Rhodes Avenue Primary School

E-safety Policy
Autumn 2015

Context

The internet is an essential element in 21st century society for education, business and social interaction. Rhodes Avenue School has a duty to provide pupils with quality internet access as part of their learning experience. Internet use is part of the curriculum and a necessary tool for staff and pupils.

All users need to be aware of the range of risks associated with the use of these Internet technologies. At Rhodes Avenue we understand the responsibility to educate our pupils on E-Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Schools hold personal data on learners, staff and other people to help them conduct their day-to- day activities. Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the reputation of the school.

Everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties.

Aims

 The aims of this policy are to:

- set out the key principles expected of all members of the school community at Rhodes Avenue Primary School with respect to the use of computing/internet-based technologies;
- safeguard and protect the children of Rhodes Avenue Primary School;
- assist staff working with children to work safely and responsibly with the internet and other communication technologies;
- set clear expectations of behaviour and/or codes of practice relevant to responsible use of the internet for educational, personal or recreational use;
- have clear structures to deal with online abuse such as cyberbullying which are crossed referenced with other school policies;
- ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.

Main areas of risk

Content

- Exposure to inappropriate content;
- ignoring age ratings in games (exposure to violence, gender stereotypes and racist language);
- Lifestyles websites.

Contact

- Grooming;
- Cyberbullying in all forms;
- Sharing passwords.

Conduct

- Disclosure of personal information;
- Digital footprint and online reputation;
- Health and well-being (amount of time spent on-line/gaming);
- Sexting (SGII – self generated indecent images);
- Copyright breaches.

Managing Internet Access

E-Safety depends on effective practice at a number of levels:

1. Responsible Information Communication Technology (ICT) use by all staff and pupils;
2. Implementation of the E-Safety Policy in both administration and curriculum;
3. Safe and secure broadband including the effective management of filtering.

Practice

- Rhodes Avenue's ICT systems capacity/security will be reviewed annually by the ICT leader and the school's technical support;
- Designated E-Safety leaders (Mr Shane Claridge/Ms Alison Davies);
- Designated E-Safety Governor;
- Designated Child Protection Officer (Ms Emel Ali);
- Virus protection updated annually;
- Consultation with the Local Authority.

E-mail

Pupils will:

- only use approved e-mail accounts on the school system;
- immediately inform a teacher if they receive offensive e-mail;
- obtain authorisation before sending any e-mail.

Pupils will not:

- reveal personal details of themselves or others in e-mail communication
- arrange to meet anyone
- forward chain letters

Research

- The school will endeavour to ensure that the copying and subsequent 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.

<u>**Video Conferencing**</u>

- The filtered educational broadband network will only be used for IP video conferencing;
- Pupils will be supervised at all times if/when making and answering a video conference call.

<u>**Digital Images**</u>

Refer to the school's *Safe Use of Images Policy*

<u>**Education and Training**</u>

Avenue Primary School has a clear, progressive on-line safety education programme as part of the Computing and PSHE curriculum, it covers a range of skills and behaviours appropriate to their age and experience, it teaches pupils to:

- 'Zip it!' 'Block it!' 'Flag it!'

- be 'SMART' (refer to appendix)

- develop a range of strategies to evaluate and verify information before accepting its accuracy;

- understand acceptable behaviour when using an online environment/email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;

- understand how photographs can be manipulated and how web content can attract the wrong sort of attention;

- understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;

- understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings;

- understand why they must not post pictures or videos of others without their permission;

- know not to download any files – such as music files - without permission;

- have strategies for dealing with receipt of inappropriate materials;

- understand the impact of online bullying, sexting, extremism and trolling and know how to seek help if they are affected by any form of online bullying.

- know how to report any abuse including online bullying; and how to seek help if they experience problems when using the Internet and related technologies

Rhodes Avenue School will:

- remind students about their responsibilities through the PSHE and Computing curriculum;
- present an *Acceptable Use Agreement* which every pupil will sign;
- ensure that staff model safe and responsible behaviour in their own use of technology during lessons;
- ensure that when copying materials from the web, staff and pupils understand plagiarism and intellectual property rights;
- ensure that staff and pupils understand the issues around aspects of the commercial use of the Internet, as age appropriate. This may include, risks in pop-ups; buying online; online gaming and gambling;

Staff and governor training

Rhodes Avenue School will:

- ensure that staff know how to send or receive sensitive and personal data and understand the requirement to encrypt data where the sensitivity requires data protection;
- make regular training available to staff on online safety issues;
- provide as part of the induction process for all new staff [including those on university/college placement and work experience] with information and guidance on the e-safeguarding policy and the school's *Acceptable Use Agreement*.

Parent awareness and training

Rhodes Avenue School will run a rolling programme of advice, guidance and training for parents, including:

- the supplying of the school's *Pupils Acceptable Use Agreements* to new parents,
- to ensure that our principles of online safe behaviour are made clear;
- on the school web site/or newsletter items;
- demonstrations, workshops practical sessions held at school;
- suggestions for safe Internet use at home;
- provision of information about national support sites for parents.

Password policy

- Rhodes Avenue Primary School states staff and pupils must always keep their password private, must not share it with others and must not leave it where others can find it;
- all staff have their own unique username and private passwords to access school systems.
- staff to use strong passwords for access into our INTEGRIS system
- staff to change their passwords into the INTEGRIS program every 90 days.

Managing E-Safety

Authorising Internet Access

- all staff must read and sign the *'Acceptable Use Policy* (see Appendix) before using any school ICT resource;
- Early Years Foundation Stage (EYFS) and Key Stage 1's access to the Internet will be by adult demonstration with directly supervised access to specific on-line materials;
- Parents will be asked to sign and return a consent form.

Assessing risks

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- The ICT leader will ensure that regular checks are made to ensure that filtering methods selected are appropriate, effective and reasonable.

E-Safety Incidents

The school will take all reasonable precautions to ensure online safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Incidents

- of internet misuse will be dealt with by the Head teacher
- of online bullying will be dealt with by the Head teacher;
- regarding staff misuse will be referred to the Head teacher
- of a child-protection nature will be dealt with in accordance with Rhodes Avenue's Safeguarding Procedures.

Sanctions

Staff and pupils are given information about infringements in use and possible sanctions.

Sanctions available include:

- interview with the online Safety Coordinator /Head teacher;
- informing parents or carers;
- removal of Internet or computer access for a period of time;
- referral to LA/Police.

Our Online Safety Coordinator acts as first point of contact for any incidents. Any complaint about staff misuse is will be dealt with by the Head teacher

Protecting personal data

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

Links to other policies

- Anti-cyber-bullying
- Anti-bullying
- Safe Use of Images
- Computing
- Teaching and Learning
- Health and Safety
- Safeguarding
- Data Protection
- Freedom of Information Scheme 2

Asset disposal

Details of all school-owned hardware will be recorded in a hardware inventory. Details of all school-owned software will be recorded in a software inventory. All redundant ICT equipment will be disposed following the *Waste Electric and Electronic Equipment (WEEE) Regulations 2013* and/or through an authorised agency. All redundant equipment that may have held personal data will have the storage media wiped and Rhodes Avenue School will conform to the most recent legislation/ guidance.

Procedures for policy monitoring and dissemination

All members of staff and governors will receive a copy of this policy. Copies are available to parents on request. This Policy has been approved by the Governing Body and the School Leadership Team and it will be reviewed in line with the curriculum policy schedule.

Staff responsible:

Head teacher
Deputy Head teacher
Computing Leader
The Curriculum Committee

Appendix 1.

RHODES AVENUE
PRIMARY SCHOOL

Acceptable Use Agreement (Staff)

Autumn 2015

I understand that the school ICT equipment and systems are the property of the school.

I understand that school information systems and equipment may not be used for private purposes without the permission of the Head teacher.

I understand that my use of school information systems, including the internet and email is monitored to ensure policy compliance and that Rhodes Avenue School may exercise its right to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place.

I understand that I cannot use school e-mail addresses for personal business and that all e-mail will be kept professional.

I will only use Rhodes Avenue's approved e-mail system - *London Grid for Learning* (LGfL*)* staff mail - for any school business, including communication with parents.

I will not allow unauthorised individuals to access e-mail/internet/intranet/network or any other school systems, or any other Local Authority (LA) systems that I have access to.

I understand that e-mail is open to *Subject Action Requests* under the *Freedom of Information Act.*

I will not install any software or hardware without permission of the ICT Leader.

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 realise that any personal ICT equipment use in school is at the discretion of the Head teacher.

I will respect copyright and intellectual property rights.

I will not use personal digital cameras, phones or other digital devices for taking, editing or transferring digital images/videos of pupils or staff without the permission of the Head teacher. I will not store images or videos of pupils/staff at home.

I understand that the recording, taking and sharing of images, video and audio on my mobile phone is not authorised except where it has been agreed by the Head teacher.

The *Bluetooth* or similar function on my mobile phone will be switched off in school and it will not be used to send images or files to other mobile phones.

Personal mobile phones will only be used during lesson times with the permission of the Head teacher.

I will not access nor attempt to access any sites that contain any of the following: pornography, child abuse, the promotion of racial or religious hatred, extremist material, the promotion of illegal acts or information that may be illegal or offensive to colleagues.

I will report any accidental access to, or receipt of inappropriate materials, or any filtering breach or equipment failure to the E-safety Leader.

I understand that social networking is allowed in school only in accordance with the school's *E-safety Policy.*

I will not upload onto any internet site or service images or videos of other staff or pupils without the consent of the Head teacher in a professional (school) or personal context (outside school).

If I use social networking for personal use, I will not undermine the school, by offering any personal opinions, nor engage in any online discussions on confidential/ professional matters relating to members of the school community – staff, governors, parents, pupils or the local authority. I will check my security settings on personal social media profiles regularly to minimise risk of loss of personal information.

I will only access school resources remotely (from home) using the LGfL Rhodes Avenue School approved system.

I will ensure that any confidential data I wish to transport from one location to another is protected by encryption.

I understand that it is my duty to support Rhodes Avenue School's *Safeguarding Policy* and I will report any behaviour – staff or pupils - which I believe may be inappropriate or concerning in any way to a senior member of staff or the designated Safeguarding Leader.

I agree to abide by Rhodes Avenue School's *Acceptable Use Policy* and understand that I have a responsibility for my own and others' e-safeguarding.

Signed_____ Print Name_____

Date: _____

Appendix 2

Pupil's Acceptable Use Agreement

School E-Safety Rules

- I will always ask permission before using the internet.

- I will not give out any personal information (name/phone number/home address).

- I will not tell other people my password.

- I will use my class e-mail address and always send emails that are polite and friendly.

- I will not arrange to meet someone I do not know.

- I will not open emails, files or documents sent by someone I do not know.

- I will tell an adult if I see anything that upsets me.

- I will only open/delete my own files when instructed.

- I will remember to 'Zip it!' 'Block it!' 'Flag it!'.

- I know that these rules are to help me keep safe.

Pupil Agreement

This Agreement has been explained to me and I agree to follow the E-Safety rules and to support the safe and responsible use of ICT at Rhodes Avenue Primary School.

Pupil Signature……………………………………………   Date ………………………………

Appendix 3

Our Safe Internet Rules

Our KS2 Safe Internet Rules

- I will always ask permission before using the internet.

- When on-line I will not tell people my:
  - name;
  - phone number;
  - address;
  - password.

- I will not arrange to meet someone that I have met on the internet unless a trusted adult has given permission or accompanies me.

- I will not send a photograph or video that can be used to identify myself, my family or friends unless a trusted adult has given me permission.

- Messages that I send will always be polite and sensible.

- I will not reply to unkind messages but will tell a trusted adult.

- I will tell an adult if I see anything that upsets me.

- I will not open files, emails or documents from people I do not know.

- I will remember to 'Zip it!' 'Block it!' 'Flag it!'.

Parent/Carer's E-Safety Agreement Form

Parent/Carer's name: _____

Pupil name(s): _____   Class _____

As the parent/carer of the above mentioned pupil(s), I grant permission for my daughter/son to have access to use the internet, LGfI email and other ICT facilities at school.

I know that my daughter/son has signed an E-safety agreement form and that they have a copy of the *Pupil's Acceptable Use Agreement and E-Safety Rules*.

I accept that ultimately the school cannot be held responsible for the nature and content of the materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using and educationally filtered service, restricted access email*, employing appropriate teaching practice and teaching E-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit and that if they have concerns about their E-safety or E-behaviour that they will contact me.

I will support the school promoting safe use of the internet and digital technology at VFKRRO home and will inform the school if I have concerns over my child's E-safety.

Parent/Carer's signature: _____   Date ___ / ___ / _____

Use of Digital Images/Photography and video

I also agree to the school using photographs of my child or including them in video material. 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/Carer's signature: _____   Date ___ / ___ / _____

* At Rhodes Avenue we only use *London Grid for Learning* email. This email is 'safe' as pupils can only email others in their class. We do not set-up individual email accounts. Should we choose to set up email accounts that allow pupil's to communicate with others outside school, we will only do so after notifying you and obtaining your approval.

Appendix 5

<p style="text-align:center">E-Safety Incident Form</p>

Number:	Reported By: *(name of staff member)*	Reported To: *(e.g. Head, e-Safety Officer)*
	When:	When:

Incident Description: (Describe what happened, involving which children and/or staff, and what action was taken)		
Review Date:		

Result of Review			
Signature (Head teacher)		Date:	
Signature (Governor)		Date:	