The Thames Bridge C of E Federation

e-safety and ICT Policy

– January 2017

The governing body of Clifton Hampden C of E Primary School and Culham Parochial C of E Primary School has agreed to adopt this policy as set out below.

Monitoring and evaluation

This policy will be monitored by the Governors and reviewed by the staff as part of the school's monitoring cycle.

Date of writing – January 2017

Date of review – January 2019

Date policy approved by Governors …………………………………….

Signed:

Headteacher: …………………………………

Chair of Governors: …………………………………

Our e-Safety Policy has been written for The Thames Bridge C of E Federation, following government guidance and will be adhered to in all schools.

Teaching and learning

Why Internet use is important?

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use will enhance learning

- The Federation's Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- 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 how to evaluate Internet content

- The Federation will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Information system security

- Federation ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with Oxfordshire.

Published content and the school website

- The contact details on each school's website should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The Head Teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

Social networking and personal publishing

- The Federation will block/filter access to social networking sites.
- The Federation has a Service Level agreement with Exa Broadband to block/filter access to social networking sites.
- Websites were opportunities to upload videos, i.e. YouTube will be restricted.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

Managing filtering

- The Federation will work with the LA, DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the Head Teacher.
- Staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- If filtering methods are ineffective, additional filters will be created by our IT Technician.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not normally be allowed in school except in exceptional circumstances. Permission will need to be given by the Head Teacher. The sending of abusive or inappropriate text messages is forbidden.

Protecting personal data

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

Policy Decisions

Authorising Internet access

- All staff must read and sign the 'Acceptable ICT Use Agreement' (Appendix 1) before using any Federation ICT resource.
- At Key Stage 1, access to the Internet will be with adult supervision on specific, approved on-line materials.
- Parents will be asked to sign and return a consent form regarding internet usage when their child starts school.

Assessing risks

- The Federation will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the Federation nor OCC can accept liability for the material accessed, or any consequences of Internet access.
- The Federation will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

Handling e-safety complaints
- Complaints of Internet misuse will be dealt with by staff.
- Any complaint about staff misuse must be referred to the Head Teacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- In serious cases of misuse discussions will be held with the appropriate agencies e.g. child protection.

Community use of the Internet
- The school will liaise with local organisations to establish a common approach to e-safety.

Communications Policy
Introducing the e-safety policy to pupils
- E-safety rules will be highlighted to all pupils at least once every term.
- Pupils will be informed that network and Internet use will be monitored.

Staff and the e-Safety policy
- All staff will be given the Federation e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parents' support
- Parents' attention will be drawn to the Federation e-Safety Policy in newsletters, the school prospectus and on the school website.

Failure to Comply
- Failure to comply in any way with this policy will be considered a serious risk to health & safety and all incidents of non-compliance will be investigated by a senior member of staff.

Culham Parochial C of E
Primary School

CLIFTON HAMPDEN
C of E
PRIMARY SCHOOL

Our Acceptable Use Agreement supports this vision for the Federation:

The Thames Bridge C of E Federation encompasses two very small schools (Clifton Hampden C of E Primary School and Culham C of E Parochial Primary School) which seek to collaborate effectively to develop individual children through innovative teaching and learning, within an ethos of Christian values.

We give every pupil the opportunity to develop their particular capabilities in our stimulating and caring environment where creative teaching and an inspiring curriculum lead to high-quality learning and outstanding achievement. We work in partnership with parents and the wider community to help every pupil make excellent progress, develop a lifelong love of learning and broaden their sense of citizenship, as they grow in mind, body and spirit.

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher

- ✓ I will only use the Federation's email / Internet / Server and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing Body.
- ✓ I will comply with the ICT system security and not disclose any passwords provided to me by the Federation or other related authorities.
- ✓ I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- ✓ I will not give out my own personal details, such as mobile phone number, personal e-mail address, personal Twitter account, or any other social media link, to pupils.
- ✓ I will only use the approved, secure e-mail system(s) for any Federation business.
- ✓ I will ensure that personal data (such as data held on MIS software) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.
- ✓ I will not install any hardware or software without permission of the ICT Coordinator or the Headteacher.
- ✓ I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- ✓ Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member.
- ✓ Images will not be distributed outside the Federation network without the permission of the parent/ carer, member of staff or Headteacher.
- ✓ I will support the Federation's approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the Federation community.
- ✓ I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.
- ✓ I will respect copyright and intellectual property rights.
- ✓ I will ensure that my online activity, both in school and outside school, will not bring the Federation, my professional role or that of others into disrepute.
- ✓ I will support and promote the Federation's e-Safety and Data Protection policies and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature ….….…………………..………… Date ……………………

Full Name ………………….……………….. (printed)

Job title ……………………………………………………………………

Dear Parents / Carers,

Internet Code of Conduct

As part of our Information Communications Technology (ICT) curriculum we encourage pupils to make use of educational resources available on the internet. Prior to allowing pupils access, we must obtain parental agreement.

Access to the internet enables pupils to conduct research and obtain high quality educational resources from libraries, museums, galleries and other information sources from around the world.

To guard against accidental access to materials which are inappropriate in school, we use a filtered internet service. However, it is not possible to provide a 100% assurance that pupils might not accidentally come across material which would be inappropriate.

Therefore, before they access the internet we would like all parents to discuss this Internet Code of Conduct with their children and to return the attached form to school. We believe that the educational benefits to pupils from access to the internet in the the form of information resources and opportunities for collaboration far outweigh the disadvantages.

During lesson time, teachers will guide pupils toward specific materials and educational resources. Where pupils are given permission to access the internet outside lessons they must agree to access only those sites that are appropriate for use in school.

Yours sincerely

Lindsay Priddle

Head Teacher

**The Thames Bridge C of E Federation
Pupil ICT Use Agreement**

Internet Code of Conduct

Name of pupil……………………..……   Date………………

Pupil

I agree to follow the Code of Conduct for Internet Use.

Signature…………………………………..

Parent/Guardian

As parent or guardian, I grant permission for my son/daughter to access the Internet as part of their lessons.

I grant permission for my son/daughter to access the Internet during independent study (Please delete if required)

I understand that if they fail to follow the Code of Conduct for Internet use their access will be withdrawn and I will be informed.

Signature…………………………………………………..

For school use only

Date returned:…………………………………………..

Permission agreed by (staff)…………………………..