the need to ensure that learners are safe. We need to teach pupils how to evaluate Internet information and to take care of their own safety and security.

Online safety, which encompasses Internet technologies and electronic communications, will educate pupils about the benefits and risks of using technology and provides safeguards and awareness to enable them to control their online experience.

We believe all pupils and other members of the school community have an entitlement to safe Internet access at all times.

We have a duty to safeguard children, young people and families from violent extremism. We are aware that there are extremist groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We provide a safe environment where we promote pupils' welfare. Within this environment we work hard to build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want pupils to develop their knowledge and skills in order to challenge extremist views.

We wish to create and work closely with eCadets (pupil leadership group) and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### Aims:

- To provide pupils with quality Internet access as part of their learning experience across all curricular areas.
- To ensure pupils understand that E-Safety incorporates all communication devices including mobile phones and games consoles.
- To provide clear advice and guidance in order to ensure that all Internet users are aware of the risks and the benefits of using the Internet and other communication devices.
- To evaluate Internet information and to take care of their own safety and security. To raise educational standards and promote pupil achievement.
- To protect children from the risk of radicalisation and extremism.
- To Ensure compliance with all legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

### Responsibility of the Policy and Procedure

#### The Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Online Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly; responsibility for making effective use of relevant research and information to improve this policy; responsibility for ensuring policies are made available to parents;
- undertaken training in order to understand Online Safety issues and procedures;

- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### Role of the Head Teacher:

The Headteacher will:

- ensure the safety and Online Safety of all members of the school community;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Governing Body and the coordinator to create a safe Computing learning environment by having in place:
  - an effective range of technological tools clear roles and responsibilities
  - safe procedures
  - a comprehensive policy for pupils, staff and parents
- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
- embed Online Safety in all aspects of the curriculum and other school activities;
- have editorial responsibility of the school Web site and will ensure that content is accurate and appropriate; work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy; provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:
  - monitoring learning and teaching through observing lessons, monitoring planning and assessment
  - speaking with pupils, school personal, parents and governors
  - annually report to the Governing Body on the success and development of this policy.

### Role of the Online Safety Coordinator

The coordinator will:

- be responsible for the day to day Online Safety issues;
- undertake an annual Online Safety audit in order to establish compliance with LA guidance; ensure that all Internet users are kept up to date with new guidance and procedures;

- ensure regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable;
  - undertake risk assessments in order to reduce Internet misuse; maintains a log of all Online Safety incidents;
  - reports all Online Safety incidents to the Headteacher;
  - ensure Online Safety is embedded in all aspects of the curriculum and other school activities; lead the development of this policy throughout the school;
- 
- work closely with the Headteacher and the nominated governor;
  - make effective use of relevant research and information to improve this policy; provide guidance and support to all staff;
  - provide training for all staff on induction and when the need arises; keep up to date with new developments and resources;
  - review and monitor provision;
  - annually report to the Governing Body on the success and development of this policy.

### Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator; ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy; undertake appropriate training;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

### Role of School Personnel

School personnel will:

- comply with all aspects of this policy undertake appropriate training;
- accept the terms of the 'Responsible ICT Use' agreement (Appendix 1) before using any Internet resource in school;
- be responsible for promoting and supporting safe behaviours with pupils;
- promote Online Safety procedures such as showing pupils how to deal with inappropriate material; report any unsuitable website or material to the Online Safety Coordinator;

- ensure that the use of Internet derived material complies with copyright law;
- ensure Online Safety is embedded in all aspects of the curriculum and other school activities;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- Work in partnership with parents and carers keeping them up to date with their child's progress and behaviour at school;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### Role of the Pupils

Pupils will be aware of this policy and will be taught to:

- be critically aware of the materials they read; validate information before accepting its accuracy; acknowledge the source of information used;
- use the Internet for research;
- respect copyright when using Internet material in their own work; report any offensive e-mail;
- report any unsuitable website or material to the Online Safety Coordinator; know and understand the school policy on the use of:
  - mobile phones
  - digital cameras
  - mobile devices
- know and understand the school policy on the taking and use of photographic images and cyber bullying; along with inappropriate messaging (sexting)
- learn to take pride in their work; produce work of a high standard;
- listen carefully to all instructions given by the teacher; ask for further help if they do not understand; participate fully in all lessons;
- participate in discussions concerning progress and attainment; treat others, their work and equipment with respect;

- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school; take part in questionnaires and surveys

### Role of the e-Cadets

The eCadets will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year; reviewing the effectiveness of this policy with the Governing Body

### Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to support the Online Safety policy and to sign the consent form allowing their child to have Internet access; make their children aware of the Online Safety policy;
- be asked to take part periodic surveys conducted by the school
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

### Internet Filtering and Use

We have a contract with a reputed and national Internet provider to manage a secure and filtered Internet service which enables us to safely access and use the Internet and all email.

The Internet filtering service will be annually reviewed.

Access to the Internet is designed to protect pupils and school personnel by blocking the following content:

- adult content containing sexually explicit images
- violent content containing graphically violent images
- hate material content promoting violence or attack on individuals or institutions on the basis of religious, racial or gender grounds
- illegal drug taking content relating to the use or promotion of illegal drugs or the misuse or prescription drugs criminal content relating to the promotion of criminal and other activities

All users access the Internet in accordance with the School's Acceptable ICT Use Agreement and will inform the Online Safety coordinator if at any time they find they have accessed inappropriate Internet sites.



When inappropriate material has been accessed the Internet Service Provider will be contacted and if necessary the Police.

### Authorising Internet Access

Before using any school ICT resource, all pupils and staff must read and sign the 'Acceptable ICT Use Agreement'.

Parents must sign a consent form before their child has access to the Internet.

An up to date record will be kept of all pupils and school personnel who have Internet access.

All users are responsible for the security of their username and password and must not allow other users to use this information to access the system. All breaches of security must be reported.

### School website

Contact details on the website will be:

- the school address
- E-mail address & telephone number

The school website will not publish: staff or pupils contact details;

- the images of children without the written consent of the parent/carer;
- the full names of any pupils who can then be identified from images.

### Social Networking and Personal Publishing

Pupils will not be allowed access:

- to social networking sites except those that are part of an educational network or approved Learning Platform;
- to newsgroups unless an identified need has been approved

### Inappropriate Material

Any inappropriate websites or material found by pupils or school personnel will be reported to the Online Safety Coordinator who in turn will report to the Internet Service Provider.

## Internet System Security

New programs will be installed onto the network or stand alone machines by Local Authority technicians or a reputable IT firm;  
Personal CD's and other data record devices may not be used in school.  
Everyone must be aware that under the Computer Misuse Act 1990 the use of computer systems without permission or for inappropriate use could constitute a criminal offence.

## Complaints of Internet Misuse

The Headteacher will deal with all complaints of Internet misuse by school personnel or pupils.  
Parents will be informed if their child has misused the Internet.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, parent-teacher consultations and periodic curriculum workshops school events
- meetings with school personnel
- communications with home such as monthly newsletters Headteacher reports to the Governing Body

## Training

All school personnel:

- have equal chances of training, career development and promotion receive training on induction which specifically covers:
  - All aspects of this policy Safeguarding & Child Protection Acceptable Internet Use Agreement ICT
  - Pupil Behaviour & Discipline Anti-bullying
  - School Website
  - Mobile Phone Safety & Acceptable Use Photographic & Video Images

- Internet Social Networking Websites
- Equal opportunities
- Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### Monitor the effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

### Linked Policies

Child Protection	Dealing with Extremism & Radicalisation		
Photographic & Video Images	Computing		
Behaviour	Anti-bullying		
<b>Headteacher:</b>	P. Duynstee	<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	

## Acceptable ICT Use Agreement (Staff)

I understand that the school Internet facility is for the good of my professional development, for the development of this school and must be used only for educational purposes.

I realise that I have a personal responsibility to abide by the set rules and regulations when using the Internet and I am aware of the consequences if I breach them.

I am aware that by breaching the rules and regulations it may

lead to:

- withdrawal of my user access
- the monitoring of how I use the Internet disciplinary action
- criminal prosecution

I will report immediately to the Online Safety Coordinator any accidental access to inappropriate material or websites that I may have.

I will log on to the Internet by using my password, which will be changed if I think someone knows it.

When using the school's Internet I will not:

- use the Internet in such a way that it will bring the school into disrepute use inappropriate or illegal websites
- download inappropriate material or unapproved software disrupt the time of other Internet users by misusing the Internet use inappropriate language
- use language that may provoke hatred against any ethnic, religious or other minority group produce, send out, exhibit or publish material that will cause offence to anyone
- divulge any personal information about myself, any other user or that of pupils divulge my login credentials or passwords to anyone
- use the login credentials or passwords of any other user use a computer that is logged on by another user
- use any social networking site inappropriately but only to use it in order to develop teaching and learning publish the images of pupils without prior permission from parents
- use email for private use but only for educational purposes compromise the Data Protection Act or the law of copyright in any way

I agree to abide by this agreement.

Employee Name:

Employee signature:

Date:

Head Teacher Name:

Head Teacher Signature:

Date:

## Acceptable ICT Use Agreement (Pupil)

I understand that the school Internet facility must be used only for educational purposes.

I realise that I have a personal responsibility to abide by the set rules and regulations when using the Internet and I am aware of the consequences if I breach them.

I am aware that by breaching the rules and regulations it may lead to:  
withdrawal of my user access  
the monitoring of how I use the Internet my parents being informed

I will report immediately to my class teacher any accidental access to inappropriate material or websites that I may have.

When using the school's Internet:

- I will only use the Internet when there is a teacher present.
- I will always ask for permission before accessing the Internet
- I will only use my own usernames and passwords to log on to the system and keep them secret.
- I will not access other people's files.
- I will not give personal details (like my home address, telephone or mobile number), or the personal details of any other person to anyone, or arrange to meet someone unless my parent/carer or teacher has given me permission.
- I will only download, use or upload material when I have been given the owner's permission.
- I will only view, download, store or upload material that is lawful, and appropriate for other users. If I am not sure about this, or come across any potentially offensive materials, I will inform my class teacher straight away.
- I will avoid any acts of vandalism. This includes, but is not limited to, uploading or creating computer viruses and mischievously deleting or altering data from its place of storage.
- Always quote the source of any information gained from the Internet i.e. the web address, in the documents you produce.
- Use the Internet for research and school purposes only.
- I will not bring in memory sticks or CD Roms from home to use in school unless I have been given permission by my class teacher.

I understand that the school may check my computer files and will monitor the Internet sites that I visit.

I agree to abide by this agreement.

<b>Pupil's Name</b>		<b>Pupil's Signature</b>		<b>Date:</b>	
<p>As the parent or legal guardian of the pupil above, I give permission for my son or daughter to use the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some of the materials on the Internet may be unsuitable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information.</p>					
<b>Parent's Name</b>		<b>Parent's</b>		<b>Date:</b>	
		<b>Signature</b>			