

St. Mary's C. of E. Primary School

E-Safety and Acceptable Use Policy

1 Writing and reviewing the E-Safety & Acceptable Use Policy

Our e-Safety & Acceptable Use Policy has been written by the school, following government guidance. It has been agreed by senior management and approved by governors.

The e-Safety & Acceptable Use Policy and its implementation will be reviewed annually.

This policy applies to all members of the school community (including staff, pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of school hours.

2 Teaching and learning

Why Internet use is important

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.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet use will enhance learning

The school Internet access will be designed expressly for pupil use and will include 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 Internet use.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

Pupils will be taught how to evaluate Internet content

The school will ensure that the 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.

3 Managing Internet Access

Information system security

School ICT systems capacity and security will be reviewed regularly.

Virus protection will be updated regularly.

Security strategies will be discussed with the SWGfL.

E-mail

Pupils may only use approved class e-mail accounts on the school system.

Pupils must immediately tell a teacher if they receive an offensive e-mail.

Pupils must not reveal personal details of themselves or others in e-mail communications, or arrange to meet anyone without specific permission.

E-mails 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.

The forwarding of chain letters is not permitted.

Published content and the school website

The contact details on the school website should 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 and will not enable individual pupils' details to be clearly identified.

Pupils' full names will not be used anywhere on the school website or blogs, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.

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

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.

Pupils will be advised never to give out personal details of any kind which may identify them or their location.

Staff members have been asked to ensure that their personal networking sites do not include children or adults with whom their only other contact is through the school.

Managing filtering

The school will work with the LA and SWGfL to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Officer.

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

Managing emerging technologies

Emerging technologies 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 by pupils during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Staff will use a school phone where contact with pupils is required, except in emergencies.

Protecting personal data

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

4 Policy Decisions

Authorising Internet access

All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.

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.

Parents will be asked to sign and return a 'Pupil Acceptable ICT Use Agreement'.

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 DCC 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 & Acceptable Use 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.

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

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

Potentially illegal issues will be referred to the police.

5. Communications Policy

Introducing the e-Safety & Acceptable Use Policy to pupils

E-safety education will be provided in the following ways:

- E-safety rules will be discussed with the pupils at the start of each year and displayed in classrooms and in the computer suite.
- Pupils will be taught to be critically aware of materials that they access on-line, and be guided to validate the accuracy of information.
- E-safety issues, including 'cyber-bullying' will be highlighted as part of the PSHE curriculum.

Staff and the e-Safety & Acceptable Use Policy

All staff will be given the School e-Safety & Acceptable Use 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.

All new staff will receive e-safety training as part of their induction, ensuring that they fully understand the school e-Safety & Acceptable Use Policy.

Enlisting parents' support

Parents' attention will be drawn to the school e-Safety & Acceptable Use Policy in newsletters and on the school website.

Failure to Comply

Failure to comply in any way with this policy will be considered a serious risk to health and safety, and all incidents of non-compliance will be investigated by a senior member of staff.

This policy was reviewed by the Curriculum Committee January 2013

Appendices:

- Pupil Acceptable Use Agreement / E-Safety Rules
- Staff E-Safety & Acceptable Use Agreement / Code of Conduct

Pupil Acceptable Use Agreement / E-Safety Rules

Dear Parent/ Carer,

ICT, including the internet, email, laptops, digital cameras etc. has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please discuss these e-Safety rules with your child. If you have any concerns please refer to the school website (www.stmarysce.co.uk) where there are links to helpful sites with information on this subject.

Pupil Agreement

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address in school.
- I will not access or change any other pupils' files without their knowledge and permission.
- 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 turn off my monitor and tell my teacher immediately.
- I will not send to children or adults anything that could be considered unpleasant or nasty.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- 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.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

Parent/ carer signature:

We have discussed this and _____ agrees to follow the e-Safety rules and to support the safe use of ICT at St. Mary's C. of E. Primary School.

Parent/ Carer Signature _____ Date _____

St. Mary's C. of E. Primary School
Staff E-Safety & Acceptable Use Agreement / Code of Conduct

ICT and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mr A Scarrett, school e-Safety Officer.

- I will only use the school's email / Internet / Intranet / Learning Platform 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, staff or parents are compatible with my professional role.
- I will ensure that "friendships" on social networking sites are not made with people whose only connection to me is through the school.
- I will not allow others to use my school laptop unsupervised.
- 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 the school premises or accessed remotely.
- I will not browse, download or upload material that could be considered offensive or illegal.
- I will not send to pupils or colleagues material that could be considered offensive or illegal.
- Images of pupils will only be taken and used for professional purposes and will not be distributed outside the school network without the permission of the parent/ carer.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will support and promote the school's e-Safety & Acceptable Use policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will ensure that sensitive data (data where individual children can be identified) is not stored on my laptop.

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

Signature: _____

Date: _____

Full Name: _____