

The Unity of Titchmarsh and Warmington Schools E-Safety and Acceptable Use Policy

1. Aims and Objectives

- Our aim is for staff and pupils to safely use ICT and the Internet to enhance teaching and learning in an appropriate and safe manner.
- Access to the Internet is necessary to fulfil the requirements of the National Curriculum. At Foundation Stage, the majority of access to the Internet will be by adult demonstration or close supervision of a specific website. At Key Stage One, pupils will have supervised access to specific pre-selected and approved sites. At Key Stage Two, independent Internet access forms part of the Curriculum, following education in responsible and appropriate use.
- Staff will have open, but monitored, Internet access for research purposes, lesson planning, continued professional development and professional communication.
- All staff and any other adults involved in supervising children accessing the Internet will be provided with this Policy and will have its importance explained to them. All staff will sign acceptable use policies regarding use of ICT in school and any assigned hardware. E-safety will form part of staff training.
- All parents (and pupils from Key Stage One onwards) will be provided with 'Rules for Responsible Internet Use' and will be required to sign to say they agree with these rules before their child has Internet access. Inappropriate use will be considered a disciplinary issue.

2. E-safety

The National Curriculum states that children must be taught to “use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the Internet or other technologies” (National Curriculum, DFE, 2013).

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

- Responsible ICT use by all staff and pupils, encouraged by education and made explicit by published policies and rules.
- Sound implementation of the E-safety policy in both administration and curriculum.
- Safe and secure broadband.

E-safety lessons are delivered to every year group with continuous reminders. The following measures are also implemented:

- Staff will check that sites pre-selected for pupil use are appropriate to the age and maturity of pupils.
- Staff will be particularly vigilant when pupils are undertaking their own Internet research.
- The 'Rules for Responsible Internet Use' will be displayed in classrooms.

Should material deemed inappropriate be viewed, the following measures are in place:

- A most important element of our 'Rules for Responsible Internet Use' is that pupils will be taught to tell a teacher **immediately** if they encounter any material that makes them feel uncomfortable.

Links with Service Six ensure annual classroom sessions on e-Safety from external providers and similar workshops for parents and carers.

- If there is an incident in which a pupil is exposed to offensive or upsetting material the school will respond to the situation quickly and on a number of levels. Responsibility for handling incidents involving children will be taken by the Computing Co-ordinator / technician and the DSL in consultation the Executive Headteacher and the pupil's class teacher. All the teaching staff will be made aware of the incident at a Staff Meeting if appropriate.
- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support. The pupil's parents/carers will be informed and given an explanation of the

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course of action the school has taken. The school aims to work with parents/carers and pupils to resolve any issue.

- If staff or pupils discover unsuitable sites the Computing Co-ordinator / technician will be informed. The Computing Co-ordinator /ICT Technician will report the URL address and content to the Internet Service Provider and the LEA; if it is thought that the material is illegal, after consultation with the ISP and the LEA, the site will be referred to the Internet Watch Foundation and the police.
- Complaints of a child protection nature will be dealt with in accordance with the school's child protection procedures.
- Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the 'Rules for Responsible Internet Use' which have been designed to help protect them from exposure to Internet sites carrying offensive material. If pupils abuse the privileges of access to the Internet or use of email facilities, then sanctions consistent with our School Behaviour Policy will be applied. This will involve informing the parents/carers. Teachers may also consider whether access to the Internet may be denied for a period.

3. Broadband Services

Our Broadband provider provides a 'firewall' filtering system to prevent access to material deemed inappropriate for children. Additional 'application control' filtering is in place to ensure safe and secure use of Internet through portable devices, such as iPads. Additionally, all pupils have individual accounts to allow tracking of searches and content. Due to the limited numbers of computers, it is Unity policy to have 'Computer Partners' which stay constant, allowing staff to track pupils. Pupils will be made aware that, as 'Computer Partners', they are both responsible for the search content and should take responsibility and tell an adult if they are unhappy about anything their partner is accessing.

The individual school will provide encrypted data sticks or hard drives for teaching staff use to minimise use of own devices and to limit potential data breaches.

4. Maintaining the Security of the School ICT Network

We are aware that connection to the Internet significantly increases risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.

The ICT Technician will ensure that virus protection software is up-dated regularly and will keep up-to-date with new IT development. She/he will work with the LEA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are improved, as and when necessary.

Neither staff nor pupils will install software or hardware brought in from an outside source on any computer. Any memory stick, or other media for transferring data, used between two or more computers will be scanned for viruses on insertion. All staff laptops and PCs have passwords to protect data and any memory sticks/hard drives taken off-site must be encrypted. **Practice is in with GDPR regulations.** For Warmington, Windows BitLocker is being used to ensure encryption is in place for any portable devices.

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5. Using Email

KS2 pupils will learn how to use an email application and be taught email conventions. Staff will be provided with school email addresses for communicating with colleagues.

It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained.

For work-life balance and security, staff are encouraged NOT to have email-based apps on their personal devices. Where they do, the device must be passcode protected and passwords must be used to access emails to ensure an additional level of security. Erasure facilities should also be activated on the relevant device.

Therefore:

- Pupils will be taught to use email in conjunction with the 'Rules for Responsible Internet Use';
- Teachers will reinforce these rules as they monitor children learning about email.
- When learning about email, children will be reminded not to attach personal photographs or include personal details, such as their home address and telephone number. They should never arrange to meet anyone.

6. Using a web browser

Pupils are taught to use suitable web search engines, such as Google. Staff and pupils use the Internet to find and evaluate information. Access to the Internet is a planned part of the curriculum that will enrich and extend learning activities and will be integrated across all subjects.

As in other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for Internet use.

Different ways of accessing information from the Internet will be used depending upon the nature of the material being accessed and the age of the pupils:

- access to the Internet may be by teacher (or sometimes other adult) demonstration;
- pupils may be given a suitable web page or a single web site to access;
- pupils may be provided with lists of relevant and suitable web sites which they may access;
- older, more experienced, pupils may be allowed to undertake their own Internet search; pupils will be expected to observe the 'Rules for Responsible Internet Use' and will be informed that checks can and will be made on files held on the system and the sites they access.

Pupils accessing the Internet will be supervised / guided by an adult at all times. They will only be allowed to use the Internet once they have been taught the 'Rules for Responsible Internet Use' and parents have signed to acknowledge these rules.

7. Internet Access and Home/School Links

Parents will be required to sign the 'Rules for Responsible Internet Use' and should promote these rules during home Internet usage. When use of ICT or the Internet is required as part of homework, children should continue to abide by the 'Rules for Responsible Internet Use'. If there is no ICT access at home, parents should speak to the Computing Coordinator / class teacher for school access to be made available.

8. Using Information from the Internet

We believe that, in order to use information from the Internet effectively, it is important for pupils to develop an understanding of the nature of the Internet and the information available on it. In particular, they should know that, unlike the school library for example, most of the information on the Internet is intended for an adult audience, much of the information on the Internet is not properly audited/edited and most of it is copyright.

- pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV;

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- teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting that it is true, and understand that this is even more important when considering information from the Internet (as a non-moderated medium);
- when copying materials from the Web, pupils will be taught to observe copyright;
- pupils will be made aware that the writer of an email or the author of a web page may not be the person claimed.

9. Publishing pupils' images & social networking

Pupils' work and photographs of pupils' learning activities may be published to the School Website or on occasion to local press sites in accordance with parental consent and general sensitivity.

Parents and staff are not permitted to publish photographs or video of any child other than their own on social networking sites or other forms of media. This information will be communicated to parents via school newsletters and by senior staff at school events

Any comments posted on Internet forums or social networking sites pertaining to the school should be respectful to the children, staff and reputation of the school.

Social networking sites are blocked by the broadband filtering and are not permitted to be used in school by staff or pupils, without prior consent from the Executive Headteacher or Computing Co-ordinator for the purpose of education only.

Pupils are not permitted to bring portable devices, such as mobile phones and iPods to school. Any non-compliance will be dealt with in accordance with the school's Behaviour Policy.

10. "Sexting"

Sexting is to be viewed as an unwanted consequence of access to technology. The reality is that mobile technology and social networking is a constant pressure in young people's lives so banning technology is not a solution. Sexting needs to be seen as part of a wider picture which has received a lot of media attention and has been called the sexualisation of children. This includes issues such as pornography and gender based bullying and coercive sexual pressures placed on young people and as such, is a safeguarding and child protection issue. It is to be treated with the utmost urgency and as such be dealt with swiftly. Dependent upon the severity and nature of the texts, the matter should be handled sensitively yet comprehensively involving both sets of parents involved - both the instigators and the recipients in the first instance to alert them to the dangers and the possibility of a referral to the police and social services. If it does not cease immediately then a referral to the local safeguarding board (MASH team) should be considered.

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11. Cyberbullying

Any behaviour that is rude, threatening or harmful and takes place online will not be tolerated. The same expectations of behaviour in school apply to the online world. Email accounts will be frozen if an episode of cyber bullying takes place until the incident can be fully investigated. Individuals found to be bullying other pupils or staff online will be suspended from all online activity and dealt with in accordance with the school's Behaviour Policy. Additionally, any inappropriate online posts made by staff or parents must be reported to the Executive Headteacher. Any inappropriate posts made by the Executive Headteacher must be reported to the Chair of Governors.

12. Physical security and wilful damage

Staff users are expected to ensure that portable ICT equipment, such as laptops and iPads are securely locked away or concealed when not in use. Items taken off the school premises are done so in accordance with the agreement of issue (iPads) and the same rules apply for laptops. Any loss or damage should be reported immediately to the Computing Coordinator / Executive Headteacher. An up to date audit needs to be kept of portable ICT equipment that is assigned to staff.

It is an expectation of the Unity that iPads and laptops are plugged in and secured at the end of each day. Items to be taken off-site must be done so only with the express permission of the Executive Headteacher. Any malicious attempt to harm or destroy any equipment or data of another user or network connected to the school system will result in loss of access, disciplinary action and, if appropriate, legal referral. This includes the creation or uploading of computer viruses. The use of software from unauthorised sources is prohibited.

13. Acceptable Online Behaviour

Staff personal conduct online should be of the same high standards expected in school and colleagues are reminded of the Unity Code of Conduct. Staff should ensure that, should they use social media, they regularly check their privacy settings are up to date and that they are mindful of what they post or comment on whilst using social media. They must ensure that they do not post anything that might bring themselves or the Unity into disrepute and, if they believe that they have breached such guidelines, inform the Executive Headteacher immediately.

Staff should also:

- ensure that they password-protect their computers and ensure that equipment is not left unattended at any time;
- ensure that a sleep facility is in place for their PC to prevent others from looking on their computer;
- ensure that they use a Unity-provided encrypted memory stick to transport any data to and from school and that material is saved only on the stick provided to reduce potential data breaches;
- be mindful that any data they use and save may be accessed by the subject so professional guidelines should be used at all times;
- be mindful of data security – for example, displaying information in an easily accessible place, an unlocked office or window;
- ensure that they return the memory stick on termination of employment and check with the Executive Headteacher regarding any documents (e.g. planning, teaching resources) they may wish to take with them;

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- ensure that any data used at home is subject to the same levels of scrutiny so security measures should be in place to ensure data safety. It is recommended that staff save to their encrypted sticks to ensure data security levels are as high as possible.

Staff are reminded that they should not use personal devices to take pictures of the pupils. iPads and cameras are provided by the school for this purpose. Breach of this will be treated as potential gross misconduct. Where the staff member is a parent of a child in school, they should follow the usual permission procedures. Again, failure to do this may be treated as a disciplinary matter.

14. Health and Safety & risk assessment

Teachers will ensure that children work in a safe environment with regard for health and safety regulations. In our experience the measures set out in this policy have been highly effective. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on the computer screen. Neither the school nor the LEA can accept liability for the material accessed or any consequences thereof.

15. Equal Opportunities

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

16. Special Educational Needs

We aim to provide suitably differentiated opportunities which are challenging, achievable, and are supported by resources and expertise appropriate to the child's individual requirements.

17. Monitoring, evaluation and review

The Governing body will review this policy and assess its implementation and effectiveness. The policy will be shared with all staff via the shared area and be available to parents on the school website. The policy will be implemented under the guidance of the Computing Coordinator /ICT Technician and the Executive Headteacher.

Associated Policies:

GDPR Policy
Staff Code of Conduct/Staff Handbook
Home-School Agreement
Child Protection/Safeguarding Policy
Whistleblowing Policy
Disciplinary Policy
School Procedures for Parents to Sign Document

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Rules for Responsible Internet Use We use the school computers and the Internet connection to help our learning. These rules will help us to be fair to others. They will also help to keep everyone safe and the system secure.

Using the computers:

- I will login using the username and password that I have been given and always log off after I have finished working at a computer.
- I will not look at or interfere with other people's files.
- I will not bring in memory sticks, DVDs or CDs from outside school and try to use them on the school computers.
- I will not use portable devices (such as phones and ipods etc.) during the school day.
- I will treat all ICT equipment with care and respect and will inform an adult immediately if any damage occurs.

Using the Internet:

- I will only use the Internet when given permission by a teacher as part of my work.
- I will not access any link or search for anything online that I know or think would be considered unacceptable by my teachers.
- I will not use Internet chat rooms or any other form of social networking.
- I will not download games, music or other files from the Internet without permission.
- I will not complete and send forms without permission from my teacher.
- I know that the school may check my computer files and may monitor the Internet sites I visit.
- **If I see something that I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.**
- Outside of school, any comments posted on Internet forums or social networking sites pertaining to the school should be respectful to the children, staff and reputation of the school.

Using e-mail:

- I will only email people I know or that the teacher has approved.
- The email messages that I send will be polite, sensible and linked to my learning.
- When sending email, I will not send my photo, home address, school address or telephone number to anyone, and I will never arrange to meet anyone.
- I will ask permission before opening an email or an email attachment sent by someone I do not know.

Pupil / Parent agreement:

I have read and understood the Rules for Responsible Internet Use. I will use the computer system and the Internet in a responsible way and will obey these rules at all times.

Pupil signature _____ Date: _____

Parent signature _____ Date: _____