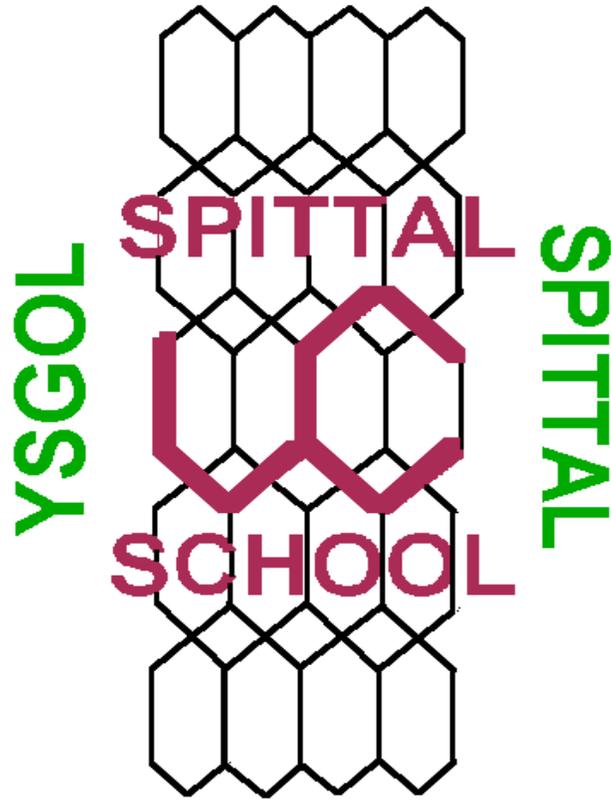


# SPITTAL V.C. SCHOOL



## E-Safety Policy

February 2015  
(from LA guidance document, 2014)

## **Eafety and Acceptable Use Policy**

### **Writing and Reviewing the Eafety Policy**

The Eafety Policy is part of the ICT Policy and School Development Plan and relates to other policies including those for ICT, child protection, PSHE and for citizenship. It is based on the guidance provided by Pembrokeshire/Carmarthenshire LEA – June 2014.

- The school has appointed an Eafety Coordinator. This is Mr S. Kendrick (IT Co-ordinator). Classes 2-5 have elected a pupil Eafety Champion.
- Our Eafety Policy has been written and has been agreed by the senior management and approved by governors.
- The Eafety Policy and its implementation will be reviewed annually.

### **Teaching and learning**

#### **Why is Internet use important?**

- The Internet is an essential element in 21st century life for education, business and social interaction.
- The purpose of internet use in school is to raise educational standards, to promote pupils achievement, to support the professional work of staff and to enhance the school's management functions.
- Internet use is part of the statutory curriculum and a necessary tool for staff and pupils. The school has a duty to provide students with quality Internet access as part of their learning experience.

#### **Internet use will benefit education**

- Allow access to world-wide educational resources
- Allow access to the Pembrokeshire Portal and Hwb Plus
- Professional development for staff through access to national developments, educational materials and effective curricular practice
- Exchange of curriculum and administrative data with LEA and WAG

#### **Internet use will enhance learning**

- Internet access will be planned to enrich and extend learning activities.
- The school Internet access is 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. Also effective use of the internet in research including knowledge location, retrieval and evaluation.
- Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

#### **Pupils will be taught how to evaluate Internet content**

- The schools will ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.
- The evaluation of on-line materials is a part of every subject.

## **Managing Internet Access**

### **Pupils will be taught how to evaluate Internet content**

- The security of the school information systems will be reviewed regularly (discussion with LEA)
- Virus protection will be updated regularly.
- Backup strategies are in place off site for the server (regularly checked). There are onsite backups for admin.

### **Email**

- Pembrokeshire Portal/Hwb Plus e-mail addresses are used by staff and pupils. Administration staff/Head and Deputy also use LEA intranet.
- 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.
- E-mails sent to external organisations (eg. other schools) should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

### **Published content and the school website**

- The contact details on the website are the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **Publishing pupil's images and work**

- Images that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the website in association with photographs.
- Written permission from parents or carers will be obtained before images of pupils are electronically published e.g. for the website, school filming projects
- Work can only be published with the permission of the pupil and parents.

### **Social networking and personal publishing**

- The school will block/filter access to social networking sites. Pupils are advised to follow guidelines for using Social Media e.g. Facebook (no younger than 13 yrs). However pupils in Yr 5 & 6 will be taught how to use and develop areas within the HWB.
- Pupils will be advised never to give out personal details of any kind which may identify them and / or their location.
- The school PFA Facebook page is closely managed by PFA committee members and is restricted so that messages cannot be directly posted to it
- The School staff Electronic Communication and Social Media policy contributes to this policy.

### **Managing Filtering**

- All Internet access to the school is filtered through RM Safetynet / Smoothwall. The school will ensure that these systems to protect pupils are reviewed and improved.
- If staff or pupils discover unsuitable sites, the URL must be reported to the Esafety Coordinator and forwarded to the LEA IT services immediately.

## Managing Video Conferencing

- IP video conferencing should use the Pembrokeshire Schools' network.
- Parents and guardians should agree for children to take part
- Only key members of staff are given access to the system.

## 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.

The children are not allowed to bring mobile phones to school unless special arrangements have been made between school and parents. The sending of abusive or inappropriate text messages is forbidden.

## Managing the Protection of Personal Data

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

### Authorising Internet access

- The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.
- All staff must read the Staff Acceptable Use Policy and sign in agreement to this before using any school ICT resource.
- At Foundation Phase and Key Stage 2, access to the internet will be with adult support and demonstration with directly supervised access to specific, approved online material
- All pupils/parents will be asked to sign our Esafety/Acceptable use permissions before using any ICT resource.

### Assessing risks

- The 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 school nor the LEA cannot accept liability for the material accessed, or any consequences resulting from Internet use.

### Handling Esafety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Esafety Co-ordinator/Headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues

### Internet use across the community

- The school will liaise with the L.E.A. to establish a common approach to Esafety
- The school will be sensitive to internet related issues experienced by pupils out of school e.g. social networking sites, and offer appropriate advice

## **Communications Policy**

### **Introducing the Esafety Policy to Pupils**

- E safety champions will be appointed in every class from Yr 1 to Yr 6
- E Safety rules will be posted in every room with internet access
- Pupils will be informed that network and Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.

### **Staff and the Esafety policy**

- All staff will be given the School Esafety Policy and its application and importance explained.
- Staff training in safe and responsible Internet use and on the school Esafety Policy will be provided as required.

### **Enlisting parents' support**

- Parents' attention will be drawn to the school's Esafety Policy on the school website.
- Internet issues will be handled sensitively, and parents will be advised accordingly.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents.

Signed by Esafety Co-ordinator .....

Head Teacher .....

Date ..... Review Date .....

## **Acceptable Use Policy for School Staff**

I confirm that I have read and understood the Pembrokeshire County Council Electronic Communications and Social Media Guidance for Staff policy and that I will use all means of electronic communication equipment provided to me by the school and any personal devices which I use for school activity in accordance with the document.

In particular:

- Any content I post online (including outside school time) or send in an email will be professional and responsible and maintain the reputation of the school
- To protect my own privacy I will use a school email address and school telephone numbers (including school mobile phone) as contact details for pupils and their parents
- If I use any form of electronic communication for contacting pupils or parents it will only be via the school's accredited system
- I will only use my personal mobile phone during non-teaching time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager
- I will never use my personal mobile phone or other personal electronic equipment to photograph or video pupils
- Taking photographs and videos will only be done with the permission of pupils and/or their parents for agreed school activities
- I will take all reasonable steps to ensure safety and security of school IT equipment which I take off site and will remove anything of a personal nature before it is returned to school
- I will take all reasonable steps to ensure that all personal laptops and memory devices are fully virus protected and that protection is kept up to date
- I will report any accidental access to material which might be considered unacceptable immediately to my line manager and ensure it is recorded

I confirm I have read the Pembrokeshire County Council Electronic Communications and Social Media Guidance for Staff and will implement the guidelines indicated.

In particular:

- Confidential school information, pupil information or data which I use will only be stored on a device which is encrypted or protected with a strong password. Computers will have a password protected screensaver and will be fully logged off or the screen locked before being left unattended
- I understand that I have the same obligation to protect school data when working on a computer outside school
- I will report immediately any accidental loss of confidential information so that appropriate action can be taken

I understand that the school may monitor or check my use of IT equipment and electronic communications.

I understand that by not following these rules I may be subject to the School's disciplinary procedures.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Acceptable Use Policy for Temporary or Supply Staff and Visitors to School

As a visitor to the school I recognise that it is my responsibility to follow school Esafety procedures and that I have a responsibility to ask for advice if I am not sure of a procedure.

I confirm that I will use all electronic communication equipment provided by the school, and any personal devices which I bring into in school, in a responsible manner and in accordance with the following guidelines:

- I will only use the school network for the purpose I have been given access, related to the work I am completing in the school
- I will not use a personal computer I have brought into school for any activity which might be considered inappropriate in the school
- I will not use my personal mobile phone or other electronic equipment to photograph or video pupils
- I will not publish photographs or videos of pupils without the knowledge and agreement of the school or the pupils concerned
- I will not give my personal contact details such as email address, mobile phone number, social media details to any pupil or parent in the school. Contact will always be through a school approved route. I will not arrange to video conference or use a web camera with pupils unless specific permission is given
- I will take all reasonable steps to ensure Esafety and security of school IT equipment, including ensuring that any personal devices or memory devices I use are fully virus protected and that protection is kept up to date
- I will only use my personal mobile phone during non-teaching time; it will be kept on silent mode during lessons except in an emergency situation with the agreement of my line manager
- I will report any accidental access to material which might be considered unacceptable immediately to a senior member of staff and ensure it is recorded
- If I have access to any confidential school information, pupil information or data it will only be removed from the school site with permission and if so, it will be carried on a device which is encrypted or protected with a strong password
- I will report immediately any accidental loss of confidential information to a senior member of staff so that appropriate action can be taken
- I understand that I have a duty of care to ensure that students in school use all forms of electronic equipment and devices safely and should report any inappropriate usage to a senior member of staff
- I will not publish or share any information I have obtained whilst working in the school on any personal website, blog, social networking site or through any other means, unless I have permission from the school.

I understand that the school has the right to examine or delete any files that may be held on its computer system, to monitor any Internet sites visited and emails exchanged and, if necessary to report anything which may constitute a criminal offence.

I understand that by not following these rules I may be subject to the disciplinary procedures.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Acceptable Use Policy for Primary Pupils in School

- I will take care when using the school IT equipment and use it responsibly
- I will keep my password and login details private unless required to share with a trusted adult
- I will inform an adult if I see or receive any unpleasant material or messages
- I will not interfere with anyone else's passwords, logins, settings or files on the computer
- I will be careful when downloading material from the internet or using material I have brought into school because I understand the risks from virus infections
- Any work I upload to the internet will be my own
- I know I need permission to take someone's photograph or to video them
- Any messages I post online or send in an email will be polite and responsible
- I will not send or forward messages or create material which is deliberately intended to cause upset to other people
- I know I must take care about giving away my personal information and making contact with people I do not know using the internet
- I understand that the school may check my use of IT and contact my parent/carer if they are concerned about my Esafety
- I understand that if I do not follow these rules I may not be allowed to use the school computers or access the internet for a period of time and that this may apply even if the activity was done outside school.

Pupil Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Acceptable Use Policy for Foundation Phase Pupils

- I will take care when using the school IT equipment and use it properly
- I will only share my password or login details with trusted adults
- I will tell an adult if I see anything which upsets me
- I will only take a photograph or video of someone if they say it is alright
- Any messages I send will be polite
- I will not deliberately write anything which upsets other people
- I understand that the school may talk to my parent or carer if they are worried about my use of school IT equipment
- I understand that if I do not follow these rules I may not be allowed to use the school computers or internet for a period of time, even if it was done outside school

Pupil Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **Letter for Parents to Accompany Pupil AUP Forms**

Dear Parents

### **Safe use of the internet and email in school**

As part of the national curriculum pupils use computers in school to access the internet and to send email. Teaching pupils about safe use of these facilities is included as part of the curriculum. Your child will be introduced to Esafety in a planned and progressive way through school to help them understand how to keep themselves safe when using the internet and other electronic devices. We will ensure that safe use is always included when new activities are introduced to pupils.

As part of our commitment to their safety we always ensure that access to the internet has a valuable educational purpose and is supervised. Internet access is provided by Pembrokeshire County Council through a filtered system which prevents access to the majority of undesirable material. However there is always a small chance that undesirable material can get through the filters but we will teach the children what to do should this occur. We will educate pupils to act responsibly on the internet and to understand some of the risks involved.

When pupils use any form of electronic communication, this will always be in a carefully controlled way so that we know who pupils are in contact with. Many children now have access to the internet outside school, some via their mobile phones. You should be aware this offers pupils much more freedom to use the internet and consequently more ready access to material and activities which might be considered unsuitable. Pupils may also use this freedom to make contact with people they do not actually know, although they may consider them their friends, because they make contact with them on a regular basis. Pupils may also use some of these facilities (such as text messaging, cameras on mobile phones or social network sites such as Facebook) to send upsetting messages or publish things about other pupils which could count as bullying. We will teach pupils about 'cyberbullying' and the danger of making contact with strangers online as part of the curriculum. We want you to know that we take any activity of this kind seriously even if it takes place outside school, as it can be seriously upsetting for the recipient. We would contact you if an issue of this kind were to arise and would ask for your support in dealing with issues. A copy of the Acceptable Use Policy that we operate at our school is available on our website (or hard copy available on request) which your child is expected to follow.

Yours faithfully,

Mr J. Palmer  
Headteacher

## **Image and Video Consent Letter and Parental Permission Form**

Dear Parents/Guardians

Occasionally, we take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, in displays and on our website. We may also make video or webcam recordings for our school website, school-to-school conferences, monitoring or other educational use.

We also send images to the news media, or our school may be visited by the media who will take their own photographs or film footage (for example, of a visiting dignitary or other high profile event). Pupils will often appear in these images. The news media may use the images in printed publications (including local or national newspapers), on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used. To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Conditions of use:

1. This form is valid for the period of time your child attends this school. Images of your child will be removed after this time upon request. Please write to the school if you wish to withdraw consent at any time.
2. Children will not be named in any photograph or video used on our school website.
3. We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
4. The images we take will be of activities that show the school and children in a positive light.
5. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
6. We will only use images of pupils who are suitably dressed.
7. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
8. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

To give your consent, please complete the information below and return the form to the school as soon as possible. We will assume consent is NOT granted if the form is not returned and therefore your child will not be selected to appear in any photo shoots or in our newsletters etc.

(2)

Please tick those that apply:

I give permission for my child's image to be taken and used in publicity material for the school, including printed and electronic publications, video and webcam recordings and on websites

I give permission for images of my child to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images / footage the media may take themselves if invited to the school to cover an event.

I do not want my child's image used in any publicity

I have read and understood the information above

Name of Child: \_\_\_\_\_

Current Class: \_\_\_\_\_

Parent's or Carer's signature: \_\_\_\_\_

Name (in block capitals): \_\_\_\_\_

Date: \_\_\_\_\_

