A Small School with a BIG Heart

Ellingham C of E Primary School

E-Safety Policy

This policy was adopted by Governors at the meeting held on :	**Thursday May 18th 2023**
Signed (Chair of Governors):	**Gustav MacLeod**
Date of Review:	**Summer 2024**

Introduction

All pupils use computer facilities, including Internet access as an essential part of learning, as required by the Primary National Curriculum. The school has a duty to provide quality internet access as part of their learning experience.

E-Safety encompasses the use of new technologies, internet and electronic communications such as mobile phones, collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The school's e-safety policy will operate in conjunction with other policies including those for Behaviour, Confidentiality, Child Protection, Curriculum, Data Protection and Security, Remote Education, and Remote Online Video Learning.

Aims

- To allow all users to access and use the Internet for educational purposes;
- To provide a mechanism by which staff and students are protected from sites, information, and individuals, which would undermine the principles and aims of the school;
- To provide rules which are consistent, and in agreement with the Data Protection Act 1998;
- To provide rules which are consistent with the acceptable procedures commonly used on the Internet;
- To have an appointed e-safety Coordinator: Ellingham School's coordinator is Mrs Diane Lakey.

Managing Internet Access

We have developed the following rules to ensure the privacy and safety of pupils when using the Internet and E-mail.

Information System Security, Access and Filtering:

- All Internet access at Ellingham is filtered through a proxy server, provided by Northumberland LA, to screen undesirable sites at source.
- All curriculum computers have monitoring software by 'senso.cloud' installed. All users must 'click' to accept the acceptable use of the computer before accessing the machine.

- All users have to login to our school network using a unique username and password, generated by the IT Support Team at NCC.
- All internet access for staff and pupils must be via individual network logins so that all use is traceable. Pupils from Reception to Year 6 have individual login usernames and passwords for home and school access to 'School360, 'Times Table Rock Stars', Accelerated Reader and E-books via the Schools Library Service.
- We subscribe to the accredited South West Grid for Learning 'Boost' online safety toolkit. This provides us with additional educational resources, staff professional development materials and a 'Whisper' online reputation tracker for our school.
- Virus protection is updated regularly.
- In Early Years, access to the internet will be by adult demonstration with limited, directly supervised access to specific, approved on-line materials.
- The Search Engines used by children at Ellingham all offer a filtered list of links.
- All staff and pupils must read and sign an appropriate 'Acceptable ICT Use Agreement' before using any school IT resource.
- All staff will have twice yearly e-safety training delivered by the subject leader, LA Consultant or outside agency.
- Parents will be asked to sign and return a consent form.
- Any child finding themselves uncomfortable or upset by anything they discover on the Internet will report it to a teacher immediately. The e-Safety coordinator will be informed.
- The Headteacher and Administration manager will monitor usage reports from 'Senso.cloud logs.
- The staff Google Drive or encrypted memory sticks must be used to transfer or store any pupil information or photographs. All staff iPads are passcode protected and encrypted. Staff laptops have encryption software or encrypted hard-drives, as well as password protection;
- Staff members must not use personal mobile phones when children are present. Staff may use mobile phones on school premises outside of working hours when no children are present. Staff may use mobile phones in the staffroom during breaks and non-contact time. Mobile phones should be safely stored and in silent mode whilst children are present.
- Staff may take mobile phones on trips, but they must only be used in emergencies and should not be used when children are present. Mobile phones must not be used to take images or videos at any time during trips.
- A mobile phone can be taken to the external hall. It must only be used in case of an emergency, such as a lock-down.
- Parents, visitors and contractors are not permitted to take photographs or record videos without prior permission. Parents may take photographs and videos only containing their own child during school events. Parents may take group photographs at school events but only with the informed consent of the parents of the children involved.
- The school strongly advises against the publication of any photographs or videos taken at the school or school events on social media. Staff must report all concerns about parents, visitors and contractors to the DSL, following the procedures outlined in the Child Protection and Safeguarding Policy.

E-mail

- 'School360' generates an internal only e-mail address for pupils, but will only ever be used by KS2 pupils to internally access or send homework. When needed, specific details about this will be shared with families before its use is unlocked;
- Pupils must not reveal personal details of themselves or others in e-mail communication.

- All e-mail to/from classes will be moderated by the class teacher.
- Children will not engage in conversation or dialogue with other users on the Internet without permission or supervision from their teacher.

School Website

- Any images of children will not be labelled with their names.
- Pupil's full names will not be used anywhere on the website.
- Children and staff will never reveal their personal details, and home addresses & telephone numbers on the web or in dialogue with other Internet users.
- Children's work will only be identified by year group, class name or initials.

Social Networking and Personal Publishing

- Children have no access to Newsgroups, unless a specific use is approved.
- The access to social networking sites will be blocked/filtered.
- Children will be advised never to give out personal details of any kind which may identify them or their location.
- Parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils.
- All staff will be advised not to have parents, pupils or carers as 'friends' on social networking sites.

Cloud Storage

At Ellingham School, we use cloud storage provided by our LA Service Level Agreement using 'School360' Google apps for education, for example for staff access to the school calendar and Apple iCloud to back-up and store data on iPads, such as pupil work or un-named photographs.

No school sensitive data should be stored on any cloud service.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons.
- Children will be advised not to bring mobile phones into school. If this is unavoidable, they will be handed into the school office and returned at the end of the school day.

The school recognises that, under certain circumstances, the Internet can give children access to undesirable information and images. We will take all reasonable precautions to ensure children are protected from such information through the use of security software. The use of an Intranet provided by Northumberland LA and our Website that provides as safe an environment as possible. However, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor LA can accept liability for the material accessed, or any consequences of internet access. The children are taught to use the facility sensibly and with proper consideration for others. E-safety rules will be discussed with the pupils at the start of each year and any specific Computing units. All staff will be given the school e-safety policy and its importance explained.

Parents' attention will be drawn to using the Internet at home with children, and school will recommend that they develop a similar set of e-safety rules and invest in appropriate security software, e.g.: free K9 web protection.

The e-Safety Policy and its implementation will be reviewed annually. The Governor with responsibility for Computing and e-safety is-Andrew King.

The e-Safety Policy was revised by Diane Lakey.

References

CEOP: Child Exploitation Online Protection Education@ceop.gov.uk

'SWGfL Boost Resources

Think U Know' website

Parental Permission Letter

Our school is connected to the Internet. The Internet provides a number of important and valuable educational benefits, which should enhance learning and understanding in all areas of the school curriculum. We believe that good planning and management will ensure appropriate and effective pupil use in our school.

As a result of the open nature of the Internet, there is some material which is unsuitable for viewing by children. Therefore, we have introduced procedures which should enable your son/daughter to use the Internet facilities safely and securely. These policies are attached to this letter. We will make every effort to ensure that unsuitable material is not viewed by your son/daughter. Each session will be monitored by a member of staff. Each member of staff and each student using the Internet must agree to follow an Acceptable Use Policy. These policies set out the rules that must be adhered to, for the protection of all users. Suitable supervision, by a member of staff will be provided, during pupil access to the Internet.

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COMPLETE AND RETURN THE FOLLOWING SECTION

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

My son/daughter ________________

will agree to follow the Internet rules and sign the Acceptable Use Policy.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the 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.

Signed: (Parent/Guardian) ______________ Print name: ____________

Signed: (Pupil) __________ Date: --------------------------

Acceptable Use of the Internet Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communication 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 access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

- that staff, pupils 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 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 technology in their everyday work.

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

Pupil Acceptable Use Policy Agreement

(EYFS and KS 1)

This is how we stay safe on the computers:

- I will ask a teacher or suitable adult if I want to use the computers;

- I will not tell anyone (except my parent(s)/carer) my password or use someone else's password;
- I will only use activities that a teacher or suitable adult has told or allowed me to use;
- I will take care of the computer or other equipment;
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong;
- I will tell a teacher or suitable adult if I see something that upsets or worries me on the screen;
- I will never do anything on the computer that could be unkind or upset someone.

I understand that the school will monitor everything I do on the computer and I know that if I break the rules, I might not be allowed to use a computer.

Signed (child): --------------------------------

Signed (parent/carer): --------------------------

(KS 2)

Our school provides internet access to help with our learning.

To help keep myself and others safe when we use computers and the internet, I agree to:

- I will only use computers and IT equipment when I have permission to;
- I will not access other people's files or tell others my password;
- I will hand-in any mobile phones, pen drives or CDs to the school office and not use them in school without permission;
- I will take care of the computers or other equipment I use;
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong;
- I will immediately report any unpleasant messages or images, as this will protect me and other pupils;
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I find anything like this, I will immediately tell my teacher; 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 share copies (including music and videos).
- I will not give out my full name, my home address or telephone number on the computer;
- I will only e-mail people I know and who my teacher has approved;
- I will not use a computer to arrange to meet someone;
- I will make sure my IT contact with other children and adults is always polite, responsible and sensible.

I understand that the school will monitor everything I do on the computer.

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

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school internet, contact with parents or other sanctions identified in our Behaviour Policy, and in the event of illegal activities involvement of the police.

Signed (child): --------------------------------

Signed (parent/carer): -------------------------

References: SWGfL: South West Grid for Learning policy guidance: Boost Resources;CEOP: Child Exploitation Online Protection

Acceptable Use Policy Agreement: Staff and Volunteers

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

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, School360 etc.) out of school, and to the transfer of personal data (digital or paper based) out of school. (see- IT Security Policy, Data Protection Policy and E-safety Policy.)
- I understand that the school digital technology 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.
- 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 understand that I should not write down or store a password where it is possible that someone may steal it.

- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the Headteacher (E-safety Lead.)

I will be professional in my communications and actions when using school ICT 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) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's E-Safety Policy.
- I will only communicate with 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.

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 mobile devices (laptops / tablets / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement and in the E-safety and IT Security Policies, in the same way as if I was using school equipment. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses. No personal devices will be allowed to access the school internet system.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (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 first agreed by the Headteacher.
- 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 School's Data Protection Policy. Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or 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 the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises 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 or the Local Authority and in the event of illegal activities the involvement of the police.

Staff Volunteer Acceptance Form

I have read and understand the above and agree to use the school digital technology 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: ....