IT and E-Safety Policy

Use of the Internet (by pupils and staff)

Introduction

Usually the resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information which has not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated information, at times they will be able to move beyond these to sites unfamiliar to the teacher.

The problems and issues that have been highlighted by the media concern all schools. Whilst some of the media interest is hype, there is genuine cause for concern that children might access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:
- Establish the ground rules we have in school for using the Internet
- Describe how these fit into the wider context of our discipline and PSHCE policies
- Demonstrate the methods used to protect children from sites containing pornography, racist or politically extreme views and violence. The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and carers.
- Offer guidance to staff about the use of social networking sites.

At Roseacres Primary, we feel that the best recipe for success lies in a combination of site-filtering, of supervision, and by fostering a responsible attitude in our pupils in partnership with parents.

To note that whilst primary age pupils are not expected to access chat rooms or social media sites as part of the curriculum, staff will do their utmost to teach the pupils about how to keep themselves safe online regardless of where they are accessing the internet. The school expects parents to make themselves aware of their child's internet use and access to e.g. games so that they can also promote safe internet use at home.

Security

The school has obtained LA guidance on Internet security. Roseacres purchases its broadband facility through Essex LA, and therefore, operates under its current education filtering system.

Using the Internet to enhance education

The school intends to teach pupils about the vast information resources available on the Internet, using it as a planned part of many lessons.

The benefits include:

- Access to a wide variety of educational resources including libraries, art galleries and museums;

- Rapid and cost-effective world-wide communication;
- Gaining an understanding of people and cultures around the globe;
- Staff professional development through access to new curriculum materials, expert knowledge and practice;
- Exchange of curriculum and administrative data with the Local Authority and DfE;
- Social and leisure use;
- Greatly increased skills in English, particularly in being able to research, read and appraise critically and then communicate what is important to others;

All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught.

Pupils' Access to the Internet

Roseacres Primary School will use the Essex County Council's filtered Internet service, which will minimise the chances of pupils encountering unsuitable material. We will normally only allow children to use the Internet when there is a responsible adult present to supervise. However, it is unrealistic to suppose that the teacher's attention will always be directed towards every computer screen. Members of staff will be aware of the potential for misuse and will be responsible for explaining expectations of proper use to pupils.

Teachers will have access to pupils Internet history generated in school which may be checked periodically, to ensure that expectations of acceptable use/behaviour is being met.

Expectation of pupils using the Internet
- All pupils are expected to read and agree the **Pupil contract for safe computer and internet use (appendix 4).** For younger pupils it is expected that the teacher and parent will explain the code and complete this with them. Parents will be required to sign on behalf of younger pupils.
- At Roseacres Primary, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in the school. This includes the materials they choose to access and the language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the Service Provider can block further access to the site.
- Pupils are expected not to use any rude or offensive language in their email communications, and contact only people they know or those the teacher has approved. They will be taught the rules of etiquette for email and will be expected to follow them.
- Pupils must ask permission before accessing the Internet and have a clear idea of why they are using it.
- Pupils must not access other people's files unless they have permission to do so.
- Computers and school laptops should only be used for school work and homework, unless permission has been given otherwise.
- No program files may be downloaded from the Internet to the computer, to prevent corruption of data and to avoid viruses
- No programs on CD Rom or flash drive/memory sticks should be brought in from home for use in school. This is for both legal and security reasons. Homework completed at home may be brought in on a memory stick, but will be virus scanned by the class teacher before use.

- No personal information such as phone numbers and addresses should be given out and no arrangements should be made to meet someone via the Internet/email, unless this is part of an approved school project.
- Pupils consistently choosing not to comply with these expectations will be warned, and may be denied access to Internet resources. They will also be subject to the general disciplinary procedures of the school.

Expectations of Staff for use of school technology -(Employee Agreement for the use of school technology: Appendix 1)

Purpose
- In order to remain efficient and up to date, to better serve our pupils and provide our employees with the best tools to do their jobs, Roseacres Primary School for and on behalf of The Learning Partnership Trust (hereinafter called 'the school') makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, online services, intranet, Internet and the World Wide Web.

- The school encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about educational issues, ideas, technology, and new products and services. However, all employees and everyone connected with the organisation should remember that electronic media and services provided by the school are school property and their purpose is to facilitate and support school business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

- To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the philosophy of the school and set forth general principles when using electronic media and services.

Prohibited communications
Electronic media must not be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to the school's policy or interests.

Personal use
The computers, electronic media and services provided by the school are primarily for educational use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their educational purposes. However, employees are expected to demonstrate a sense of

responsibility and not abuse this privilege.

Access to employee communications
The school reserves the right to routinely gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:
1. Cost analysis;
2. Resource allocation;
3. Optimum technical management of information resources; and
4. Detecting patterns of use that indicate employees are violating school policies or engaging in illegal activity.

The school reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other school policies.

Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

Under no circumstances should pupil–named data be transmitted over the Internet or e-mail unless it is through a secure site or security protected, e.g. password protected. The school office has use of encrypted data system for this purpose.

Software
To prevent computer viruses from being transmitted through the school's computer system, unauthorized downloading of any unauthorised software is strictly prohibited. Only software registered through the school may be downloaded. Employees should use anti-virus software on any home computer that is used to download planning or other information onto the school computers. Employees should contact the headteacher if they have any questions.

Security/appropriate use
Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorisation has been granted by school management, employees are prohibited from engaging in, or attempting to engage in:
1. Hacking or obtaining access to systems or accounts they are not authorised to use.
2. Using other people's log-ins or passwords.
3. Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

Encryption

Employees can use encryption software supplied to them by the school for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a school computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

Participation in online forums

Employees should remember that any messages or information sent on school-provided facilities to one or more individuals via an electronic network - for example, Internet mailing lists, bulletin boards, and online services - are statements identifiable and attributable to the school.

The school recognises that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

Violations

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible disciplinary action, legal action and criminal liability.

Advice to staff on the use of social networking sites

• There have been many issues with Facebook and other social networking sites in schools generally over the last couple of years.

• The Internet is a public domain, not a private one, and staff in schools must be aware that information which they share and post is accessible to the public at large.

• It is, therefore, particularly important that staff do not name or discuss individuals (pupils, staff, parents or governors) on social networking sites. To do so would constitute a serious breach of confidentiality and data protection procedures.

• All staff in schools must also be aware that they are particularly vulnerable to accusations of inappropriate behaviour, even outside of school.

• All school staff, particularly teachers, risk exposure in the press and potential complaints to head teachers, governors and the Local Authority, when information posted on the Internet suggests behaviour which compromises their position as role models to pupils.

Our school offers the following advice to staff:

1. Ensure that you do not post any photographs on the Internet which could give cause for embarrassment.
2. Do not post any comments which could compromise your own integrity or which could bring the school, your colleagues, parents or the school community into disrepute.
3. Do not discuss school matters, including comments about pupils, staff, parents or governor on social networking sites.
4. Check that you are happy with the privacy levels on your pages and review these settings regularly.
5. You are very strongly advised **not to allow pupils to become 'friends'** on these sites. This is because it is deemed to be inappropriate to encourage out-of-school relationships with pupils and because of the nature of some of the likely content of material on sites used by adults.

6. If a complaint is received about a member of school staff then this will be dealt with under the school's disciplinary procedures and in consultation with schools contracted Human Resource provider.

Appendix 1 - EMPLOYEE AGREEMENT ON USE OF E-MAIL AND THE INTERNET

(To be signed and returned by all staff who have access to computers as part of their role)

Staff Code of Conduct for IT
Acceptable Use Policy for Roseacres Primary

The IT system is owned by the school and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. The school has a code of conduct drawn up to protect all parties – the pupils, the staff and the school. To ensure members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's e-safety policy and Code of Conduct Policy, for further information and clarification.

As a member of staff I agree to using the IT systems, network and other associated software/ services in line with the expectations and regulations laid down in law and in the school's policies, e.g. Code of Conduct, IT, e- safety Policy, use of photographs.

- I appreciate that IT includes a wide range of systems, including mobile phones, digital cameras, email, social networking and that IT use may also include personal IT devices when used for school business.
- I will only use the school IT system for purposes permitted by its owner.
- I understand that the school information systems may not be used for private purposes without specific permission from the head teacher.
- I understand that use for personal financial gain, gambling, political purposes or advertising is forbidden.
- I understand that my use of school information systems, laptops, Internet and email may be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone, other than an authorised system manager.
- I will not install any hardware or software without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property.
- I will report and incidents of concern regarding children's safety to the designated lead for Child Protection.
- I will ensure that electronic communications with pupils including e-mail, instant messaging and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.
- I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use, communications and publishing.

I am aware that violations of this guideline on appropriate use of the e-mail, Internet systems and participation in social networking sites may subject me to disciplinary action, including

termination from employment, legal action and criminal liability. I further understand that my use of e-mail, Internet systems and participation in social networking sites may reflect on the image of Roseacres Primary School to our pupils, parents, governors and suppliers and that I have responsibility to maintain a positive representation of the school.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials, where it believes unauthorised use of the school's information system may be taking place, or the system may be used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Staff should refer also to the Trust/LA Code of Conduct Policy

I have read, understand and accept the Staff Code of Conduct for IT.

Name………………………………………………………   Signature…………………………………………………..

Role…………………………………………………………   Date……………………………………………………….

Academic Year 20   /20

Please sign& return to the head teacher/ IT SL.

Appendix 2 Letter to parents – to accompany the pupil contract for safe computer and internet use (Appendix 3)

Dear Parent/Carer,

e-Safety procedures and expectations

As I am sure you will appreciate, the Internet is an extremely rich resource both for learning and for recreation. At Roseacres, we have various technological devises that the pupils can access and use as part of their on-going learning, including HDTV screens, laptops and ipads. The computing curriculum for Y1- Y6 is set out in the National Curriculum 2014 whereby the children have opportunities to learn new skills using various software and devices, as well as leaning about simple programming. Learning is age appropriate and matched to the age related curriculum, so even children in reception will have access to and use IT as part of their daily learning experience.

We will encourage children to make effective use of the rich information resources available on the Internet both for study and for recreation. The children will develop the appropriate skills and understanding that will enable them to use these resources well and safely, as well as the ability to analyse and evaluate the resources they find. These skills will be fundamental in the society our pupils will be entering. They will be encouraged to make use of both the Internet and e-mail (older pupils).

Our Internet access is through 'daisy broadband' (Essex LA), and within the school network we use a filtering system (McAfee) that restricts access to sites containing inappropriate content. However, no system is perfect, therefore, you should be aware that it is not possible to remove entirely the risk of finding unsuitable material. By using the filter system and teaching our children how to safely use the internet the risks should be minimised. All our screens are in public view and learning tasks conducted in the presence of an adult.

As part of the IT internet access agreement we ask that parents/carers, and older pupils as appropriate, sign the form to show that the e-Safety rules have been read, understood and agreed. This should be returned to the class teacher or main office as soon as possible but no later than Monday 25th September.

Yours faithfully,

Mrs I Barron
Head teacher

In order to keep ourselves and others safe I agree to the following:

Key Stage 1

<table>
<tr><td align="center">**Think then Click**</td></tr>
<tr><td>

INFANTS/KS1:   These rules help us to stay safe on the Internet

- We only use the internet when an adult is with us

- We can click on the buttons or links when we know what they do.

- We can search the Internet with an adult.

- We always ask if we get lost on the Internet.

- We can send and open emails together.

- We can write polite and friendly emails to people that we know.

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Pupil contract for safe computer and internet use: KS2

1. I will use the school computers, Internet, and all our technological equipment sensibly.

2. I will ask permission before entering any website, unless my teacher has already approved that site.

3. I will not enter chat rooms or leave messages on bulletin boards.

4. If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

5. I will never insert my personal details, home address, or telephone numbers on the Internet or in an e-mail.

6. I will only e-mail people or open e-mails from people I know, or my teacher has approved.

7. I will always be polite and use appropriate language when sending e-mails.

8. I will not look at or delete other people's files without their permission.

9. I will only use my own username and password to access the computer network.

10. I will not share my password with other children.

11. I know that the school may check my computer files, monitor the Internet sites I visit and filter the contents of my e-mails.

12. I understand that if I deliberately break these rules, I could be stopped from using the school network and accessing the Internet.

Roseacres Primary e-Safety Policy & Expectations: Parent/Carer Consent Form

Please discuss the above agreement and code with your child. It is accepted that in the primary years, that a parent/carer may sign on behalf of their child, however, if your child also wishes to do so a box has been provided.

Name:	Class:

All pupils use computer facilities including Internet access, as an essential part of their learning, as required by the National Curriculum. Both pupils and parents are asked to sign to show that e-safety rules have been understood and agreed. A full copy of the e-Safety Policy is available on the school website or by request.

Parent's consent for Internet access

I/ We have read and understood the school e-Safety Policy & expectations and give permission for my son/daughter to access the Internet. I understand that school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials, but appreciate that this is a difficult task.
I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed parent/carer:	Date:

Pupil's Agreement
- I have read and understand the school e-Safety Policy and expectations with my parents.
- I will use the computer network, e-mail, Internet and new technologies in a responsible way at all times.
- I know that my network, e-mail and Internet access may be monitored.
- I understand that these facilities may be withdrawn if I misuse them.

Signed pupil (KS2):	Date:

Please delete/ complete as applicable:-

Parent's consent for web publication of work and photographs:

I/We agree that my son/daughter's work may be published electronically.

I/We also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by a pupil's full name.

Digital imagery/ films consent:
To support pupil learning film clips or other digital imagery may be used. On occasion a clip from a PG film may be appropriate. In this instance where a teacher has screened and selected appropriate material, we seek permission for it to be shown as part of the teaching curriculum.

I/We agree that my son/daughter may watch a prior screened PG film/ clip.

If you **DO NOT AGREE** with some/ all of the publication of digital imagery above then please **WRITE to the head teacher** stating clearly what you will or will not give permission for.

Signed parent/carer:	Date:

Please print name:

Please complete, sign and return by **Monday 25th September**. Thank you.