

E-Safety Policy for all Stakeholders at Aldborough Primary School.

Review Date	Changes Made
September 2014	Wording to make clear it is the Head teacher who currently assumes role of E safety Coordinator
September 2015	No changes made TC/DK This is the one referred to parents for annual consent.
September 2016	No significant changes. Some clarification re location of material.

Writing and reviewing the e-safety policy

The Senior Designated Person for Safeguarding (including Child Protection) at Aldborough is also the E. Safety coordinator and head teacher. Advice is sought when reviewing this policy.

Why is Internet use important?

- The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- 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.

How does the Internet benefit education?

Benefits of using the Internet in education include:

- Access to world-wide educational resources including museums and art galleries;
- Access to the school's Virtual Learning Environment (VLE)
- Educational and cultural exchanges between pupils world-wide;
- Cultural, vocational, social and leisure use in libraries, clubs and at home;
- Access to experts in many fields for pupils and staff;
- Staff professional development through access to national developments, educational materials and good curriculum practice;
- Communication with support services, professional associations and colleagues;
- Improved access to technical support including remote management of networks;
- Exchange of curriculum and administration data with the LA and DfE.

How can we safely use the Internet to enhance learning?

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

- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and 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.

How will pupils learn to evaluate Internet content?

- We 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.
- Pupils will be signposted to the Zip it Block it Flag it poster/advice. (Appendix A)

Managing Information Systems

- The security of the school information systems will be reviewed regularly.
- Virus and Spyware protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.
- Login details must not be shared
- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to e-mail.
- Aldborough School's ICT technician /NCC ICT Solutions' network manager will review system capacity regularly.

How will e-mail be managed?

- Users may only use approved e-mail accounts.
- Pupils must immediately tell a teacher if they receive an offensive e-mail.
- Users must not send jokes or other materials that the receiver may find offensive.
- Users must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- 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.
- Children will only have access to internal e mail.
- The forwarding of chain letters is not permitted.
- Email subscriptions to websites or other electronic services must be authorised by the Head Teacher

How will published content be managed?

- The contact details on the website will be the school address, e-mail and telephone number. Staff and pupils' information will not be published.
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The Web site will comply with the school's guidelines for publications including respect for intellectual property rights and copyright.

Can pupil's image or work be published?

- Pupils' full names will not be used anywhere on the website, VLE or blog particularly in association with photographs.
- Written permission from parents or carers will be obtained annually before images of pupils are electronically published. (see Appendix B)

How will social networking and personal publishing be managed?

- The LA / School will block/filter access to inappropriate social networking sites.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location. This is part of the taught curriculum.
- Staff will not communicate with students using public social networking sites such as Facebook, MySpace, Twitter, etc. The learning platform (VLE) is a great place to communicate electronically with students.
- Staff will not communicate with parents using public social networking sites such as Facebook, MySpace, Twitter, etc.
- Pupils will not be allowed access to public or unregulated chat rooms.
- Pupils must not place personal photos on any social network space and parents of Primary aged children will be advised that the use of Social Network spaces outside school is inappropriate,(see digital safety section of website).

How will filtering be managed?

- We will work in partnership with the LA and E-Safety Groups to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the Head Teacher.
- The ICT technician will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be reported to appropriate agencies such as CEOP and ICT Solutions

How will video conferencing be managed?

Video conferencing will be assessed for educational benefit and a risk assessment will be carried out before use in school is allowed

How can emerging technologies be managed?

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. The view of governors, ICT technician, the Advisory Service and ICT Solutions shall be sought.

How should personal data be protected?

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

How will Internet Access be authorised?

- The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications
- All staff must read and sign the 'Staff Code of Conduct for ICT' and read the guidance before using the school ICT resource. (Appendix C). This will be an annual requirement in September.
- Parents will be asked to sign and return the E-Safety Rules for Responsible Use and consent form annually (Appendix D)
- At Key Stage 1 and in our Reception class, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

How will the risks be assessed?

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor NCC can accept liability for the material accessed, or any consequences of Internet access.
- The school will monitor ICT use to establish if the e-safety policy is adequate and that the implementation of this e-safety policy is effective.

How will e-safety complaints be handled?

- Where necessary the complaints policy and disciplinary procedures will be followed
- 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 safeguarding nature will be dealt with in accordance with school safeguarding procedures.
- The school will refer to the 'flowchart for responding to e-safety incidents concerning children' (see Appendix E)

How the Internet is used by the school in the community

- Users with outside access need to follow both the school's E-policy.
- The school will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

How the Internet is used by the community in the school

- Community users coming into school must adhere to the school's E-Safety Policy. The Head Teacher will oversee this.

How will the policy be introduced to pupils?

- Instruction in responsible and safe use of the Internet is part of the taught curriculum each term.

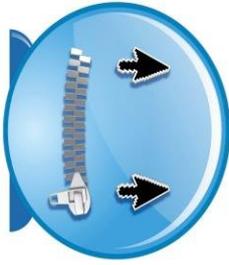
- Users will be informed that network and Internet use will be monitored.
- E-safety rules (Appendix E) will be posted in rooms with Internet access.

How will staff be consulted?

- All staff, including teachers, supply staff, classroom assistants and support staff, will be signposted to the E-Safety policy and its application and 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 staff must read and sign the 'Staff Code of Conduct for ICT' annually and read the guidance before using the school ICT resource. (see Appendix C) This is part of the annual reminders schedule.

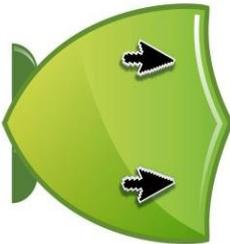
How will parents' support be enlisted?

- Parents' attention will be drawn to the E Safety Policy on the school website, on the VLE section of the website and via the Annual Consent Form each September.
- 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. This may increasingly be offered as part of Aylsham Cluster Trust Collaboration.



ZIP IT

Keep your personal stuff private and think about what you say and do online.



BLOCK IT

Block people who send nasty messages and don't open unknown links and attachments.



FLAG IT

Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

Use of digital images - photography and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow the following rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil's full name unless additional permission is sought from the parent.

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staff are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity;
e.g. photographing children at work and then sharing the pictures on the interactive whiteboard or the VLE in the classroom allowing the children to see their work and make improvements.
- Your child's image for presentation purposes around the school;
e.g. in school wall displays, digital signage, presentations, to capture images around the school or in the local area as part of a project or lesson.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;
e.g. within a DVD or a document sharing good practice; on our school website or the VLE. Your child's image could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Use of digital images - photography and video: I agree to the school using photographs of my child or including them in video material, as described in the document 'Use of digital and video images'. I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

Parent / guardian signature: _____ **Date:** ___/___/___

Staff Code of Conduct for ICT Schools

To ensure that members of staff are fully aware of their professional responsibilities when using information and communication systems equipment staff are asked to sign this code of conduct. Members of staff must read and understand the school's e-safety policy prior to signing.

I understand that the school ICT equipment and systems are the property of the school whether used on or off the premises.

I understand that it is a disciplinary offence to use any school ICT system or equipment for a purpose not permitted by its owner. Headteacher will provide clarification.

I appreciate that ICT includes a wide range of systems, including mobile phones, PDA's, digital cameras; email and social networking. Exceptionally ICT use may also include personal ICT devices with the permission of the Headteacher, if used for school business.

I understand that school information systems and equipment may not be used for private purposes without permission from the Headteacher.

I understand that my use of school information systems, Internet and email is monitored and recorded to ensure policy compliance.

I will respect system security and I will not disclose or share any password or security information to anyone other than an authorised system manager.

I will not install any software or hardware without permission.

I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.

I will respect copyright and intellectual property rights.

I will report any incidents of concern regarding the inappropriate use of ICT systems or equipment to the Headteacher.

I will ensure that all electronic communications that I make are compatible with my professional role.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept the Staff Code of Conduct for ICT.

Signed as part of the Staff Annual Reminders each September.

Dear Parents

Responsible Internet Use

We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached E-Safety Rules for Responsible Internet Use and sign and return the consent form so that your child may use Internet at school.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of Internet please telephone me to arrange an appointment.

Yours sincerely

T.Casburn
Headteacher

Responsible Internet Use

Parents are requested to complete, sign and return to the school. (Presented to parents as part of the annual consent form)

Parent's Consent for Internet Access

I have read and understood the school E-Safety Rules for Responsible Internet use and give permission for my son / daughter to have access to use the Internet, the Virtual Learning Environment, school Email and other ICT facilities at school. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

<i>Signed:</i>	<i>Date:</i>
<i>Please print name:</i>	

Aldborough Primary School

E-Safety Rules for Responsible Internet Use

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

- I will use the Internet only when I have permission to do so.**
- I will only look at or delete my own files.**
- I understand that I must not bring software or disks into school without permission.**
- I will only e-mail people I know, or my teacher has approved.**
- The messages I send will be polite and sensible.**
- I understand that I must never give my home address or phone number, or arrange to meet someone.**
- I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.**
- I will not use Internet chat rooms without permission.**
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**
- I understand that the school may check my computer files and the Internet sites I visit.**
- I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.**

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the

system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

DRAFT
Flowchart for responding to e-safety incidents concerning children

