

BENTLEY ST PAUL'S C OF E PRIMARY SCHOOL

E-SAFETY AND INTERNET USE POLICY



'Growing together in faith, love and trust, we will succeed.'

Date of Policy: June 2017

Date of Review: June 2018

Date Ratified by FGB:

Bentley St Paul's C of E Primary School

E-Safety / Internet Access Policy

Introduction

The Internet is now regarded as an essential resource to support teaching and learning. The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail and mobile learning, such as phones and touch screen tablet devices. Computer skills are vital to access life-long learning and employment; indeed ICT is now seen as an essential life-skill.

Young people have access to the Internet from many places, home, school, friends' homes, libraries and in many cases mobile phones. Schools have a number of services to help ensure that curriculum use is safe and appropriate, however, access out of school does not usually have these services and has a range of risks associated with its use. Schools are ideally placed to help young people learn to become e-safe. This policy is designed to ensure safe internet use by pupils in school, but also while on-line at home etc.

1. Core Principles of Internet Safety

Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and other communication technologies such as mobile phones.

There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

2. Why is Internet use important?

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

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, well-being and to support the professional work of staff and to enhance the school's management information and business administration systems.

3. How will Internet use enhance learning?

The school Internet access will be designed expressly for educational use and will include filtering appropriate to the age of pupils.

Pupils will learn appropriate Internet use and be 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.

4. How will Internet access be authorised?

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 informed that pupils will be provided with supervised Internet access – (the permission letter is attached as Appendix 1).

Primary pupils will not be issued individual email accounts, but will be authorised to use a group/class email address under supervision.

There is a structured approach to internet access and internet searches, with clear progression through the school. This can be seen in the Computing planning overview.

5. How will filtering be managed?

The school will work in partnership with parents, Essex County Council, Daisy Updata, and the DfE to ensure systems to protect pupils are reviewed and improved.

If staff or pupils discover unsuitable or illegal sites, the URL (address) and content must be reported to the Internet Service Provider (Essex Broadband Team and RM) via the Computing Subject Leader. Parents of the children involved will be notified immediately.

Website logs will be regularly sampled and monitored. Daisy Updata can provide Netsweeper logs on request

The Computing Subject Leader, with the IT Technician (Utilize), will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

6. How will the risks be assessed?

In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. 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 Essex County Council can accept liability for the material accessed, or any consequences of Internet access.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Methods to identify, assess and minimise risks will be reviewed regularly.

The Headteacher and Computing Subject Leader will ensure that this policy is implemented and compliance with the policy monitored.

7. Managing Content

7.1 How will pupils learn to evaluate Internet content?

If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the Essex Broadband Team.

Schools should ensure that staff and pupils are aware that the use of internet derived materials should comply with current copyright laws.

Specific lessons will be included within the ICT Scheme of Work that teaches all pupils how to read for information from web resources.

Nominated persons (ICT technician) will be responsible for permitting and denying additional websites as requested by colleagues through liaison with Daisy Updata.

7.2 How should website content be managed?

The point of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.

Website photographs that include pupils will be selected carefully and will not enable individual pupils to be identified by name.

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

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

8. Communication

8.1 Managing e-mail

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

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

Pupils must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.

Whole-class or group e-mail addresses should be used.

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.

8.2 On-line communications and social networking.

Pupils will be taught how to keep personal information safe when using online services. Each year group will have specific ICT lessons dedicated to e-safety.

The school will conduct annual pupil surveys about home use of ICT. It will gauge the range of activities which pupils undertake and how safely they are using them, e.g. keeping personal information safe, experiences of cyber bullying etc.

The use of online chat is not permitted in school, other than as part of its online learning environment.

8.3 Mobile technologies

Appropriate use of mobile phones will be taught to pupils as part of their e-safety programme.

Pupil mobile phones are not permitted within the school.

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

9. Introducing the Policy to Pupils

The Acceptable Use Policy for Pupils and Rules for Safe Internet Access(App. 2)will be posted in all rooms where computers are used.

A module on responsible Internet use and e-safety will be included in the curriculum covering both school and home use. This will include the necessity of keeping personal information safe, how to use mobile technologies appropriately and using online communication appropriately.

Instruction on responsible and safe use should precede Internet access.

Pupils will be informed that Internet use will be monitored.

All Key Stage 1 & 2 pupils will use e-safety activities to help teach Internet Safety as a planned element each year, with regular reminders.

10. Parents and E-Safety

Parents' attention will be drawn to the School E-Safety Policy in newsletters and on the school Website.

Regular information will be provided to parents about how to ensure they can work with the school to ensure this resource is used appropriately both within school and home.

Internet issues will be handled sensitively to inform parents without undue alarm.

A partnership approach with parents will be encouraged. This could include demonstrations, practical sessions and suggestions for safe Internet use at home.

All parents will receive support information as and when available, e.g. Think you know.

11. Consulting with Staff and their inclusion in the E-safety Policy

- All staff including teachers, supply staff, classroom assistants and support staff, are provided with this policy, and its importance explained.
- All staff must accept the terms of the 'Acceptable Use Agreement / Code of Conduct – (App.4) statement before using any Internet resource in school. Teachers in receipt of a school laptop are also required to sign that they have read and understood the 'Laptop policy for Bentley St Paul's Primary School staff'. (App. 3)
- Staff should be aware that Internet traffic can be monitored and can be traced to the individual user. Discretion and professional conduct is essential.
- Community users of the school's ICT facilities must sign the Acceptable Use Agreement before being granted access. (App. 4)
- Staff development in safe and responsible Internet use and on the school policy is provided annually – more frequently if required.

12. How will complaints be handled?

- Responsibility for handling incidents will be delegated to a senior member of staff.
- Any complaint about staff misuse must be referred to the Headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.

13. Sharing Awareness with Pupils

Pupils' Responsible Internet Use -

These are shared with pupils in school through awareness updates – reminding them of the agreement they signed and/or their parent read to them.

These rules help us to be fair to others and keep everyone safe.

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail 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 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 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 and that my parent/carer contacted if a member of school staff is concerned about my e-Safety.



Bentley St Paul's C of E Primary School

Ashwells Road, Pilgrims Hatch, Brentwood, Essex, CM15 9SE

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School website: www.bentleystpauls.co.uk

Head Teacher: Mrs L Putt BA QTS (Hons) NPQH



7th September 2017.

Dear Parent/ Carer,

ICT (including the internet, e-mail and mobile technologies, 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 read and discuss these e-Safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation, please contact Mrs Dunning – Computing Subject Leader.

Your child will be issued log-in details when they enter year 3, this log-in provides them access to the network and enables them to store their work. We will only be able to issue your child's log-on details when we have received their signed Acceptable Use Agreement.

We will be issuing this agreement yearly due to the rising importance for due diligence, awareness and understanding.

This Acceptable Use Agreement is a summary of our e-Safety Policy which will soon be available in full via our website.

Yours sincerely,

Mrs. L Putt

Headteacher

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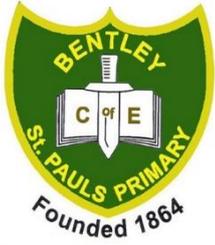
Acceptable Use Agreement:

We have discussed this and(child name) agrees to follow the e-Safety rules and to support the safe use of ICT at Bentley St Paul's C of E Primary School.

Parent/ Carer Signature

Child's Signature: (if Yr3 +)

Class



Acceptable Use Agreement:

Pupils – Bentley St Paul's C of E Primary School

Primary Pupil Acceptable Use Agreement / e-Safety Rules

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail 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 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 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 and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.



Laptop Policy for Bentley St Paul's C of E Primary School staff

1. The laptop remains the property of Bentley St Paul's C of E Primary School.
2. The laptop is allocated to a named member of staff and is their responsibility. If another member of staff borrows it, the responsibility still stays with the teacher allocated. Only Bentley St Paul's C of E Primary School Staff should use the laptop.
3. On the teacher leaving the school's employment, the laptop is returned to Bentley St Paul's C of E Primary School. Staff on extended leave of 4 weeks and over should return their laptops to the school (other than by prior agreement with the Headteacher).
4. When in school and not being used, the laptop must be kept in an office, locked room or drawer. It must not be left in an unlocked, unattended classroom.
5. Whenever possible, the laptop must not be taken out of school and if so not be left in an unattended car. If there is a need to do so it should be locked in the boot.
6. The laptop must not be taken abroad, other than as part of a school trip and its use agreed by prior arrangement with the Headteacher with evidence of adequate insurance.
7. Staff may load their own software onto the laptop but it must be fully licensed and not corrupt any software or systems already installed on the laptop.
8. Any software loaded must not affect the integrity of the school network.
9. If any removable media is used then it must be checked to ensure it is free from any viruses.
10. It will be the responsibility of the member of staff to ensure virus protection software that has been installed on the laptop is kept up-to-date.
11. Staff must use their laptop in school on the network at least once a week to ensure virus protection is automatically updated.
12. Staff should not attempt to significantly alter the computer settings other than to personalise their desktop working area.
13. Students must never use the staff laptop.
14. If any fault occurs with the laptop, it should be referred immediately to the office and our ICT technician will be contacted
15. When being transported, the carrying case supplied must be used at all times.
16. The laptop would be covered by normal household insurance. If not, it should be kept in school and locked up overnight.



Bentley St Paul's C of E Primary School

- Staff, Governor and Visitor -

Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices 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 the Headteacher, Bentley St Paul's C of E Primary School e-Safety coordinator.

- 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 and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number, personal e-mail address and social networking identities to pupils or parents.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data (such as data held on SIMs software or Target Tracker) is kept secure and is used appropriately, whether in school, taken off the 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. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission of the Headteacher
- 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 Headteacher. I will not use my mobile phone/device to take images.
- I will not use my mobile phone in school session times and in areas where pupils are present / likely to be present. I will inform the Headteacher if I may need to take calls due to extenuating circumstances – e.g. family illness. My mobile will remain on silent alert (vibrate) in such cases.

- 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 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 understand this forms part of the terms and conditions set out in my contract of employment.

This Acceptable Use Agreement is a summary of our e-Safety Policy.

User Signature

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

SignatureDate

Full Name(printed)

Job Title

Web-based Resources

For Schools

KidSmart	www.kidsmart.org.uk	SMART rules from Childnet International and Know It All for Parents
Childnet International	www.childnet-int.org	Guidance for parents, schools and pupils
DfE Anti-Bullying Advice	https://www.gov.uk/government/publications/preventing-and-tackling-bullying	Bullying prevention advice and guidance
Internet Watch Foundation	www.iwf.org.uk	Invites users to report illegal Websites
South West Grid for Learning– Safe	www.swgfl.org.uk/safe	A comprehensive overview of web-based resources to support schools, parents and pupils
Think U Know	www.thinkuknow.co.uk	Home Office site for pupils and parents explaining Internet dangers and how to stay in control.
Childnet International	http://www.childnet.com/parents-and-carers/what-do-i-need-to-know	Resource for parents to help raise awareness of how to help their children stay safe online.