

# Shipleigh CE Primary School

## E SAFETY AND STAFF ACCEPTABLE USER POLICY

### 1. Introduction

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

### 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 making communication and the sharing of information commonplace. Current and emerging Internet and online technologies used in school and outside school by children include:

- The 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; Facetime; What's App; Zoom)
- Online chat rooms
- Online discussion forums
- Social networking sites (e.g. Facebook; Instagram; TikTok)
- 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 smart phones with camera and video functionality and internet access.
- Cloud storage (e.g. Dropbox)

#### 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
- E-safety teaching is embedded into the school curriculum and schemes of work

### 3. Roles and Responsibilities

E-safety is recognised as the responsibility of all adults and pupils within the school.

#### School Staff

All teachers 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.

Staff should ensure they are familiar with this school policy, and ask for clarification where needed.

They should sign the E-Safety and Staff Acceptable User agreement annually.

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Class teachers should ensure that pupils are aware of the e-safety rules, introducing them at the beginning of each new school 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 when their children join the school. They are given copies of the pupil information and asked to support these rules with their children.

## **4. Technical and hardware guidance**

### **School Internet provision**

The school Internet Service Provider is Exa Networks through their local agent JSPC. Exa-Networks provide our broadband connection..

### **Content filter**

Exa-Networks use a content filter to ensure that as far as possible, only appropriate content from the Internet finds its 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 parents 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.

### **Portable storage media**

Staff must only use their school encrypted portable media storage (USB sticks). If use of such a device results in an anti-virus message they should remove the device and immediately report to the IT Administrator.

### **Security and virus protection**

The school purchases Eset antivirus software from JSPC. All computers connecting to the school network will automatically have this installed and updated via a server script.

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

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## 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.

### 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. We use the Surfprotect filter to automatically filter inappropriate content.

### Out of Hours Provision

Where early bird or after-school club take place, any Internet access will be supervised by the adult(s) running the activity.

### 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.

Using the Internet for learning is now a part of the Computing Curriculum (Sept 2014)

We teach all of our pupils how to find appropriate information on the World Wide Web, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is.

- Teachers carefully plan all Internet-based teaching to ensure that pupils are focussed and using appropriate and relevant materials.
- Children are taught how to use search engines and how to evaluate web-based information as part of the Computing 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 a variety of resources including the Kidsmart safety code, BBC videos and activities and ThinkuKnow.com to support our teaching in this area.

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 in real life someone you only met online 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

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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 World Wide Web 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.

### Unsuitable material

Despite the best efforts of the LA and school staff, occasionally pupils may come across something inappropriate or worrying. 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. Informing the IT Administrator
2. Making a note of the website and any other websites linked to it and checking these are blocked by the content filter.
3. Logging the incident – ICT Incident Log Book in the school office
4. 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 appropriate pupil email accounts where necessary.
- Work with email provides us with an opportunity to teach and reinforce e-safety learning.
- Pupils are not allowed to access non-school e-mail using school Internet facilities.

### Distance learning

The school uses Google Classroom for Key Stage 2 and Seesaw for Key Stage 1 pupils to allow them to complete set work away from school. Pupils and parents can access and submit set homework assignments and communicate with teachers in a secure online space. Pupils are taught in school how to use these effectively and safely. Each Google Classroom classroom is moderated by more than one member of staff. Where pupil-to-pupil chat is permitted in a specific Classroom it is closely moderated by the teacher.

### Chat, discussion and social networking apps and websites

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 about safer use of social media.

**All commercial Instant Messaging and Social Networking sites are filtered out as part of the Exa-Networks**

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**Surfprotect filter.** Teachers have access to You Tube but children do not. Children are always supervised when using the Internet and computers.

### Internet-enabled mobile phones and tablets

More and more young people have access to 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, there are clear and enforceable rules for their use in school, particularly when they give access to the Internet, and allow pictures and information to be remotely posted to a website or weblog. 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. Due reference will be made to safeguarding.

- 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 School Office for pupils who may need them on their journey to and from school.
- Use of school tablets is supervised by members of staff.

### 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 in-school access to public chat-rooms, instant messaging services and bulletin boards.
- 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 cyber-bullying 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, pupils' 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

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.

### Deliberate misuse of the Internet facilities

All pupils have discussed the rules for using the Internet safely and appropriately. These rules are displayed in each classroom and the ICT suite

Where a pupil is found to be using the Internet inappropriately, for example to download games, or search

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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
- Banning from out of school hours Internet facilities
- Report to Headteacher
- Letter to or discussion with parent/carer

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

- Incident logged and reported to Head teacher
- Face to face conversation with parent/carer & follow up letter
- Removal of Internet privileges/email account 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.
- Any materials which result in a safeguarding concern should be reported to the Headteacher and the Safeguarding Policy procedures will apply.

### **How will complaints regarding e-safety be handled?**

With the 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 and Headteacher;
- Informing parents or carers;
- Removal of Internet or computer access for a period.
- Referral to LA / Police.

Our Computing Teacher acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher.

### **Student use of IT in school**

1. Students will ask permission before using any ICT equipment (e.g. computers, digital cameras, etc), and only use it when a supervising adult is present.
2. Students will only use the school's computers for schoolwork and homework.

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3. Students will only delete my own files, and will not look at other people's files without their permission.
4. Students will use the usernames and passwords provided by the school to access the school network.
5. Students will not bring software or USB memory sticks into school without permission
6. Students will ask permission before using the Internet, and only use it when a staff member is present.
7. Students will only visit web sites they are asked to by school staff.
8. Students will not attempt to search for inappropriate content.
9. Students will not download anything (files, images etc) from the Internet unless given permission.
10. Students will only use an approved email account provided for by the school. Students will not use personal email accounts (e.g. Hotmail) at school.
11. Student messages or information uploaded as part of school work will always be respectful and appropriate.
12. Students will avoid sharing personal information online.
13. If they see anything that makes them uncomfortable students will not respond to it but I will immediately tell a school staff member
14. The school may check student computer files, e-mail and the Internet sites visited if there is a concern about safety.

### 9. 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. 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 offers staff access to appropriate ICT equipment and resources, including computers, laptops, tablets, interactive whiteboards, data projectors, digital cameras, 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

Personal laptops must not be linked to the school server. Teachers have received a laptop provided by the school. The appropriate forms and agreements must be signed. 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

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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 sometimes need to be accessed, 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.

### **Social Networking**

The school appreciates that many staff will use social networking sites and tools. The use of social networking tools and how it relates to the professional life of school staff is covered in Staff Professional Conduct expectations and agreements.

### **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.

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## E-safety and Acceptable User Policy - Staff Agreement Form

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

### Access

- I will use a strong password and keep it secure.
- If my password is compromised, I will notify the school immediately and 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 use 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 IT coordinator or member of the SMT.

### 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 social networking sites.
- I will not connect personal laptops or tablets to the school server.

### Email

- I will only use the approved, secure email system for any school business: (currently: Exa-Networks Email or other school approved communication systems with pupils or parents/carers, and only

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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 mainly 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 return school equipment regularly (to be agreed with IT Administrator) to be checked and updated.
- I will not connect a personal computer, laptop or other device that does not have up-to-date anti-virus software to the school network or ignore any security pop-up messages when using portable flash drives.
- I will not store school laptops etc in my vehicle overnight.

### 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 safeguarding 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 or confidential details for any adult or student 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 that I follow school data security protocols when using any confidential data at any location other than school premises.
- 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

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## 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 agree to have a school user 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)

## 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.

## 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 Policy. This must be the case wherever the laptop, computer or other such device is being used as it remains the property of the 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 ICT Equipment Loans Agreement' before taking the equipment away from the school premises.

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## Staff Laptop and ICT Equipment Loans Agreement

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

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 IT 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 E-safety and Staff Acceptable User policy.
- I agree to the above conditions:

Signature \_\_\_\_\_

Print name \_\_\_\_\_ Date: \_\_\_\_\_

Returned: \_\_\_\_\_ Date: \_\_\_\_\_