

Hope Brook Church of England Primary School



E-Safety Policy

The staff and governors are committed to the development of each child in a positive, healthy and respectful learning environment to encourage all children to achieve their fullest potential.

We want all the children and adults to achieve success through their own efforts, teamwork, self-discipline and motivation; and through links with the Church, the local community and the global community, work towards a better future for themselves and the world in which they live.

Hope Brook Primary School E-Safety Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school

The ICT Co-ordinator is responsible for ensuring:

- That the school's ICT infrastructure is secure and is not open to misuse or malicious attack
- That the school meets the e-safety technical requirements outlined in the SWGfL Security Policy and Acceptable Usage Policy
- That users may only access the school's networks through a properly enforced password protection policy
- That appropriate procedures are followed if any apparent or actual misuse appears to involve illegal activity (Following SWGfL guidance <http://www.swgfl.org.uk/safety/default.asp>)

Teaching and support staff (including Breakfast Club and After School Club staff) are responsible for ensuring that:

- They have an up to date awareness of e-safety matters and of the current school e-safety policy and practices
- They have read, understood and signed the school Staff Acceptable Use Policy
- E-safety messages are continually reinforced
- Personal data remains 'safe', minimising the risk of its loss or misuse
- They report any suspected misuse or problem to the ICT Co-ordinator
- Digital communications with pupils remain on a professional level

Pupils are responsible for:

- Using the school ICT systems in accordance with the Pupil Acceptable Use Policy, which they are expected to sign before being given access to school systems
- Using the school ICT systems responsibly
- Reporting any misuse of equipment or resources to their classteacher

Parents / carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school takes every opportunity to help parents understand these issues, particularly through the school newsletter.

Parents / carers are responsible for endorsing (by signature) the Pupil Acceptable Usage Policy at the start of each academic year.

Internet Access

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

The school Internet access is designed expressly for pupil use and includes filtering appropriate to the age of pupils. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for safe Internet use. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Safeguarding

Our policy complies with the requirements of Annex C of Keeping Children Safe in Education 2018 (Copy attached).

Managing Internet Access

Information system security

School ICT systems capacity and security will be reviewed regularly with our service provider.

Virus and malware protection is updated regularly.

Advice on security strategies will be monitored and discussed with our service provider.

Administrator passwords and admin passwords are secure and only accessible to necessary personnel

E-mail

Pupils may only use approved e-mail accounts on the school system and email usage will be supervised and monitored by a staff member.

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.

E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

Published content and the school web site

The contact details on the Web site will be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

Photographs that include pupils will be selected carefully.

Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.

Parents / carers are required to indicate whether they allow their children's photographs / work to be displayed on the school website. This permission slip is completed by parents at the start of each academic year (in September).

Pupil's work can only be published with the permission of the pupil and parents.

Where possible, pupils work will be saved locally to their tablet or to their folder on the server.

Social networking and personal publishing

The school will block/filter access to social networking sites.

Newsgroups will be blocked unless a specific use is approved by the ICT Coordinator/Headteacher. Pupils will be advised never to give out personal details of any kind that may identify them or their location.

Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary school aged pupils

Managing filtering

The school works with the LA, DfE, SWGFL and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported to the ICT Coordinator.

ICT Coordinator will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

Emerging technologies i.e kindles, tablets will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

Mobile phones will not be used during lessons or directed school time, except when staff are participating in a school trip.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018 which includes the principles of General Data Protection Regulation (GDPR).

Authorising Internet access

All staff must read and sign the 'Staff Acceptable Use of ICT Policy Agreement' before using any school ICT resource. (See attached agreement)

All pupils will be asked to sign the 'Acceptable use of ICT Equipment E-Safety Rules' agreement. (See attached agreement)

All parents will be asked to sign and return the internet consent form, which refers to responsible use of the internet and includes our 'Rules for responsible internet use'. (See attached agreements)

The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance, a member of staff may leave or a pupil's access be withdrawn.

Assessing risks

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never

appear on a school computer. Neither the school nor GCC can accept liability for the material accessed, or any consequences of Internet access.

The school will audit ICT provision to establish if the E-safety policy is adequate and that its implementation is effective.

Handling E-safety complaints

Complaints of Internet misuse will be dealt with by a senior member of staff and noted on the incidents of misuse form. (See attached forms)

Any complaint about staff misuse must be referred to the head teacher.

Complaints of a child protection nature will be dealt with in accordance with school child protection procedures.

Pupils and parents will be informed of the complaints procedure.

Communicating E-safety messages

Staff are responsible for regularly reminding pupils about safe use of ICT equipment and monitoring this.

Introducing the E-safety policy to pupils

E-safety rules will be discussed with children at the beginning of the year and at regular intervals throughout the academic year.

Pupils will be informed that network and Internet use will be monitored.

Staff and the E-Safety policy

All staff will be given the School E-Safety Policy and its importance explained.

Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Enlisting parents' support

Parents' attention will be drawn to the School E-Safety Policy through the annual home/school consent packs, the newsletter and through the school web site.

Date of policy: September 2019

Date of next review: September 2020

This policy was formulated in consultation with the Headteacher and teaching staff.

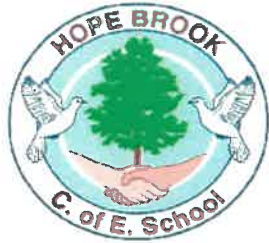
This policy was accepted by the Governing Body at their meeting on Wednesday 2nd October 2019, and will be reviewed annually.

Signed .....
Chair of Governors

Signed .....
Headteacher

Incidents of Misuse - Staff

Record of incident – including name of member of staff and date	Refer to Head	Refer to technical support staff for action re filtering / security	Refer to Local Authority / HR	Refer to police	Warning	Suspension	Disciplinary Action



Staff Acceptable use of ICT

Policy Agreement

I understand that the school ICT system should be used in a responsible way, to ensure that there is no risk to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of ICT. I will remind pupils about the safe use of ICT and will embed e-safety in my work with the pupils.

For my professional and personal safety:

- I will only use the school's email / Internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will not give out my own personal details, such as mobile phone number or personal email address to pupils
- I will only use the approved secure email system for any school business
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.

- I will not install any hardware or software without permission from the ICT co-ordinator
- I will support the school approach to online safety and not deliberately upload or add any images, videos, sounds or text that could upset or offend any member of the school community
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or staff member. Images will not be distributed outside the school network without the permission of the parent/carer, member of staff or Head teacher.
- I understand that all use of internet and related technologies can be monitored and logged and can be made available to the Head teacher
- I will respect copyright and intellectual property rights
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute
- I will support and promote the school's e-safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

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

Signature: _____ Date: _____

Full name: _____ (printed)

Job title: _____



Acceptable use of ICT Equipment

E-Safety Rules

I agree to the following rules when using the school's ICT equipment:

- I will look after the ICT equipment
- I will not tell other people my ICT passwords
- I will only open / delete my own files
- I will make sure that I am responsible, polite and sensible when using ICT equipment
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own details such as name, phone number or home address
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I know that my use of ICT can be checked.
- I know that parents / carers will be contacted if a member of school staff is concerned about my e-safety



Acceptable use of ICT Equipment

E-Safety Rules

I agree to the following rules when using the school's ICT equipment:

- I will only use ICT in school for school purposes
- I will only use my class email address or my own school email address when emailing
- I will only open email attachments from people I know or who my teacher has approved
- I will not tell other people my ICT passwords
- I will only open / delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own details such as name, phone number or home address
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and that my parent / carer will be contacted if a member of school staff is concerned about my e-safety



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Stephanie Severn (Mrs.) – Head Teacher

Confirmation of Parental Permission Details for the Academic Year 2014-15

Our records show that the following parental permissions have been signed for your child (name).

Agreement to visits around the local area on foot	Y
Home / School Agreement	Y
Responsible use of the internet	Y
Use of images / photographs or video footage	Y
Food Tasting	Y
Use of thumb print for school library system	Y
Additional information:	
Please sign if there are any changes	

If you are happy with the details above, no further action is required. If you wish to change any of the above details, please amend the boxes and sign in the signature box.

Thank you for your assistance.