



E-Safety Policy

Revised October 2014

Approved and Adopted by Governors on

Signed

E-Safety Policy

STEPASIDE COUNTY PRIMARY SCHOOL

Revised October 2014

School Statement

At Stepside C.P. School we believe that E- safety education is a crucial element of the curriculum and an essential part of young people's development. We live in a very digital-age in which learners access the curriculum in many innovative ways i.e. using I-Pads, electronic books, maths games through the electronic whiteboard to name a few. We believe that E-safety education is a crucial element of the curriculum and an essential part of young people's development.

Staff have a responsibility to promote e-safety not only to the pupils but to themselves in their professional roles.

Staff have received training and can find guidance through the Pembrokeshire County Council document: School Staff Guidelines for E-Safety.

Useful websites and contacts

<http://teachersupport.info/cymru/>

<http://esafety.ngfl-cymru.org.uk>

<http://getsafeonline.org>

Kathy.youngpowell@pembrokeshire.gov.uk

(Advisory Teacher for Safeguarding)

School E-Safety coordinator – Mr Richard Adams

Stepaside County Primary School E-Safety Policy

Staff Acceptable Use Policy for the Internet and related technologies.

In my **professional capacity**:

- I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.
- I am aware all internet activity can be monitored by Stepaside School.
- I will actively **contribute** to the development of e-safety policies by bringing to the attention of the e-safety coordinator any weaknesses or problems I discover in the system.
- I have **read** the Acceptable Use Policies (AUPs) and will **adhere** to them.
- I **take** responsibility for keeping myself – and others – **safe online**.
- I will only communicate with students and parents through school provided telephone and emails systems i.e. Pembrokeshire Portal
- If I become aware of students being able to access inappropriate site then I will inform the e-safety coordinator/Headteacher so that Internet filtering can be updated.
- I **take** responsibility for my own **awareness** in relation to the opportunities and risks posed by new and emerging technologies. If I encounter problems I will refer these to the e-safety coordinator.
- I will **assess** the personal **risks** of using any particular technology, and behave **safely** and **responsibly** to limit those risks. I need to be aware of the current legislation regarding the misuse of computers, data protection, copyright and libel.

- I will **keep** my network username and password **private**.
- I will **respect** the feelings, rights, values and intellectual property of others. I will take active measures to stop cyber bullying either against myself or others by reporting it to the Headteacher. This includes plagiarism and the theft of intellectual materials and images from the internet either for my own use or the use of others.
- I will **seek** help from the e-safety coordinator if things go wrong, and support others who may be experiencing e-safety issues.
- I will **discuss** e-safety issues with the e-safety coordinator/Headteacher before discussing them with parents, carers or other outside agencies.
- I will only **use** the camera and video equipment **provided by** the establishment for the photographing or recording of school activities.
- I will **use** the phones provided by Stepside Primary School and **avoid**, unless in an emergency, using my **own** mobile phone to contact parents or students. I will not store student telephone numbers and email addresses on my own equipment.
- I will **ensure** the **parental permissions** regarding the use of the Internet and the taking and publication of images or videos are **strictly adhered** to.
- The **collection and distribution** of student work, e.g. for marking, will be done via Stepside Primary School's official email addresses and sites or through the Pembrokeshire Portal and not through my personal email address.
- I will only communicate with students and parents using approved channels.
- I will ensure that any electronic communications with students or parents are compatible with my professional role.
- I will not allow **students to use mobile phones as cameras or for making phone calls in lessons** and will adhere to Stepside School policy on the use of mobile technology.
- I will only **download materials or software** in accordance with Stepside Primary School ICT policy.

- I am aware of **copyright laws** and will respect them.
- I will **check Internet sites** I plan to use in lessons in advance of the actual lesson. I will check for appropriate content, check out links, advertisement or pop-ups on the site.
- I will adhere to the Stepside Primary School ICT policy on use of storage media to backup work.
- I will, where appropriate and technically possible, **monitor** student user areas on a network on a regular basis and if inappropriate materials are found I will apply Stepside Primary School's ICT policy on misuse of the establishment's resources.
- I will **protect** access to my user area or machine by locking it if I am going to be away from it for some time and ensure I log off or shut down at the end of a session.

In my **private use** be aware that:

- **When using social networking** I will **carefully consider** what I place on such sites and will ensure the **privacy settings** on any site I use are set appropriately to restrict access to only "friends" I trust. Do not become online 'friends' with pupils and think carefully before 'friending' a past pupil. Give careful consideration when "friending" parents of pupils."
- I will not upload images of any other person on the internet without **seeking** their permission first.
- I will **not make** any inappropriate comments about the establishment or members of its community on the internet.

I have read, understand and accept the above "Accepted Use Policy for staff."

Please sign, date and return the following slip to the e-safety coordinator.

Stepaside Community Primary School

Staff Acceptable Use Policy for Internet and Mobile Technologies.

I understand, accept and will adhere to the policy.

Name _____ (BLOCK CAPITALS)

Signed _____ Date _____

Please return this signed slip to the e-safety officer coordinator. KEEP the AUP for your future reference.

Developing an AUP for students.

Students need to be included in the development of an AUP for students. The "School Council" could be a useful forum for this process.

Students should be encouraged to see a "Student AUP" as a positive means of protecting and helping them.

The message should be:

"The AUP Code is about how I look after myself and others when using the Pembrokeshire Portal and the Internet.

Student Acceptable Use Policy for the Internet.

Name of pupil: _____

Respect others' opinions and feelings.

I will:

- Use email and discussion to listen to others and understand other peoples' views.
- Use polite language.

I will not:

- Disrespect other people or gossip about them.
- Swear.

Respect others' privacy

I will:

- Keep information about others private.
- Only access files that others have given us access to.

I will not:

- Discuss or send emails containing information about others that they would not want revealed.
- Try to gain access to areas of the internet that are inappropriate.

Protect others and myself

I will:

- Keep my passwords absolutely secret.
- Tell a teacher, parent or carer if someone says or does something on the internet that I do not like or makes me unhappy.
- Tell a teacher, parent or carer if I find anything inappropriate on the internet.
- Follow the internet SMART rules.

I will not:

- Allow anyone else to use my username and password under any circumstances.
- I will not give other people on the internet my personal information such as my address or telephone number.
- I will not use cameras or webcams to give people on the internet photographs of myself.
- I will not put photographs or videos of other people onto the internet without their permission.

Keep it legal

I will:

- Make sure anything I do or say on the internet does not harm anybody.
- Credit others if I use their ideas or materials.

I will not:

- Share files such as copyrighted music files or games with others.

Stepaside County Primary School
Student Acceptable Use Policy for the Internet.

Name of pupil:

I have read and understand what I am allowed to do on the internet. I will follow these rules to protect myself and others.

Signed _____(pupil)

Date:_____

Parent/Carer.

I have read and understand the rules for my child's use of the the internet. I will encourage my child to follow the rules and will reinforce the e-safety message at home.

Signed _____ (Parent/Carer)

Date _____

Please sign this slip and return it to your teacher.

Developing an AUP for Parents.

Parents and carers need to be encouraged to see the importance of their role in helping their children to act safely on the Internet, but they also need to be made aware of the potential implications of their own actions on the internet which may impact on the school community. A school cannot impose a code of conduct on parents and carers in their own homes but schools should encourage parents and carers to look at the "Social Networking – A Guide for Parents" leaflet.

Arrangements for reviewing this policy

This policy was agreed by staff and governors

This policy will be reviewed annually

Signed..... E-Safety Coordinator

Signed..... Chair of Governors

Parent Acceptable Use Policy for the Internet.

Name of pupil: _____

I have read the e-safety Acceptable Use Policy for Students which outlines how my child is expected to behave on the Internet.

I understand.

- My child will as part of the day to day curriculum need to use the school's computer system and this will include internet access.
- The school will provide e-safety education to help my child understand the importance of safe use of ICT and the internet both in school and at home.
- The school will take every reasonable precaution, including monitoring and filtering systems, to ensure that my child will be safe when they use ICT and the internet. I also understand the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and mobile technologies.
- I understand that if my child's activity on the school's ICT systems, internet or the Pembrokeshire Portal breaches the Acceptable Use Policy, sanctions may be imposed against my child.
- I will encourage my child to adopt safe use of the internet and the school's systems, which includes digital and mobile technologies, and will endeavour to reinforce this safe behaviour message at home.
- If I have concerns over my child's e-safety I will contact the school to discuss the issue.



Stepaside County Primary School

Parent Acceptable Use Policy for the Internet.

Pupil name _____

(Please delete accordingly)

As the parent/carer of the above student I:

1. agree to my child being allowed to access the internet as part of normal school activities.

OR

2. do not want my child to use the Internet as part of normal school activities.

I am happy for images of my child to be used to promote the good work of the school via TWITTER, FACEBOOK, the School website and the local press.

I am NOT happy for images of my child to be used to promote the good work of the school via TWITTER, FACEBOOK, the School website and the local press.

Acceptable Use Policy Code for e-safety.

I will encourage my child to adhere to the e-safety Acceptable Use Policy Code.

Signed _____ (Parent/Carer)

Date _____

Please sign and return this slip to the school.