St Peter's C of E Primary School

Liverpool Grove Walworth London SE17 2HH

Tel 020 7703 4881 Fax 020 7703 1601

Curriculum

E-Safety Policy

Curriculum – E-Safety Policy

Reviewed: Jan 2017

Our Mission in the Community

Our values are informed by the values central to Christianity. We are ambitious- we want each member of the school to discover and realize their true potential in a Christian environment.

St Peter's Primary School is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment.

School Aims
We want to be:-
- A school which challenges, excites and inspires.
- A community to which children, parents, staff and governors feel they belong.
- A school which builds confidence, commitment and respect for each other.
- A school which worships prays and celebrates the love of God wherever it is found.
- A school which has a culturally diverse community.

WRITING AND REVIEWING THE E-SAFETY POLICY

Our e-Safety Policy has been written by the school, following government guidance. It has been agreed by senior management and approved by governors. The e-Safety Policy and its implementation will be reviewed annually.

Teaching and learning

3.1 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.

3.2 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

3.3 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.

Managing Internet Access

4.1 Information system security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies are managed by LGfL.
- Further filtering is managed through our regular IT technicians and the recommendations from the SLT.
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4.2 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 personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Pupils sending e-mails 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.

4.3 Published content and the school web site

- The contact details on the 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.
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4.4 Publishing pupils' images and work

- Photographs that include pupils will be selected carefully
- Pupils' full names will not be used anywhere on the Website, children will not be identified by name on photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Website or Twitter account.
- Pupils' work can only be published with the permission of the pupil and parents.

4.5 Social networking and personal publishing

- The school will block 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.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.

4.6 Managing filtering

- The school will work with the LA, DCSF and the Internet Service Provider 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.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

4.7 Managing emerging technologies

- Emerging technologies will be examined for educational benefit and an assessment of suitability will be carried out before use in school is allowed.

- Mobile phones are not permitted in school. The sending of abusive or inappropriate text messages is forbidden.
- Staff will be issued with a school phone where contact with pupils/parents is required on trips.

4.8 Protecting personal data

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

Policy Decisions

5.1 Authorising Internet access

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- In our school, access to the Internet will be supervised by adults with access to specific, approved on-line materials.
- Parents will be asked to sign and return an Acceptable Use policy.
- All classes sign an Acceptable ICT form at the beginning of each new academic year. In Foundation and KS1 this is referred to as 'Think Before You Click' and in KS2 it is referred to as 'Acceptable ICT Use Agreement/e safety rules'. If a child joins the school after the start of term, the agreement must be updated with their signature. The Acceptable Use Agreement/e safety rules must be displayed in each class.

5.2 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 Southwark can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT provision on a yearly basis to establish if the e-safety policy is adequate and that its implementation is effective.
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5.3 Handling incidents

- The details of all e safety incidents will be recorded by the Head teacher and they will be recorded in an incident log (see Appendix 4). This log will be monitored by the Head teacher.

5.4 Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by the class teacher.
- 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.
- Pupils and parents will be informed of the complaints procedure (see prospectus).
- Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

Personal/physical safety

When sitting at a laptop or computer all teachers and staff are asked to adhere to the guidelines in Appendix 6.

7.1 Introducing the e-safety policy to pupils

- In Term 1 every year, each class will undertake one unit focussing on e safety and acceptable use.
- Pupils will be informed that network and Internet use will be monitored.

- Each year the children will have workshops from reputable organisations/charities to teach and remind the children how to be safe online.

7.2 Staff and the e-Safety policy

- All staff will be given the School e-Safety Policy and its importance will be explained in staff meetings.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

7.3 Enlisting parents' support

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school prospectus and on the school Web site.

- The school website has a dedicated area for parents/carers to help them know how to keep their child safe online

- Each year parents/carers will have workshops from reputable organisations/charities to raise awareness and remind parents/carers how to keep their child safe online.

7.4 Failure to Comply

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

Appendices:

1. Acceptable Use Agreement – Parent / Carer

2. Acceptable Use Agreement - Staff (and Volunteer)

3a. Acceptable Use Agreement - Think before you click- Key Stage 1

3b. Acceptable Use Agreement - Key Stage 2

4. Photo and video Acceptable Use Agreement – Parent / Carer

5. Incident log

6. Working Safely at your Computer

Appendix 1

Parent / Carer Acceptable Use Policy

New technologies have become integral to the lives of children and pupils in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Pupils should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

• That pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

• That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

• That parents and carers are aware of the importance of e-safety and are involved in the education and guidance of pupils with regard to their on-line behaviour.

The school will try to ensure that *students / pupils* will have good access to ICT to enhance their learning and will, in return, expect the *pupils* to agree to be responsible users. A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the pupils in their care.

Parents are requested to sign the permission forms attached, to show their support of the school in this important aspect of the school's work. We would be grateful if you could return the attached permission slips to the office as soon as possible.

Permission Form – Use of the internet at school

Parent / Carers Name	
Pupil Name	

As the parent / carer of the above *students / pupils*, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that pupils will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed: Date:

Appendix 2

St Peter's CE (VA) Primary School

Staff (and volunteer) Acceptable Use Policy

School Policy

New technologies have become integral to the lives of children and pupils in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff are protected from potential risk in their use of IT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to IT to enhance their work, to enhance learning opportunities for *pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school IT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the IT systems and other users. I recognise the value of the use of IT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of IT. I will, where possible, educate the pupils in my care in the safe use of IT and embed e-safety in my work with pupils.

For my professional and personal safety:

- I understand that the school will monitor my use of the IT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school IT systems (e.g. laptops, email, etc.) out of school.
- I understand that the school IT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school (see staff handbook).
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school IT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.

- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities. I understand that it is not appropriate to have contact with parents or pupils on a social networking site. In my use of a social networking site, I will not make explicit references to my place of work.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the LA Data Protection Policy. Where personal data is transferred outside the secure school network, it must be encrypted.
- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school IT equipment in school, but also applies to my use of school IT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the Staff (and Volunteer) Acceptable Use Policy

I agree to use the school IT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Signed

Date

Appendix 3a

Think before you click- Key Stage 1

S	I will only use the Internet and email with an adult
A	I will only click on icons and links when I know they are safe
F	I will only send friendly and polite messages
E	If I see something I don't like on a screen, I will tell an adult

My name:

Date:

Appendix 3b

Pupil Acceptable Use Agreement /e Safety Rules

Key Stage 2

- I will only use IT in school for school purposes.
- I will only use my own school email address (if I have one) in school time.
- I will make sure that all IT contacts with other children and adults are responsible.
- I will not deliberately look for, save or send anything that could be uncomfortable, unpleasant or nasty. If I accidentally find anything like this I will turn off my monitor and tell my teacher or a trusted adult 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 will be responsible for my behaviour when using IT because I know that these rules are to keep me safe.
- I know that my use of IT can be checked and that my parent/carer contacted if a member of school staff is concerned about my e Safety.

Signed:

Date:

Appendix 4 - Photo and Video Acceptable Use Agreement (Parent / Carer)

New technologies have become integral to the lives of children and pupils in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Pupils should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

• that pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
• that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
• that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of pupils with regard to their on-line behaviour.

The school will try to ensure that *students / pupils* will have good access to ICT to enhance their learning and will, in return, expect the *pupils* to agree to be responsible users.

Parents are requested to sign the permission forms attached, to show their support of the school in this important aspect of the school's work. We would be grateful if you could return the attached permission slips to the office as soon as possible.

Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.
Images may also be used to celebrate success through their publication in newsletters, on the school website/Twitter and occasionally in the public media,
The school will comply with the Data Protection Act and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the pupils can not be identified by the use of their names.
Parents are requested to sign the permission form below to allow the school to take and use images of their children.

Permission Form

Parent / Carers Name

Pupil Name

As the parent / carer of the above *pupil*, I agree to the school taking and using digital / video images of my child / children. I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

I agree that if I take digital or video images at, or of, – school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.

Signed   Date

Appendix 5

St Peter's CE VA Primary School E-Safety Incident Log

The details of all e safety incidents will be recorded by the Head teacher and they will be recorded in an incident log. This log will be monitored by the Head teacher.

Date/ time	Name of pupil or member of staff	M/F	Room and computer/ device number	Details of incident	Actions and reasons

Appendix 6

<u>Working Safely at your Computer</u>

General guidance for working on laptops or PCs in class and in PPA room

1. Adjust the backrest of your chair to fully support your lower back, and sit well back into the chair.

2. Adjust the seat height until your forearms are horizontal and wrists straight while using the keyboard. Bring the keyboard close to the edge of the desk just leaving enough room for a gel filled wrist rest if you want one or to rest the heel of your hands. Avoid- pushing your keyboard forward to keep papers in front of it. If you do this you will probably lean forward to reach it and your back will no longer be supported by your chair. Do not rest your wrists on the edge of the desk or bend your hands up at the wrist. Keep a soft touch on the keys and do not overstretch your fingers. Place the mouse right beside the keyboard so that you do not have to stretch – you can use a mouse mat with a gel filled wrist rest if you wish (these can be found in the office)

3. When you have the seat height right, if your feet do not rest comfortably on the floor use a footrest – get a purpose made one or a suitably sized box.

4. The screen should be approximately at arm's length. Adjust the height so that you're the top of the screen is at eye level when sitting upright and looking straight ahead. If you need to look at the keyboard to type the screen can be lowered to avoid repeated neck movements. Adjust the angle of the screen to suit your sitting height.

5. Do not lean over to read documents. Use a document holder, and place it beside the screen at the same distance, height and angle as the screen.

6. Do not sit at your laptop or PC for extended periods of time.