



## E-safety Policy : Protecting Our School Community

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## Introduction

The resources used by pupils at St Vincent's Catholic Primary School are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its very nature, will occasionally provide access to information which has not been selected by the teacher – particularly as children reach the later years of Key Stage 2. Within school and our wider community, there is genuine cause for concern that children may access unsuitable material either accidentally or deliberately. The school is equipped however with a content filtered connection and so inappropriate content will be blocked.

The purpose of this document is to provide a basis for us all to secure safety online. Its content has been devised in accordance with national guidance from BECTA and 3 key documents

- ☐ ***E-Safety: Developing whole-school policies to support effective practice***
- ☐ ***Safeguarding children in a digital world***
- ☐ ***Signposts to Safety***

It should be considered alongside complementary school policies on Child Protection, Health and Safety, Home-School Agreement and Behaviour (including the Anti-bullying policy).

The Internet and other digital and information technologies are powerful tools that open up new opportunities for everyone. We believe that the benefits to pupils from access to the resources of the Internet, far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the School shares with parents and guardians. We feel that the best recipe for success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

## Using the Internet for Education

The benefits include:

- ☐ access to a wide variety of educational resources including libraries, art galleries and museums, that can stimulate discussion and promote creativity
- ☐ rapid and cost effective world-wide communication

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- ☐ gaining an understanding of people and cultures around the globe
- ☐ staff professional development through access to new curriculum materials

At St Vincent's, we teach pupils about the vast information resources available on the Internet, using it as a planned aspect of many lessons. All staff will review and evaluate resources available on web sites appropriate to the age range and ability of the pupils being taught and the ICT Leader will assist in the dissemination of this information.

Initially the pupils may be restricted to sites that have been reviewed and selected for content. They may be given tasks to perform using a specific group of web sites. Pupils may have the opportunity to exchange information with others via email.

As pupils gain experience, they will be taught how to use searching techniques to locate specific information for themselves. Comparisons will be made between researching from different sources of information such as

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CD Roms, books, ebooks and the World Wide Web. We hope that pupils will learn to decide when it is appropriate to use the Internet as opposed to other sources of information, in terms of: the time taken; the amount of information found; the usefulness and reliability of information located.

At times information, including photographs and images, may be downloaded from the Internet for use in pupils' presentations. As children become older, tasks will be set to encourage pupils to view web sites and information with a critical eye. However, St Vincent's specifically discourages the downloading of text for inclusion in pupils' work. *This includes inclusion of such text for homework projects*). As well as encouraging pupils to create original work and avoid plagiarism, St Vincent's School considers it appropriate to emphasise the importance of protecting intellectual property rights and, in particular, copyright. Pupils will be made aware of these issues and, as soon as they are able, will be encouraged to look for copyright information on websites, so reinforcing their understanding of the importance of copyright.

## Pupils' Access to the Internet

St Vincent's will use Warrington Borough Council's actively monitored and 'filtered' Internet Service, which will minimise the chances of pupils encountering undesirable material. No pupil is able to use a mobile phone during school hours/trips and so internet access should only occur via the school networks. We will only ever allow children to use the Internet when there is a responsible adult present to supervise them. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, on a regular basis, the expectation we have of them. Teachers will have access to pupils' emails and workspaces, and will check these on a regular basis to ensure expectations of behaviour are being met. This includes the monitoring of all laptops and iPad devices which are distributed to all year groups.

Whilst we are able to monitor and moderate pupils' use of the Internet during school hours, we are unable to take responsibility for sites accessed at home, which are beyond our filtering service. This is then the responsibility of parents and guardians to ensure they have adequate filtering measures applied on their home internet accounts. This can be achieved by installing parental controls, activating firewalls and improving secure connections to the internet, by contacting their individual Internet Service Providers. We will however stress the importance of using the Internet at home in the manner that we expect children to use it in school.

## Expectations for Internet use

- ☐ We expect everyone to be responsible for their own behaviour on the Internet, just as they are anywhere else in school.
- ☐ We expect everyone to understand what is considered to be 'cyber-bullying' and to report this if they know that it is affecting anyone in our school.
- ☐ We expect everyone to know what details can and should not be given out online.
- ☐ We expect everyone to use devices, software and apps sensibly and with the consent of an adult
- ☐ We expect everyone to use the devices in school for the purposes given and not to deliberately seek out any offensive materials online.
- ☐ Children should act outside of school on their devices as they would be expected to inside of school.
- ☐ Pupils must always ask permission before using any devices which allow access to the Internet and have a clear idea why they are using it.
- ☐ Children are only permitted to use agreed class addresses and school-created accounts for email. All email will be moderated and monitored by the class teacher. The use of unfiltered web-based email

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(such as Hotmail) is not permitted in school.

- ☐ Children will not engage in any form of conversation or dialogue with other users on the Internet without permission and supervision from their teacher. This may only occur within privately created chat rooms with closely guarded passwords.
- ☐ The use of public chat rooms and Internet Messaging Services is prohibited.
- ☐ The use of social networking sites such as Facebook and Twitter are not appropriate to primary education and the use of the Internet for such purposes is not currently permitted. (Their use is prohibited under 13 years of age.)
- ☐ Files may only be downloaded onto school devices by staff, or children under supervision.

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- ☐ If children come across any offensive material accidentally, or if any child finds themselves uncomfortable or upset by anything they discover on the Internet, they will turn off the device immediately and report it straight away to the supervising adult. (Any adult should report it to the Computing Coordinator or Head Teacher immediately. Arrangements can then be made to request that the ISP blocks the site).
- ☐ Pupils must not upload any content onto the Internet from the school devices. It is the responsibility of the whole school community to bring this to the attention of either the class teacher, Computing Coordinator or the Headteacher who will ensure its removal from the site.

## School Web Site Guidelines

A web site can celebrate good work, promote the School, publish resources for projects and homework, and link to other good sites of interest. However, to protect our children, the following guidelines will be adhered to:

- ☐ Children are only referred to by first names on our school website
- ☐ Individual images of children will not be used
- ☐ Group photographs will not contain a names list
- ☐ Home information and e-mail identities will not be included – only the point of contact to the School, i.e., telephone number, school address and e-mail to the school office
- ☐ Work displayed will be of the highest quality and reflect the status and ethos of the School

Parents who would prefer that their children do not appear on our school website, for whatever reason, are asked to inform the Head Teacher in writing. An up-to-date list of such children is kept in the school office and referred to before new pages are added. If, at any time, a parent expresses concern about usage of an image or piece of work, it will be removed from our site as quickly as possible.

## Learning Platform

As our community moves towards use of a Learning Platform, it is important to note that any user who accesses this provision will be expected to agree to a Community Acceptable Use Policy before access is granted. As online reporting and parental engagement develops, our e-safety guidelines will be reviewed.

### Information and further guidance for parents:

We have done all that is possible to ensure children are protected through the use of a filtered service and a requirement that an adult always supervises Internet access. Our children are taught to use the facility sensibly – the rules concerning Internet use are regularly discussed in class and we welcome your endorsement of these. We strongly recommended that parents consider and develop a similar set of rules for the use of the Internet outside of school. You might also like to discuss as a family the issues surrounding the downloading of music, mobile phones, social networking sites, the use of blogs and apps which children use, within the home environment. You may find the “following websites extremely useful to help ensure that children stay safe.

Childnet International is a non-profit organisation working to help make the Internet a great and safe place for young people. These sites are all created by this organisation

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

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

<http://www.chatdanger.com>

***You can find downloadable safety leaflets here:***

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<http://www.childnet-int.org/downloads/parents-leaflet.pdf>

<http://www.childnet-int.org/downloads/musicLeaflet.pdf>

<http://www.childnet-int.org/downloads/ICRA-Bill-of-Rights.pdf>

<http://www.childnet-int.org/downloads/a2poster.pdf>

***Other useful sites include:***

**Safe Kids** <http://www.safekids.com>

**Cyber Patrol** <http://www.cyberpatrol.co.uk>

**Net Nanny** <http://www.netnanny.com>

**CBBC** <http://www.bbc.co.uk/cbbc/help/safesurfing> (aimed at KS1)

**Bullying Online** <http://www.bullying.co.uk>

**Think U Know** <http://www.thinkuknow.co.uk>

(including Hector's World™ – suitable for 5-7 year olds)

(Guidelines reviewed and amended November 2014)

***Further guidance can be found in the following documents***

BECTA: Safeguarding Children online (2009); SWGFL Trust: Safety and Security (2009); SWGFL School e-safety Policy (2009)

*These guidelines will be monitored and reviewed by governors/the senior leadership team on a regular basis. This will be at least annually, though this may need to occur more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place.*

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## Staff ICT Acceptable Use Policy 2016

*As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.*

**This is not an exhaustive list and all members of staff are reminded that ICT use should be consistent with the school ethos, other appropriate policies and the Law.**

- ☐ I understand that Information Systems and ICT include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, PDAs, digital cameras, email and social media sites.
- ☐ School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
- ☐ I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- ☐ I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password has numbers, letters (both upper and lower case) and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system).
- ☐ I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
- ☐ I will ensure that any personal data of pupils, staff or parents/carers is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls) or accessed remotely. Any data which is being removed from the school site (such as via email or on memory

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sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the e-safety policy and will always take into account parental consent.

- I will not keep professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are secured and approved under BYOD guidelines. I will protect the devices in my care from unapproved access or theft.

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- ☐ I will not store any personal information on the school computer system or school-provided laptop that is unrelated to school activities, such as personal photographs, files or financial information.
- ☐ I will respect copyright and intellectual property rights.
- ☐ I have read and understood the school e-Safety policy which covers the requirements for safe ICT use, including using appropriate devices, safe use of social media websites, such as Twitter and Facebook and the supervision of pupils within the classroom and other working spaces .
- ☐ I will report all incidents of concern regarding children's online safety to the Designated Child Protection Coordinator (Anne-Marie Worrall) and/or the e-Safety Coordinator (Anne-Marie Worrall/Martin Hughes) as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to (Anne-Marie Worrall/Martin Hughes) the e-Safety Coordinator or (EDAC Solutions – Tech support) the designated lead for filtering as soon as possible.
- ☐ I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the ICT Support Provider/Team (EDAC Solutions) as soon as possible.
- ☐ My electronic communications with pupils, parents/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number. It is **strongly** recommended that staff do not have pupils or parents as 'Friends' on Facebook. Any pre-existing relationships which may compromise this must be discussed with the Senior Leadership team.
- ☐ My use of ICT and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of ICT will not interfere with my work duties and will be in accordance with the school AUP and the Law.
- ☐ I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the Council, into disrepute.
- ☐ I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.

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- ☐ If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the e-Safety Coordinator (Anne-Marie Worrall/Martin Hughes) or the Head Teacher.
- ☐ I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

## USE OF PERSONAL AND NON-SCHOOL ICT EQUIPMENT

The use of non-school and personal ICT equipment to undertake school business brings both opportunities and risks. The potential for an increase in flexibility and convenience must be balanced against the need to keep personal and sensitive information secure.

- You must only use your personal hand held/external devices (mobile phones/USB devices etc.) in school if permission has been gained from the head teacher. Employees must understand that, if they do use their own devices in school, they will follow the rules set out in this agreement, in the same way as if they were using school equipment in terms of monitoring and accountability;
- You must keep personal phone numbers and email accounts private and not use your own mobile phones or email accounts to contact pupils;
- You must only use a school mobile phone when on a school trip.

*The school has utilised the contents of 'Bring your Own Device' (BYOD) guidance from the Information Commissioner's Office when updating this policy, as recommended by the LA.*

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*The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.*

**I have read and understood and agree to comply with the Staff ICT Acceptable Use Policy.**

Signed: ..... Print Name: ..... Date: .....

Accepted by: ..... Print Name: .....

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## Pupil Acceptable Use Policy

All pupils must follow the rules in this policy when using school laptops and iPad devices.

Pupils that do not follow these rules may find:

- ☐ They are not allowed to use the devices,
- ☐ They can only use the devices if they are more closely watched.

Their teachers will show pupils how to use the devices.

Devices Rules	
1	I will only use polite language when using the devices.
2	I must not write anything that might: upset someone or give the school a bad name.
3	I know that the teachers will regularly check what I have done on the school devices.
4	I know that if my teacher thinks I may have been breaking the rules they will check on how I have used the devices before.
5	I must not tell anyone my name, where I live, or my telephone number - over the Internet.
6	I must not tell my username and passwords to anyone else but my parents.
7	I must never use other people's usernames and passwords or computers left logged in by them.
8	If I think someone has learned my password then I will tell <i>my teacher</i> .
9	I must log off after I have finished with my device.

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10	I know that e-mail is not guaranteed to be private. I must not send unnamed e-mails.
11	I must not use the devices in any way that stops other people using them.
12	I will report any websites that make me feel uncomfortable to <i>my teacher, Mr Hughes or Mrs Worrall</i> .

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13	I will tell <i>my teacher, Mr Hughes or Mrs Worrall</i> straight away if I am sent any messages that make me feel uncomfortable.
14	I will not try to harm any equipment or the work of another person on a device.
15	If I find something that I think I should not be able to see, I must tell my teacher straight away and not show it to other pupils.
16	I will not pretend to be anyone else when using devices and the internet.
17	I will not upload anything to the internet on the school devices.
18	I will not bring my own devices into school and use any mobile network connections to access the internet in school.

## UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Using a computer with another person's username and password.
- Creating or sending on the Internet any messages that might upset other people.
- Looking at, or changing work that belongs to other people.
- Waste time or resources on school computers.
- Uploading anything, including pictures of other people, to the internet, without asking my teachers first

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## Pupil User Agreement Form for the Student Acceptable Use Policy

I agree to follow the school rules when using the school devices. I will use the network in a sensible way and follow all the rules explained by my teacher.

I agree to report anyone not using the devices sensibly to my teacher.

I also agree to tell my teacher, Mr Hughes or Mrs Worrall if I see any websites that make me feel unhappy or uncomfortable.

If I do not follow the rules, I understand that this may mean I might not be able to use the devices.

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**Student Name:** \_\_\_\_\_

I realise that any pupil under reasonable suspicion of not following these rules when using (or misusing) the devices may have their use stopped, more closely monitored or past use investigated.

**Parent/Carers/Guardians Name:** \_\_\_\_\_

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Parent/Carers/Guardians Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_

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