



E-Safety Policy

Date: Sept 2015

Review Date: Sept 2017



1. Introduction to e-safety

Our e-Safety Policy has been written by the school, building on The London Grid for Learning (LGfL) Exemplar Policy and other example policies and documents.

It has been discussed with staff, agreed by the senior management and approved by Governors. It will be reviewed annually.

It is the duty of the school to ensure that every child in our 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.

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Headteacher

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2. Context and background

The technologies

ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New internet and online technologies are enhancing communication and the sharing of information.

Current and emerging Internet and online technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet – World Wide Web
- e-mail
- Instant messaging (often using simple web cams) e.g. Instant Messenger)
- Web based voice and video calling (e.g. Skype)
- Online chat rooms
- Online discussion forums
- Social networking sites (e.g. Facebook)
- Blogs and Micro-blogs (e.g. Twitter)



- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Video broadcasting sites (e.g. You Tube)
- Music and video downloading (e.g. iTunes)
- Mobile phones with camera and video functionality
- Smart phones with e-mail, messaging and internet access

For more information on the school policy for the teaching and learning of ICT, please see the ICT Curriculum Policy.

Our whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities
- A comprehensive e-Safety education programme for pupils, staff and parents.

3. Roles and Responsibilities

E-Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school.

Leadership team

The SLT ensures that the Policy is implemented and compliance with the Policy monitored. Schools should include e-safety in the curriculum and ensure that every pupil has been educated about safe and responsible use.

e-Safety Co-ordinator

Our school e-Safety Co-ordinator is Mr Phil Semper.

S/he ensures they keep up to date with e-Safety issues and guidance. The school's e-Safety coordinator ensures the Head, senior management and Governors are updated as necessary.

Governors

Governors need to have an overview understanding of e-Safety issues and strategies at this school. We ensure our governors are aware of our local and national guidance on e-Safety and are updated at least annually on policy developments.



School Staff

All teachers and support staff are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

All staff should be familiar with the schools' Policy including:

- Safe use of e-mail;
- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network;
- Safe use of school network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- publication of pupil information/photographs and use of website;
- eBullying / Cyberbullying procedures;
- their role in providing e-Safety education for pupils;

Staff are reminded / updated about e-Safety matters at least once a year.

Pupils

Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with e-Safety issues, both at home and school.

They are asked to agree to a set of guidelines and rules covering their responsibilities when using ICT at school

Parents

Parents are given information about the school's e-safety policy at the Admission interview. They are given copies of the pupil agreement for information, and asked to support these rules with their children. Any existing parents will be given information about the e-safety policy both in newsletter and in Autumn Term Parents' Evening.

4. Technical and hardware guidance

School Internet provision

The school uses the **standard LA Internet Service Provider, which is Virgin Media Business**, as part of the London Grid for Learning Broadband consortium.



Virgin provides an always-on broadband connection at speeds up to 10 MB.

Content filter

The LGfL use a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds it way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.

- *All pupils and staff have been issued with clear guidelines on what to do if this happens, and parent will be informed where necessary.*
- *Pupils or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined elsewhere in this document.*

Downloading files and applications

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

- *Pupils are not allowed to download any material from the Internet unless directed to do so by an appropriate staff member.*
- *Staff and pupils are not allowed to download files from the Internet or via e-mail programs such as Hotmail onto school computers without permission*

Portable storage media

Portable media USB memory sticks are a common way of introducing a virus or other undesirable agent into a school computer system.

- *Staff will only use external media storage devices supplied **by the school.***

Security and virus protection

The school subscribes to the LA Antivirus software program, which uses **Sophos and Norton Antivirus software**. The software is monitored and updated regularly by the school technical support staff



- *Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the ICTCO/ICT technician.*

5. e-Safety for Pupils

We believe it is our responsibility to prepare pupils for their lives in the modern world, and ICT is an integral part of that world. At our school we are committed to teaching pupils to use the ICT effectively and appropriately in all aspects of their education.

Internet access at school

Access for all - Inclusion

All pupils have access to ICT as part of the curriculum. Details of how we manage access to the curriculum for all pupils is contained in our Inclusion Policy

Use of the Internet by pupils

Internet access is carefully controlled by teachers according to the age and experience of the pupils, and the learning objectives being addressed. **Pupils are always actively supervised by an adult** when using the Internet, and computers with Internet access are carefully located so that screens can be seen at all times by all who pass by.

Internet clubs

In line with our inclusion policies across the school, we want to ensure that all our pupils have access to the Internet, particularly where this will directly support their learning.

To this end, we provide out of hours access and support for pupils as follows:

- Breakfast Club have timetabled slots for using the internet
- Homework club runs 4 times per week

Out of Hours Provision

There will be no unsupervised access to the Internet at any time during Out of Hours provision.

Using the Internet for learning

The Internet is now an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and a source of digital learning materials.



We teach all of our pupils how to find appropriate information on the Internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is. **More details can be found in our ICT Curriculum Policy.**

- Teachers carefully plan all Internet-based teaching to ensure that pupils are focused and using appropriate and relevant materials.
- Children are taught how to use search engines and how to evaluate Internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.
- They are taught how to recognise the difference between commercial and non-commercial web sites, and how to investigate the possible authors of web-based materials.
- They are taught how to carry out simple checks for bias and misinformation
- They are taught that web-based resources have similar **copyright status** as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

Teaching safe use of the Internet and ICT

We think it is crucial to teach pupils how to use the Internet safely, both at school and at home, and we use the Kidsmart safety code to support our teaching in this area:

Kidsmart has been developed by the Childnet charity, and is endorsed by the DfES

<http://www.kidsmart.org.uk>

The main aspects of this approach include the following five SMART tips:

- **Safe** - Staying safe involves being careful and not giving out your name, address, mobile phone no., school name or password to people online...
- **Meeting** someone you meet in cyberspace can be dangerous. Only do so with your parents'/carers' permission and then when they are present...
- **Accepting** e-mails or opening files from people you don't really know or trust can get you into trouble - they may contain viruses or nasty messages...
Remember someone online may be lying and not be who they say they are. If you feel uncomfortable when chatting or messaging end the conversation...
- **Tell** your parent or carer if someone or something makes you feel uncomfortable or worried...



Suitable material

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible, and particularly with younger children, we provide pupils with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to children, or using them in teaching.

We believe it is better to support children in finding their way around the Internet with guidance and positive role modeling rather than restrict Internet use to strict curriculum based research.

As well as Internet material directly related to the curriculum, we encourage children to visit appropriate entertainment and child-oriented activity sites that have interesting and relevant activities, games and information, in free time at out-of-school-hours provision, and at home.

There is a selection of links to such resources available from the ICTCO.

Unsuitable material

Despite the best efforts of the LA and school staff, occasionally pupils may come across something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICTCO/Network manager and Head teacher
3. Logging the incident
4. Informing the LEA/Internet Service Provider so that the website can be added to the content filter if appropriate
5. Discussion with the pupil about the incident, and how to avoid similar experiences in future

Using E-Mail at school

E-Mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our pupils understand the role of e-mail, and how to use it appropriately and effectively.



- We teach the use of e-mail as part of our ICT curriculum, and use it across the curriculum in a range of ways.

Chat, discussion and social networking sites

These forms of electronic communication are used more and more by pupils out of school, and can also contribute to learning across a range of curriculum areas.

Online chat rooms, discussion forums and social networking sites present a range of personal safety and privacy issues for young people, and there have been some serious cases highlighted in the media.

We use the resources, guidelines and materials offered by Kidsmart, as outlined above in the Safe use of the Internet section to teach children how to use chat rooms safely.

Pupils may take part in discussion forums or post messages on bulletin boards that teachers have evaluated as part of specific lesson activities. Individual pupil names or identifying information will never be used.

- *Pupils are not allowed to access public chat rooms (eg MSN) and bulletin boards using school resources. Such websites are unsuitable and sanctions apply as outlined in this policy.*
- *Pupils are not allowed to use social networking sites in school, and are reminded that such sites usually have age restrictions – 13 and older in most cases.*

Internet-enabled mobile phones and handheld devices

More and more young people have access to sophisticated new internet-enabled devices such as SMART mobile phones, tablets and music players.

It is important that whilst the school recognises the potential advantages these devices can offer, no personal mobile phones can be used by children during the school day or in any out of hours provision. Pupils will be taught the legal and moral implications of posting photos and personal information from mobile phones to public websites etc and how the data protection and privacy laws apply.

- *Pupils are not allowed to have personal mobile phones or other similar devices in school. Parents may request that such devices are kept at the Reception for pupils who may need them on their journey to and from school.*
- *Pupils are not allowed to take photographs using a camera phone or other camera of people or property on school premises unless given permission by a member of school staff.*



- Pupils must under no circumstances upload pictures taken at school to a public website (eg a personal web-log) unless given permission by the **Head teacher**.

Cyberbullying - Online bullying and harassment

Online bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat rooms are potential problems that can have a serious effect on pupils. Our school has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy.

These include:

- No access to public chat-rooms, Instant Messaging services and bulletin boards.
- Pupil e-mail is monitored and checked for inappropriate use.
- Pupils are taught how to use the Internet safely and responsibly, and are given access to guidance and support resources from a variety of sources.

We encourage pupils to discuss any concerns or worries they have about online bullying and harassment with staff, and have a range of materials available to support pupils and their families.

- Complaints of cyberbullying are dealt with in accordance with our **Anti-Bullying Policy**.
- Complaints related to child protection are dealt with in accordance with school child protection procedures.

Contact details and privacy

As specified elsewhere in this policy, pupil's personal details, identifying information, images or other sensitive details will never be used for any public Internet-based activity unless written permission has been obtained from a parent or legal guardian.

Pupils are taught that sharing this information with others can be dangerous – see Teaching the Safe Use of the Internet.

School and pupil websites – pictures and pupil input

As part of the ICT and wider curriculum, pupils may be involved in evaluating and designing web pages and web-based resources.



Any work that is published on a public website and attributed to members of our school community will reflect our school, and will therefore be carefully checked for mistakes, inaccuracies and inappropriate content.

Pupils may design and create personal web pages. These pages will generally only be made available to other school users, or as part of a password protected network such as the LGfL.

Where pupil websites are published on the wider Internet, perhaps as part of a project with another school, organisation etc, then identifying information will be removed, and images restricted.

Deliberate misuse of the Internet facilities

All KS2 pupils are asked to sign an Internet Use Agreement. (see Appendix 1)

Where a pupil is found to be using the Internet inappropriately, for example to download games, or search for unsuitable images, then sanctions will be applied according to the nature of the misuse, and any previous misuse.

Sanctions will include:

Unsuitable material (e.g. online games, celebrity pictures, music downloads, sport websites etc)

- Initial warning from class teacher
- Report to Head
- Letter to parent/carer
- Banning from out of school hours Internet facilities

Offensive material (e.g. pornographic images, racist, sexist or hate website or images etc)

- Incident logged and reported to Head teacher
- Initial letter to parent/carer
- Removal of Internet privileges/username etc
- Meeting with Parent/Carer to re-sign Internet use agreement
- Removal of Out of School Hours access to Internet
- Subsequent incidents will be treated very seriously by the Headteacher, and may result in exclusion and/or police involvement.



How will complaints regarding e-Safety be handled?

It is the duty of the school to ensure that every child in our 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.

International scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- All incidents will be recorded
- Interview/counselling by class teacher, Senior Management Team, e-Safety Coordinator and Headteacher;
- informing parents or carers;
- removal of Internet or computer access for a period,
- referral to LA / Police.

Our e-Safety Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher.



Know IT All for NQTs and Trainee Teachers

<http://www.childnet-int.org/kia/traineeeteachers>

6. Web links For teachers and schools

Think U Know

Think U Know

<http://www.thinkuknow.co.uk/>

Think U Know for Teachers

<https://www.thinkuknow.co.uk/teachers/>

Kidsmart

Kidsmart: for Teachers

<http://www.kidsmart.org.uk/teachers/>

Know IT All

Know it all

<http://www.childnet-int.org/kia/>

Know IT All for Primary teachers

<http://www.childnet.com/kia/primary/teachers.aspx>

Child Net

Child Net

<http://www.childnet-int.org/>

Childnet Resources to buy/download

<http://www.childnet.com/order/>

Leaflets, posters etc for parents and pupils

Child Net - Sorted

<http://www.childnet-int.org/sorted/>

Other sites

Teach Today

<http://www.teachtoday.eu/>

Chat Danger

<http://www.chatdanger.com/>



Digizen for Teachers

<http://www.digizen.org/teachers/>

Us Online

<http://usonline2.lgfl.org.uk/>

(This is an LGFL resource that is only available in school)

CEOP - Child Exploitation and Online Protection Centre

<http://www.ceop.police.uk/>



Weblinks For parents and families

KnowITAll

<http://www.childnet-int.org/kia/parents>

ThinkUKnow Parents

<http://www.thinkuknow.co.uk/parents/>

Childnet

<http://www.childnet-int.org/safety/parents.aspx>

Direct Gov

<http://www.direct.gov.uk/en/Parents/Yourchildshealthandsafety/Internetsafety/index.htm>

Get Safe Online

<http://www.getsafeonline.org/>

Teach Today

<http://www.teachtoday.eu/en/Useful-resources/Other-resources/Resources-for-parents.aspx>

Hector's World

<http://hectorsworld.netsafe.org.nz/parents/>

Vodafone

<http://parents.vodafone.com/>

For pupils

Kidsmart

<http://www.kidsmart.org.uk>

ThinkUKnow games for 5-7

http://www.thinkuknow.co.uk/5_7/default.aspx

ThinkUKnow games for 8-10

http://www.thinkuknow.co.uk/8_10/games/default.aspx

Think U Know for 11-16

https://www.thinkuknow.co.uk/11_16/

Think U Know Cybercafe

http://www.thinkuknow.co.uk/8_10/cybercafe/

East End Talking - eSafety

<http://www.eastendtalking.org.uk/esafety/>

AMP - Online Safety

<http://amp.uk.net/keep-safe/online-safety>



Digizen for Kids

<http://www.digizen.org/kids>

CBBC StaySafe for kids

<http://www.bbc.co.uk/cbbc/help/safesurfing/>

Netsmartz (from USA)

<http://www.netsmartzkids.org/indexFL.htm>



Randal Cremer Primary School

Rules for responsible ICT use

Keep safe: Keep SMART

1. I will ask permission before using any ICT equipment (e.g. computers, digital cameras, etc), and only use it when a teacher or another adult is with me.
2. I will only use the school's computers for schoolwork and homework.
3. I will only delete my own files, and I will not look at other people's files without their permission.
4. I will keep my login and password secret.
5. I will not bring software or USB memory sticks into school without permission
6. I will ask permission before using the Internet, and only use it when a staff member is present
7. I will only visit web sites that I am asked to by school staff, or that have been saved in a shared internet link folder for pupils to use
8. I will not use Google image search without being asked to do so by a school staff member
9. I will not download anything (files, images etc) from the Internet unless given permission
10. I will only use an approved email account provided for me by the school to send email as part of my learning. I will not use personal email accounts (e.g. Hotmail) at school.
11. The messages I send or information I upload as part of my school work will always be polite
12. I will not use social networking websites such as Facebook at home or at school. I understand that most social networking sites should not be used by children under 13.





7. Example Letter to parents

Dear Parents/guardians,

Using the Internet at Randal Cremer Primary School

At Randal Cremer Primary School we believe that the Internet is an essential part of your child's learning. It offers a huge range of useful and educational material and information and it is becoming an important part of teaching and learning across the curriculum.

Our school provided Internet access to pupils, and we have clear rules and guidelines on how this access will be managed and made as safe as possible

We have taken positive steps to deal with the risk of pupils coming across unsuitable material when they are using the Internet at school.

- We use the LA approved Internet provider, and there is a filtering system in place restricts access to inappropriate materials.
- We have a comprehensive e-Safety policy for all pupils and school staff.
- A copy of the school e-Safety policy is available on request from the office.

Please would you read the attached document (Keep Safe: Keep SMART - Rules for Responsible Use of ICT by pupils) that your child has been asked to sign so that you are aware of the rules and guidelines that our school has in place.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

We understand that you may have concerns about how your child uses the Internet at home, and we can provide you with a range of resources and information on how to help your child keep safe on the Internet

Publication of Photographs and Digital Video

Photographs and video footage that include your child may be published in such places as the school website and school newsletters. This will be done in accordance with the school policy that photographs and videos will not clearly identify individuals and that full names will not be used.

Should you wish to discuss any aspect of e-safety please contact the school for further information.



Thank you for your co-operation and understanding.

Yours Sincerely,

Jo Riley
Head teacher



8. Use of the Internet and ICT resources by school staff

The Internet

Our school understands that the Internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other schools, and to engage in debate and discussion.

It also provides an efficient way to access information from the DoE and other government agencies that will help staff to keep abreast of national and local developments, and engage in CPD.

We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning.

Internet Availability

To enable staff to make full use of these important resources, the Internet is available in school to all staff for professional use. The school also provides an LGfL user account that gives further access to specific resources and online tools.

ICT Equipment and Resources

The school also offers staff and pupils access appropriate ICT equipment and resources, including computers, laptops, tablets, interactive whiteboards, data projectors, digital cameras, video camcorders, sound recorders, control and data logging equipment and a range of professional and curriculum software

Professional use

Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our pupils both in school and at home.

Staff are also careful to consider inclusion and equalities issues when using ICT and the Internet, and to provide pupils with appropriate models to support the school Inclusion and Equal Opportunities policies.

Staff who need support or INSET in using ICT as part of their professional practice can ask for support from the ICT Co-ordinator.

Personal use of the Internet and ICT resources

We recognise that staff may occasionally find it useful to use the Internet at work for personal purposes. They may also wish to borrow school ICT equipment for personal use, either in or out of school.

Some equipment is available for loan to staff, with permission from the ICTCO and Headteacher. The appropriate forms and agreements must be signed.



However, all staff must be aware of the school policy on using school Internet and ICT resources for personal use. These are outlined in the staff agreement form below.

E-mail

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members will be given a school e-mail address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups.

Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

E-mail accounts provided by the school may be occasionally monitored, although personal privacy will be respected.

Online discussion groups, bulletin boards and forums, online chat and messaging

We realise that a growing number of educationalists and education groups use discussion groups, online chat forums and bulletin board to share good practice and disseminate information and resources.

The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages. Staff should make it clear that all views expressed are their own.

Social Networking

The school appreciates that many staff will use social networking sites and tools. The school expects all staff to comply with the guidelines below:

- Do not make disparaging remarks about the school, colleagues or Hackney Learning Trust. Doing this in the presence of others may be deemed as bullying and/or harassment.
- Act in accordance with our employer's information technology (IT) policy and any specific guidance on the use of social networking sites. We do not use social networking sites to engage with pupils or parents as these are not appropriate to primary aged children.
- Be mindful that other users could post a photo on their profile in which you are named, so think about any photos you appear in. On Facebook, you can 'untag' yourself from a photo. If you do find inappropriate references to you and/or images of you posted by a 'friend' online you should contact them and the site to have the material removed. You should be aware you could face disciplinary action as a result of being tagged.
- Parents and students may access your profile and could, if they find the information and/or images it contains offensive, complain to your employer.
- If you have any concerns about information on your social networking site or if you are the victim of cyberbullying, you should inform the headteacher and seek advice from your union immediately.



- Do not publish your date of birth and home address on Facebook. Identity theft is a crime on the rise with criminals using such information to access to your bank or credit card account.
- Be aware of what monitoring, if any, may be carried out by the school/college. Full details of this are detailed in the IT policy.
- Stop the network provider from passing on your details to other companies for research and advertising purposes. For example, to stop Facebook from forwarding your details, click “Privacy Settings”. Under “Applications and websites” click “edit your settings”. Scroll down to “instant personalisation” and make sure the checkbox for “enable instant personalisation on partner websites” is unchecked.
- Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation

Data Protection and Copyright

The school has data protection policy in place – please see separate documentation for more details.

Staff are aware of this policy, and how it relates to Internet and ICT use, in particular with regard to pupil data and photographs, and follow the guidelines as necessary.

Staff understand that there are complex copyright issues around many online resources and materials, and always give appropriate credit when using online materials or resources in teaching and learning materials. They also support pupils to do the same.



Randal Cremer Primary School

e-Safety Policy Staff Agreement Form

This document covers use of school digital technologies, networks etc both in school and out of school.

Access

- I will obtain the appropriate log on details and passwords from the ICT Co-ordinator.
- I will not reveal my password(s) to anyone other than the persons responsible for running and maintaining the system.
- If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access school ICT systems or resources

Appropriate Use

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
- I will not download, use or upload any material which is copyright, does not have the appropriate licensing or that might compromise the network
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the e-Safety coordinator or the Headteacher.

Professional Conduct

- I will not engage in any online activity that may compromise my professional responsibilities
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role
- I will never include pupils or former pupils as part of a non-professional social network or group
- I will ensure that I represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities
- I will not browse, download or send material that could be considered offensive to colleagues
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact

Personal Use

- I understand that I may use Internet facilities for personal use at lunchtimes and break time, where computers are available and not being used for professional or educational purposes.



- I understand that I may access private e-mail accounts during the availability periods outlined above for personal use, but will not download any attachments, pictures or other material onto school computers, or onto the school network area.
- I understand that the forwarding of e-mail chain letters, inappropriate 'jokes' and similar material is forbidden.
- I will not use the school Internet facilities for personal access to public discussion groups or bulletin boards chat rooms or Instant Messaging.

Email

- I will only use the approved, secure email system for any school business: (currently: LGfL Mail)
- I will only use the approved school email, or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.

Use of School equipment out of school

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue and Customs.
- I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software.

Teaching and Learning

- I will always actively supervise, or arrange for suitable supervision of pupils that I have directed or allowed to use the Internet.
- I will embed the school's e-safety curriculum into my teaching, using agreed resources and materials.
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice.
- I will only use the Internet for professional purposes when pupils are present in an ICT suite, or a classroom with Internet access.

Photographs and Video

- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.
- I will never associate pupil names or personal information with images or videos published in school publications or on the Internet (in accordance with school policy and parental guidance).

Data protection



- I will not give out or share personal addresses (including email), telephone / fax numbers of any adult or students working at the school.
- I will not take pupil data, photographs or video from the school premises without the full permission of the head teacher e.g. on a laptop, memory stick or any other removable media.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I will respect the privacy of other users' data, and will never enter the file areas of other staff without their express permission.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

Copyright

- I will not publish or distribute work that is protected by copyright.
- I will encourage pupils to reference online resources and websites when they use them in a report or publication.



User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I wish to have an email account, be connected to the Internet via the school network and be able to use the school's ICT resources and systems.

Signature Date

Full Name (printed)

Job title

School

Authorised Signature (Head Teacher)

I approve this user to be set-up.

Signature Date

Full Name (printed)



9. Data Protection Policy

Our school is aware of the data protection law as it affects our use of the Internet, both in administration and teaching and learning.

We adhere to the LA Guidelines on Data protection.

Staff and pupils understand the legal and disciplinary implications of using the Internet at school for illegal purposes.

Where appropriate, the police and other relevant authorities will be involved in cases of deliberate misuse or abuse of the Internet by members of the school community using the connection provided by the school.

10. Staff Laptop and ICT Equipment Loans

Any member of staff who borrows or uses a school laptop, computer or any other ICT equipment must adhere to all aspects of this e-Safety Policy.

This must be the case wherever the laptop, computer or other such device is being used as it remains the property of Randal Cremer Primary School at all times.

Staff must undertake to take proper care of the equipment whilst in their possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. They must also agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, they will replace or arrange for the repair of the equipment at their own expense.

Staff must sign the 'Staff Laptop and Computer Loans Agreement' before taking the equipment away from the school premises.



Staff Laptop and ICT Equipment Loan Agreement

I have borrowed a school laptop to use out of school in agreement with both Head Teacher and the ICT co-ordinator.

Make: _____

Model: _____

Serial number: _____

It is understood that I will return the equipment to school if requested to do so by either the Head Teacher or the ICT co-ordinator.

I undertake to take proper care of the equipment whilst in my possession and will abide by the requirements of the school's insurance policy with regard to protecting the equipment from loss or damage. I agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, I will replace or arrange for the repair of the equipment at my own expense.

I will use the equipment in accordance with the schools Acceptable Use of the Internet and Related Technologies (IAU Policy) and ICT Policy.

I agree to the above conditions:

(Signature) _____

(Print name) _____ Date: _____

Returned: _____ Date: _____



11. Monitoring of policy

This policy will be monitored through e.g planning, book scrutiny, lesson observations, moderation meetings, drop in by the SLT, learning walks, focus groups, end of unit assessments as well as keeping abreast of national policy changes.(Delete as appropriate)

16. Evaluation of policy

This policy will be evaluated through termly or annual reports by the post holder to the Head teacher and Governing Body. This evaluation will also inform school priorities.

Policy completed and agreed: September 2013

Review date: September 2014