



Snape Primary School

E-Safety and Acceptable Use

Online Safety Policy

Including: Acceptable Use Agreement for Adults and Pupils and Safe Use of Mobile Phones

ONLINE SAFETY POLICY

Snape school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

The resources used by pupils in school are carefully chosen by the teacher and determined by curriculum policies. Use of the Internet, by its nature, will provide access to information, which has sometimes not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times they will be able to move beyond these to sites unfamiliar to the teacher. There is therefore the possibility that a pupil may access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

- Establish the ground rules we have in school for using the Internet.
- Describe how these fit into the wider context of our policies
- Demonstrate the methods used to protect the children from sites containing unsuitable material.

The school believes that the benefits to pupils from access to the resources of the Internet far exceed the disadvantages. Ultimately the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the school shares with parents and guardians.

At Snape Primary School, we feel that the best recipe for success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with parents.

Parents will be sent an explanatory letter and the rules, which form our Internet Access Agreement (Attached to the end of this document). This will form part of our welcome pack. We will also aim to disseminate any relevant published materials to parents.

Teaching and Learning

Why is Internet use important?

We use the internet for a number of reasons:

- Internet use is part of the statutory curriculum and a necessary tool for learning.
- The Internet is a part of everyday life for education
- The school has a duty to provide students with quality Internet access as part of their learning experience.
- Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own personal safety and security whilst online.
- 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 functions.

Benefits of using the Internet in education include:

- access to worldwide educational resources including museums and art galleries;
 - educational and cultural exchanges between pupils worldwide;
 - access to experts in many fields for pupils and staff;
 - professional development for staff through access to national developments, educational materials and effective curriculum practice; collaboration across networks of schools, support services and professional associations;
 - improved access to technical support including remote management of networks and automatic system updates;
 - exchange of curriculum and administration data with Local Authority and DFE;
 - Access to learning wherever and whenever convenient.

How can Internet use enhance learning?

- The school's Internet access will be designed to enhance and extend education.
- Pupils will be taught what Internet use is acceptable and what is not and given clear guidelines for safe Internet use.
- The school will ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils to online activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

How will pupils learn how to evaluate Internet content?

- Because the quality of information received via radio, newspaper and telephone is variable and information received via the Internet, email or text message requires even better information handling and digital literacy skills.
- In particular it may be difficult to determine origin, intent and accuracy, as the contextual clues may be missing or difficult to read. Pupils should be made aware of the materials they read and shown how to validate information before accepting its accuracy.
- The evaluation of online materials is a part of teaching and learning in every subject.

Managing Information Systems

How will information systems security be maintained?

- Virus protection will be updated regularly.
- Personal data sent over the Internet will be encrypted.
- Portable media may not be used without specific permission followed by a virus check.
- Unapproved software will not be allowed in pupils' work areas or attached to email.

How will email be managed?

- Pupils may only use approved email or blogging accounts.
- Pupils must immediately tell a teacher if they receive offensive email.
- Staff should rarely communicate directly with pupils using email, but when necessary must use a school email account and only with prior approval from the E-Safety Lead.

How will published content be managed?

- We have created a website to inspire pupils and families and showcase our work.
- We use it to celebrate pupils work, promote the school and publish resources for projects.
- The contact details on the website are the school address, email and telephone number. Staff or pupils' personal information is never published.
- The Headteacher takes overall editorial responsibility and ensures that content is accurate and appropriate and editorial guidance will help reflect the school's requirements for accuracy and good presentation.
- The website complies with current guidelines for publications including respect for intellectual property rights and copyright.

Can pupil's images or work be published?

- Still and moving images and sounds add liveliness and interest to a website, particularly when pupils can be included. Nevertheless the security of staff and pupils is paramount.
- Although common in newspapers, the publishing of pupils' names with their images is not acceptable. Published images could be reused, particularly if large images of individual pupils are shown.
- Images of a pupil will be published unless parents request otherwise. Pupils also need to be taught the reasons for caution in publishing personal information and images online.
- Pupils' full names will not be used anywhere on the website in association with a photograph.

How will social networking, social media and personal publishing be managed?

- Parents and teachers need to be aware that the Internet has emerging online spaces and social networks which allow individuals to publish unmediated content.
 - Social networking sites can connect people with similar or even very different interests. Users can be invited to view personal spaces and leave comments, over which there may be limited control.
 - Although primary age pupils should not use Facebook, Instagram, Snapchat or similar sites, pupils should be encouraged to think about the ease of uploading personal information, the associated dangers and the difficulty of removing an inappropriate image or information once published.
 - No member of staff should use social networking sites or personal publishing sites to communicate with students, past or present.
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- Staff need to be aware of the importance of considering the material they post, ensuring profiles are secured and how publishing unsuitable material may affect their professional status. Examples include: blogs, wikis, social networking, forums, bulletin boards, multiplayer online gaming, chatrooms, instant messenger and many others.
 - The school will control access to social media and social networking sites, if used for educational purposes.
 - Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and email addresses, full

names of friends/ family, specific interests and clubs etc.

- Pupils will be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location.
- Pupils are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.

Twitter Guidance

Snape Primary School uses Twitter solely for the purpose of keeping parents and adult members of the school community informed about events at school. It is intended to be used for informal, positive information about school life; it is not a substitute for keeping parents informed about key dates and events. Specific information about these is provided via e-mail, telephone and letters in the usual way.

The school does not reply, via Twitter, to any questions or comments made on Twitter in response to any of the school's tweets. Parents or members of the school community who have questions relating to school tweets are advised to contact the school in the usual way.

The Twitter account will be used by the Headteacher, or a member of the teaching team. Where pupils are involved in writing a Tweet, the process will always go through a member of the teaching staff.

How will filtering be managed?

- The school will work with JGL Computing to ensure that systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL must be reported to the E-Safety Lead-Tracy Clinton.
- The school's broadband access includes filtering appropriate to the age and maturity of pupils. Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that staff believe is illegal must be reported to the E Safety Lead who will inform the appropriate agencies.
- We keep up to date with new technologies, including those relating to mobile phones and handheld devices and will develop new strategies, where appropriate.

- There are dangers for staff however if personal phones are used to contact pupils or families and therefore this will only be done when authorized by a senior member of staff.
 - Abusive messages are dealt with under the school's behaviour and anti-bullying policy. Abusive messages directed towards staff are dealt under abusive incidents policy and managing aggressive behaviour. Advice from police will be sought if necessary.
- Emerging technologies will be examined for educational benefit and the Headteacher in consultation with staff will give permission for appropriate use.
- Pupils are not allowed to bring mobile phones into school or on trips.

How should personal data be protected?

- The quantity and variety of data held on pupils, families and on staff is expanding quickly. While this data can be very useful in improving services, data could be mishandled, stolen or misused. The Data Protection Act 1998 ("the Act") gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly.
- It promotes openness in the use of personal information. Under the Act every organisation that processes personal information (personal data) must notify the Information Commissioner's Office, unless they are exempt.
- The Data Protection Act 1998 applies to anyone who handles or has access to information concerning individuals. Everyone in the workplace has a legal duty to protect the privacy of information relating to individuals.
- The Act sets standards (eight data protection principles), which must be satisfied when processing personal data (information that will identify a living individual). The Act also gives rights to the people the information is about i.e. subject access rights lets individuals find out what information is held about them.
- The eight principles are that personal data must be:
 - Processed fairly and lawfully
 - Processed for specified purposes
 - Adequate, relevant and not excessive
 - Accurate and up-to-date
 - Held no longer than is necessary
 - Processed in line with individual's rights
 - Kept secure
 - Transferred only to other countries with suitable security measures.

- This section is a reminder that all data from which people can be identified is protected.
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Policy Decisions

How will Internet access be authorised?

- Authorisation is as individuals and usage is fully supervised. Normally all pupils will be granted Internet access, however it will be removed if they have abused the privilege.

As pupils join Snape Primary School, parental permission is required for access to the internet. If parents do not grant permission then the children's computer logins will deny internet access.

- All staff must read and sign the Acceptable Use Agreement before using any school ICT resource.
- At Key Stage 1, access to the Internet will be by adult demonstration and directly supervised access to specific, approved online materials.

How will risks be assessed?

- Snape Primary School will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer
- 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 and after every breach of this policy.

How will Online Safety complaints be handled?

- Complaints of Internet misuse will be dealt with under the School's Complaints Procedure.
 - Any complaint about staff misuse must be referred to the Headteacher. If the complaint is about the Headteacher this should be reported to the Chair of Governors. If it is regarding the Executive Headteacher, then the complaint should be made to the Chair of Governors.

- All Online Safety complaints and incidents will be recorded by the school — including any actions taken.
 - Pupils and parents will be informed of the complaints procedure. Parents and pupils will work in partnership with staff to resolve issues.
 - Any issues (including sanctions) will be dealt with according to the school's behaviour policy and safeguarding policy.

How is the Internet used across the community?

- We recognise that children can access the internet outside of school and offer support and advice to parents on internet safety though information sent home with children and through advice on our website.
- 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 will Cyberbullying be managed?

- Cyberbullying is defined as “The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone” DCSF 2007.
- It is essential that pupils, Snape Primary School staff and parents and carers understand how cyberbullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse.
- Promoting a culture of confident users will support innovation and safety. CEOP and Childnet have produced resources and guidance that will be used to give practical advice and guidance on cyberbullying:

<http://www.digizen.org/cyberbullying>

- Cyberbullying (along with all forms of bullying) will not be tolerated in school. All incidents of cyberbullying reported to the school will be recorded.
- There are clear procedures in place to investigate incidents or allegations of bullying (see behaviour policy)
- Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.
- The school will take steps to identify bullying behaviour, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.

How will Online Safety be introduced to pupils?

- At Snape Primary School we teach about Online Safety as a Computing lesson activity and as part of every subject whenever pupils are using the internet. We also use assemblies to keep up to date too.
- All users are informed that network and Internet use will be monitored.
- Pupil instruction in responsible and safe use should precede Internet access every time they go online.
- Safe and responsible use of the internet and technology will be reinforced across the curriculum. Particular attention will be given where pupils are considered to be vulnerable.

We will use a range of Online Safety programmes: **Think U Know:**

www.thinkuknow.co.uk

Childnet: www.childnet.com

Kidsmart: www.kidsmart.org.uk

Safe Social Networking: www.safesocialnetworking.com

How will the policy be discussed with staff?

- The Online Safety Policy will be formally provided to and discussed with all members of staff and published on the school website
- To protect all staff and pupils, the school will implement an Acceptable Use Agreement/Pupil Internet Agreement. Staff should be aware that Internet traffic can be monitored and traced to the individual user; discretion and professional conduct is essential.
- Staff training in safe and responsible Internet use both professionally and personally will be provided.

How will parents' support be enlisted?

- Parents' attention will be drawn to the School Online Safety Policy in newsletters, the school brochure and on the school website.
- A partnership approach with parents will be encouraged. This will include parent meetings with demonstrations and suggestions for safe home Internet use.
- Parents will be requested to sign a Pupil Internet Agreement as part of the school's on entry procedures. Information and guidance for parents on Online Safety will be made available to parents in a variety of formats. If parents do not grant permission then the children's computer logins will deny internet access.

Policy Management

This policy is linked to the following policies: Safeguarding, Whistle Blowing, Health and Safety, Behaviour (including Anti-Bullying) and Home School Agreement.

Who will review the policy?

The Online Safety Policy and its implementation will be reviewed annually by the E Safety Lead/Headteacher and Governors.

Policy Agreed: October 4th 2018

Signed: (Chair of Governors)

For Review: ANNUALLY alongside our safeguarding policy in the Autumn Term

Acceptable Use Policy (AUP): Staff agreement form

Covers use of digital technologies both in and out of school: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Headteacher and Governing Body.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities or the reputation of the school. I will be mindful when using social media sites and befriending parents of the school.
- I will not browse, download or send material that could be considered offensive to colleagues, parents or pupils.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not publish or distribute work that is protected by copyright.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended antivirus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission.

- I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue & Customs.
- I will ensure any confidential data that I wish to transport from one location to another is protected and that I follow school data security protocols when using any such data at any other location.
- I understand that the data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will embed the school’s Online Safety curriculum into my teaching.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to the Head of School on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.
- I understand that my mobile phone should not be accessed during lesson times, or when pupils are present and that I can only use my mobile as a camera.
- I understand that if I have used my phone camera for taking photos of work in school I will delete those photos from my devices and I Cloud (if applicable) AND laptops should I have been uploading onto the school website or school documents.

Internet Publishing Statement

The aim of the school website is to reflect the diversity of activities, individuals and education that can be found at Snape Primary School. However, the school recognises the potential for abuse that material published on the Internet may attract, no matter how small this risk may be. Therefore, when considering material for publication on the Internet, the following principles should be borne in mind:

No video recording may be published without the written consent of the parents / legal guardian of the child concerned, and the child's own verbal consent; Surnames of children should not be published, especially in conjunction with photographic or video material;

No link should be made between an individual and any home address (including simply street names);

Where there are ongoing safeguarding concerns about a pupil the DSL must be consulted before any material is published that includes the child concerned.

Use of Portable Equipment

The school provides portable ICT equipment such as laptop computers and a colour photocopier to enhance the children's education and to allow staff to make efficient use of such equipment to enhance their own professional activities.

Equipment may be in the care of a specific individual, but it is expected that all staff may wish to benefit from the use of a laptop computer and access should be negotiated with the individual concerned. Any difficulties should be referred to the ICT co-ordinator;

Equipment such as laptop computers can be taken offsite for use by staff in accordance with the Acceptable Use Statement.

Any costs generated by the user at home, such as phone bills, printer cartridge etc. are the responsibility of the user;

Where a member of staff is likely to be away from school through illness, professional development (such as secondment etc.) or maternity leave, arrangements must be made for any portable equipment in their care to be returned to school. In the event of illness, it is up to the school to collect the equipment if the individual is unable to return it;

If an individual leaves the employment of the school, all equipment must be returned by the end of their final day.

Transferring information via USB pens should only be done if the user is confident the data has come from a virus free environment. When in doubt files should be emailed so that they can be virus checked.

No other software, whether licensed or not, may be installed on laptops in the care of teachers as the school does not own or control the licences for such software

Acceptable Use Policy (AUP): Staff agreement form

I agree to abide by all the points above. I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent Online Safety policy.

Signature

Date Full

Name (printed)



Pupil Internet Agreement

All pupils and their parents / carers must sign this Internet access agreement covering the expectations we have of pupils using the Internet in school.

- At Snape Primary School, we expect all pupils to be responsible for their own behaviour on the Internet both in school and in their own time. This includes materials they choose to access, and language they use.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a member of staff.
- Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. It is forbidden to be involved in sending chain letters.
- Pupils must ask permission before accessing the Internet.
- Pupils should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet.
- USB sticks should not be brought in from home for use in school, without the permission of a member of staff. Homework completed at home may be brought in on USB key but this will have to be virus scanned by the class teacher before use.

Pupil Internet Agreement

- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

Pupils should not take pictures or videos on school devices without permission from a member of staff.

I have read through this agreement with my child and agree to these safety restrictions.

Signed: _____ (Parent/Carer)

Name of child: _____

Date: _____



SNAPE SUPER STAR PUPILS

HOME - SCHOOL INTERNET AND LEARNING PLATFORM USER AGREEMENT

I promise to keep my password a secret and not tell anyone

I promise to be kind to others and use kind words

I promise to tell my teacher or parents/carer if someone is being unkind to me on the
platform

I understand that everything I do on the platform can be seen by my teacher

I promise to turn my monitor off if I see anything
that upsets me and report it to an adult



Pupil Name:

Date:



Signature:

