

Carr Mill Primary School



WORKING TOGETHER
SHAPING OUR FUTURE

E-Safety Policy

Reviewed by: Mr A.Maley

Date: June 2014

Ratified by

Governors: _____ (Signed) _____ (Print)

Date of next review: June 2015

Reviewed by: _____

This document links heavily with the safeguarding policy and will be used as so. The E safety officers are Mr A Maley- Computing subject leader; Mrs J Davies- Headteacher and Miss J Jones- Learning Mentor, both of which are in charge of safeguarding management.

Context

*Harnessing Technology: Transforming learning and children's services*¹ sets out the government plans for taking a strategic approach to the future development of ICT.

"The Internet and related technologies are powerful tools, which open up new prospects for communication and collaboration. Education is embracing these new technologies as they bring with them fresh opportunities for both teachers and learners.

To use these technologies effectively requires an awareness of the benefits and risks, the development of new skills, and an understanding of their appropriate and effective use both in and outside of the classroom." DfES, eStrategy 2005

The Green Paper *Every Child Matters*² and the provisions of the *Children Act 2004*³, *Working Together to Safeguard Children*⁴ sets out how organisations and individuals should work together to safeguard and promote the welfare of children.

The 'staying safe' outcome includes aims that children and young people are:

- safe from maltreatment, neglect, violence and sexual exploitation
- safe from accidental injury and death
- safe from bullying and discrimination
- safe from crime and anti-social behaviour in and out of school
- secure, stable and cared for.

Much of these aims apply equally to the 'virtual world' that children and young people will encounter whenever they use ICT in its various forms. For example, we know that the internet has been used for grooming children and young people with the ultimate aim of exploiting them sexually; we know that ICT can offer new weapons for bullies, who may torment their victims via websites or text messages; and we know that children and young people have been exposed to inappropriate content when online, which can sometimes lead to their involvement in crime and anti-social behaviour.

¹ <http://www.dfes.gov.uk/publications/e-strategy/>

² See The Children Act 2004 [<http://www.opsi.gov.uk/acts/acts2004/20040031.htm>]

³ See Every Child Matters website [<http://www.everychildmatters.gov.uk>]

⁴ Full title: Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children. See Every Child Matters website [http://www.everychildmatters.gov.uk/_files/AE53C8F9D7AEB1B23E403514A6C1B17D.pdf]

It is the duty of the school to ensure that every child in their care is safe, and the same principles should apply to the 'virtual' or digital world as would be applied to the school's physical buildings.

This Policy document is drawn up to protect all parties – the students, 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.

Who will write and review the policy?

Our E-Safety Policy has been written by the school, building on St Helens LA E-Safety Policy, government guidance and Becta. It has been agreed by the senior management and approved by governors and the PTA. The E-Safety Policy and its implementation will be reviewed annually.

Why is Internet use important?

- As our students mature, they learn how to recognise difficult situations in many areas, such as the street. We will help them understand and be safe in the on-line world.
- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.
- Internet use is part of the statutory curriculum and a necessary tool for learning.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- 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.
- Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

How does Internet use benefit education?

- Educational and cultural exchanges between pupils world-wide; vocational, social and leisure use in libraries, clubs and at home; 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 support services and professional associations; exchange of curriculum and administration data with St Helens LA and DfES; access to world-wide educational resources including museums and art galleries.

How can Internet use enhance learning?

- The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. Through Agilisys and St Helens LA systems.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

How will pupils learn how to evaluate Internet content?

- The school will ensure that the copying and subsequent 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.
- The evaluation of on-line materials is a part of every subject.

How will information systems security be maintained?

- The security of the school information systems will be reviewed regularly. This will be done by Agilisys as part of their service agreement.
- Virus protection will be updated regularly.
- Personal data sent over the Internet will be encrypted or otherwise secured.
- Portable media may not be used without specific permission followed by a virus check.
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to E-mail.
- Files held on the school's network will be regularly checked.
- Agilisys will review system capacity regularly and inform all E-safety officers.

How will e-mail be managed?

- Pupils may only use approved e-mail accounts – these are all non networked systems.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail, communication, or arrange to meet anyone without specific permission.
- Whole-class or group e-mail addresses should be used in primary schools.
- Access in school to external personal e-mail accounts may be blocked and it prohibited.

How will published content be managed?

- The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils' personal information must not be published.
- The website should comply with the school's guidelines for publications including respect for intellectual property rights and copyright.

Can pupil's images or work be published?

- Images that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
 - 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 images of pupils are electronically published.
 - Work can only be published with the permission of the pupil and parents.
- (Consent for the latter 2 points is gained through the initial permission slip which also covers internet use and photographs).

How will social networking and personal publishing be Managed?

- The schools will block access to social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and e-mail addresses, full names of friends, specific interests and clubs etc.
- Pupils should be advised not to place personal photos on any social network space.
- They should consider how public the information is and consider using private areas.
- Advice should be given regarding background detail in a photograph which could identify the student or his/her location e.g. house number, street name or school.
- Teachers' official blogs or wikis should be password protected and run from the school website. Teachers should be advised not to run social network spaces for student use on a personal basis.
- Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Students should be encouraged to invite known friends only and deny access to others.

How will filtering be managed?

The school will work with St Helens LA, Agilisys, and the Internet Service Provider to ensure that:

- Systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL must be reported to the e-safety Coordinators.
- Any material that the school believes is illegal must be reported to appropriate agencies such as IWF or CEOP (addresses later).

How will video conferencing be managed?

The equipment and network

- IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- All videoconferencing equipment in the classroom must be switched off when not in use and not set to auto answer.
- Videoconferencing contact information should not be put on the school Website.
- School videoconferencing equipment should not be taken off school premises without permission. Use over the non-educational network cannot be monitored or controlled.

Users

- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing should be supervised appropriately for the pupils' age.
- Parents and guardians should agree for their children to take part in videoconferences, probably in the annual return.
- Only key administrators should be given access to the videoconferencing system, web or other remote control page available on larger systems.
- Unique log on and password details for the educational videoconferencing services should only be issued to members of staff and kept secure.

Content

- When recording a videoconference lesson, written permission should be given by all sites and participants. The reason for the recording must be given and the recording of videoconference should be clear to all parties at the start of the conference.
- Videoconferencing is a challenging activity with a wide range of learning benefits.
- Preparation and evaluation are essential to the whole activity.

How can emerging technologies be managed?

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones are not allowed during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden outside of school- any such incidents will be treated as bullying and dealt with accordingly.
- Staff will be issued with a school phone where contact with pupils is required.

How should personal data be protected?

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

How will Internet access be authorised?

- The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.
- Parents will be asked to sign and return a consent form for pupil access/photography consent this is currently done as part of the schools enrolment procedures (given out with the school prospectus) for all pupil's, including new starters.(Appendix 3)
- Code of Conduct for internet use must be signed by both the pupil and parent/carer to show that they are fully aware and accept the conditions of internet use. (Appendix 2).

How will risks be assessed?

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor St Helens LA can accept liability for the material accessed, or any consequences resulting from Internet use.
- The school should audit ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate.

How will e-safety complaints be handled?

- Any complaint about staff misuse must be referred to the head teacher or other E safety officer.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- Sanctions within the school discipline policy include: interview/counselling; informing parents or carers; removal of Internet or computer access for a period.

How is the Internet used across the community?

- The school will liaise with local organisations to establish a common approach to e-safety.
- The school will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

How will the policy be introduced to pupils?

- E-Safety rules will be posted in all rooms with Internet access and displayed as an internet use guide/ code of conduct (Appendix 2).
- An e-safety training programme will be introduced to raise the awareness and importance of safe and responsible internet use.
- Instruction in responsible and safe use should precede Internet access.
- An e-safety module will be included in the PSHE, Citizenship or ICT programmes covering both school and home use.
- Children will be introduced to the guidance at age related times and asked to sign the agreement as stated above.

How will the policy be discussed with staff?

- All staff will be given the School e-Safety Policy and its application and importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user.
- Discretion and professional conduct is essential.
- Staff training and overview to be displayed near all computers to ensure all staff within the school have access to it.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.
- Staff training in safe and responsible Internet use and on the school e-safety Policy will be provided as required.

How will parents' support be enlisted?

- Parents' attention will be drawn to the school's e-Safety Policy in newsletters, the school brochure and on the school website.
- Parents will be invited into school to discuss issues; guidance on internet use and the schools procedures sent home to parents (Appendix 1) and code of conduct to be signed by both parent and pupil.
- Internet issues will be handled sensitively, and parents will be advised accordingly.
- A partnership approach with parents will be encouraged. This will include parent evenings with demonstrations and suggestions for safe home Internet use.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.
- Interested parents will be referred to organisations such as Becta and St Helens LA.

How will cyber bullying be managed?

- Cyber bullying will be covered and dealt with as normal 'real world' bullying and as such all procedures will be followed in accordance with the anti bullying policy.

Internet Guidelines for parents

Conditions of Internet Use

The school and Governing Body have agreed conditions for Internet Use. These rules and guidelines must be made available to all users in an appropriate format and kept under review. A 'code of conduct' is attached to this guidance.

- A copy of the conditions must be distributed to all users and pupils' parents/carers and they must sign to acknowledge acceptance of the conditions.
- Class-based staff are responsible for explaining the rules/guidelines and any implications.
- All members of staff need to be aware of possible misuses of on-line access and their responsibilities towards pupils.
- Class –based staff, other staff, pupils and all other users are required to follow all the conditions laid down in the policy. Any breach of these conditions may lead to withdrawal of the user's access to the Internet and in some instances could lead to further appropriate action.
- Use of the Internet and facilities such as 'e-mail' are intended for educational purposes only.
- Pupils are responsible for good behaviour on the Internet just as they are in a classroom or when representing the school in any way.
- The Internet is provided for pupils to conduct research and communicate with others. Parents'/Carers' permission is required. Access is seen as a privilege, not a right.
- Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that all users will comply with school guidelines and standards.
- Computer files, Electronic Drives and CDs will be treated like any other school property. Staff may review files and communications to ensure users are using the system responsibly.
- During school, teachers and staff will guide pupils towards appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, radio, newspapers, magazines, telephones, films and other potentially offensive material.
- Staff will ensure when setting homework, e.g. recommending particular sites to investigate or topics to research, etc. that the content is age appropriate.

Sanctions for Pupils

If any breach of the conditions of Internet Use takes place this could lead to the following:

- A temporary or permanent ban on Internet use
- Additional disciplinary action may be added in line with the school's behaviour policy
- When applicable parents/carers and other external agencies may be contacted

Web Page Policy

A web page can celebrate good work, promote the school, reflect recent and future school events, publish resources for homework or projects, highlight other sites worth visiting and so on. Guidelines are important to ensure that the school's Web Site reflects the school's ethos, that information is accurate and that pupils are protected.

As the school's Web Site can be accessed by anyone on the Internet, the security of staff and pupils must be maintained. Although common in newspaper reports, the publishing of pupils and staff names and photographs that identify individuals on the web may be considered inappropriate, e.g. pupils or staff with complicated family histories. The following rules and guidelines form part of the school's Internet Policy:

- The HT and their representatives will have editorial responsibility to ensure that content is accurate and quality of presentation is maintained;
- Pupils will be taught to publish for a wide range of audiences which might include Governors, parents, prospective parents, past pupils or young children;
- The point of contact on the web site will be the school address, telephone number, fax number and 'e-mail' address;
- Except in exceptional circumstances, pupils are only referred to by their first names. Most importantly any images of pupils will only be labelled with their first names;
- Pupils and staff should not publish their personal details, home addresses and contact numbers on the web.

School Procedures

- In order to match electronic resources as closely as possible to the school's curriculum, teachers will review and evaluate resources in order to offer suitable materials and 'starting points' (home pages, favourites, recommended links, etc.) that are appropriate to the age range, interest and ability of the group being taught.
- Class-based staff will provide appropriate guidance to pupils as they make use of electronic information resources to conduct research and other studies and tasks.
- All pupils will be informed by staff of their rights and responsibilities as users before their first use, either as an individual user or as a member of a group or class. Regular reminders will also be given.
- As much as possible, the school's internet provider has organised information resources in such a way that point pupils to those sites/links which have been reviewed and evaluated prior to use. While pupils may be able to move beyond these resources to others which have not been evaluated by staff or recognised providers, they will be provided with guidelines and lists of resources particularly suited to the learning objectives.

Review Date

This policy will be reviewed by the end of the 2014/15 academic year

Carr Mill Primary School

Code of conduct for internet use within school

General Usage

- ✓ I will only use my own login and password or one provided by the teachers which I will keep secret;
- ✓ I will not access other people's files, or damage their work and data,

You must have signed your Class Internet Policy to be able to use the Internet. By signing the policy you have agreed to the following:

- ✓ I will only use the Internet when I have permission.
- ✓ I will use the Internet and e-mail for activities/work set by school e.g. homework, class work.
- ✓ I will only e-mail people my teacher has approved.
- ✓ I will only take part in NEWSGROUPS or CHAT which have been approved by the school.
- ✓ I will not publish names, addresses, telephone numbers or photographs.
- ✓ I will not give my home address or telephone number, or arrange to meet someone, unless my parent/ carer or teacher has given permission.
- ✓ I will not use work from the Internet as if it was my own. I will give credit to the sources of materials included in my work.
- ✓ I will not try to find or use unacceptable material from the Internet.
- ✓ I will report any unpleasant material or messages sent to me or seen by me. I understand this report would be confidential and would help protect other pupils and myself.
- ✓ I will not download software from the Internet.
- ✓ I will not bring in CDs or any electronic data to school unless I have been given permission.
- ✓ E-mail messages I send will be polite, responsible and only signed in my name.
- ✓ I will not take part in any activity which goes against school rules.
- ✓ I understand that the school may check my files and may monitor the Internet sites I visit.

Sanctions

If any breach of the Conditions of Internet Use occurs, this could lead to the following sanctions:

- ✓ A temporary or permanent ban on Internet use and email use.
- ✓ Additional disciplinary action may be added in line with the school's behaviour policies.
- ✓ When applicable parents/carers and other external agencies may be contacted.

Signed (pupil):..... (Parent/Carer):..... Date:.....

Carr Mill Primary School

Consent Form: Photography and Images of Children

Dear Parent or Carer

During your child's life at Carr Mill Primary School we may wish to take photographs of activities that involve your child. The photographs may be used for displays, publications and on a web-site by us, by the Local Authority (LA) or by local newspapers.

Photography or filming will only take place with the permission of the head teacher / manager, and under appropriate supervision. Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

Before taking any photographs of your child, we need your permission. Please **answer the questions below, sign and date the form and return it to Carr Mill Primary School**. You can ask to see images of your child held by the establishment. You may withdraw your consent, in writing, at any time.

Name of child (Block Capitals):		
Name of person responsible for the child:		
<p>I understand that:</p> <ul style="list-style-type: none"> • the local media may take images of activities that show the establishment and children in a positive light e.g. Reception Year pictures of new starters, drama and musical performances, sports and prize giving; • photographers acting on behalf of the school or the LA may take images for use in displays, in publications, on a website, or the school photographer; • embarrassing or distressing images will not be used; • the images will not be associated with distressing or sensitive issues; and • the establishment will regularly review and delete unwanted material. 		
<p>Having read the above statement, do you give your consent for photographs and other images to be taken and used? There are 3 options:</p> <p>A: Full consent B: Consent with restrictions C: No permission given. (please tick the appropriate box / boxes).</p> <p>The term "published" refers to being used on the school or local authority publications (including websites) or in the media.</p>		<p>A: Full consent YES, I give my consent for pictures of my child to be published, with their names and ages, in the press or on the school, Local Authority or press websites.</p>
		<p>B: Consent with restrictions YES, I give my consent for pictures to be taken and used within the school but not to be used in the press or on the school websites (except in a password protected area of the school-Fronter).</p>
		<p>C: No permission NO, I do not give my permission for pictures to be taken and used inside or outside the school.</p>
Signature of person responsible for the child:		
Relationship to the child:		
Date (Date/Month/Year):		

NB There may be other circumstances, falling outside the normal day to day activities of the school, in which pictures of children are requested. Carr Mill Primary School recognises that in such circumstances specific consent from parent or guardian will be required before photography or filming of children can be permitted.

If you wish to attend school events/functions and take photographs of your and other people's children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. Thank you.