

The Bawburgh School E-Safety Policy

Teaching and learning

Why Internet and digital communications are important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the curriculum and a necessary tool for staff and pupils.
- The school Internet access is provided by the Local Authority and includes 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.
- Pupils will be educated in the effective use of the Internet
- Pupils will be shown how to publish and present information appropriately to a wider audience.

Pupils will be taught how to evaluate Internet content

- The school will seek to ensure that the use of Internet derived materials by staff and by pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content e.g. using the CEOP Report Abuse icon or Hector Protector.

Managing Internet Access

Information system security

- School ICT systems security will be reviewed regularly
- Virus protection will be updated regularly
- Security strategies will be discussed with the Local Authority

E-mail

- Pupils and staff may only use approved e-mail accounts on the school system.
- 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.
- Staff to pupil email communication must only take place via a school email address or from within the learning platform and will be monitored.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school will consider how e-mail from pupils to external bodies is presented and controlled.
- The forwarding of chain letters is not permitted.

Published content and the school web site

- The contact details on the Web site should be 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 Staff or pupils' personal information will not be published.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 photographs, images and work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified. The school will look to seek to use group photographs rather than full-face photos of individual children.
- Pupils' full names will be avoided on the Web site or learning platform, as appropriate, including in blogs, forums or wikis, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs or images of pupils are published
- Written permission from adults will be obtained before their names, photographs or images of themselves are published
- Parents should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories

Social networking and personal publishing on the school learning platform

- The school will control access to social networking sites, and consider how to educate pupils in their safe use e.g. use of passwords.
- Newsgroups will be blocked unless a specific use is approved.
- All users will be advised never to give out personal details of any kind which may identify them, anybody else or their location.
- Pupils must not place personal photos on any social network space provided in the school learning platform without permission.
- Pupils, parents and staff will be advised on the safe use of social network spaces
- Pupils will be advised to use nicknames and avatars when using social networking sites.

Managing filtering

- The school will work in partnership with Norfolk Children's Services to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils come across unsuitable on-line materials, the site must be reported to the nominated member of staff.
- The school will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing videoconferencing

- Videoconferencing will use the educational broadband network to ensure quality of service and security rather than the Internet.

- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.

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.

Other devices

- Parents should ensure that pupils' personal devices are not brought into school. The school can accept not responsibility for pupils' personal devices. Any unauthorized devices will be confiscated by staff and returned at the end of the week.
- The sending of abusive, offensive or inappropriate material is forbidden.
- Staff should not share personal telephone numbers with pupils and parents. A school phone will be provided for staff where contact with pupils is required. Personal mobile phones and associated cameras are not to be used during lessons or formal school time except as part of an educational activity.
- Taking photographs at any time without the subject's consent will be discouraged.

Protecting personal data

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

Policy Decisions

Authorising Internet access

- All staff must read and sign the 'Staff Code of Conduct for ICT' before using any school ICT resource.
- The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.
- Parents will be asked to sign and return a consent form.
- Pupils must agree to comply with the Responsible Internet Use statement before being granted Internet access.
- Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' form before being allowed to access the Internet on the school site.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Norfolk Children's Services can accept liability for the material accessed, or any consequences of Internet access. The school will audit ICT use to establish if the E-safety policy is adequate and that the implementation of the E-safety policy is appropriate and effective.

- **Handling E-safety 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 head teacher.
- Complaints of a child protection nature must be referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure.
- Pupils and parents will be informed of consequences for pupils misusing the Internet.

Community use of the Internet

- All use of the school Internet connection by community and other organisations shall be in accordance with the school E-safety policy.

Communications Policy

Introducing the E-safety policy to pupils

- Appropriate elements of the E-safety policy will be shared with pupils
- E-safety rules will be posted in all networked rooms.
- Pupils will be informed that network and Internet use will be monitored
- Curriculum opportunities to gain awareness of E-safety issues and how best to deal with them will be provided for pupils

Staff and the E-safety policy

- All staff will be given the School E-safety Policy and its importance explained
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff who manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Enlisting parents' support

- Parents' and carers' attention will be drawn to the School E-safety Policy in newsletters, the school brochure and on the school web site.
- Parents and carers will from time to time be provided with additional information on E-safety.
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

The Bawburgh Staff, Governor and Visitor ICT Code of Conduct

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily working life in school. This code of conduct is provided to ensure that all users are aware of their responsibilities when using any form of ICT provided by or directed by Norfolk County Council. All such users will be issued with this code of conduct. Any concerns or clarification should be discussed with the Headteacher.

Guidance on use of social networking, teachers and technology and resources (<http://www.childnet-int.org/kia/traineteachers/>), provided by Childnet International and the TDA, is aimed at trainees and NQTs, but is suitable for all staff.

- All staff, Governors and visitors understand that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, laptops and tablets
- All staff understand that it is a disciplinary offence to use the school ICT system and equipment for any purpose not permitted by its owner.
(Teaching Staff <http://www.schoolspeoplenet.norfolk.gov.uk/Teaching-Staff/Working-in-a-Norfolk-School/Resolving-Issues/Disciplinary/index.htm>
Support Staff <http://www.schoolspeoplenet.norfolk.gov.uk/Support-Staff/Working-in-a-Norfolk-school/Resolving-Issues/Disciplinary/index.htm>)
- All staff, Governors and visitors will not disclose any passwords provided to them by the school or other related authorities.
- All staff, Governors and visitors understand that they are responsible for all activity carried out under their username
- Staff, Governors and visitors will not install any hardware or software on any school owned device without the permission of the Headteacher.
- All staff, Governors and visitors understand that their permitted use of the Internet and other related technologies is monitored and logged and will be made available, on request, to their Line Manager or Headteacher in line with any disciplinary procedures. This relates to all school owned devices, including laptops provided by the school.

- All staff, Governors and visitors will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for uses permitted by the Head or Governing Body.
- All staff, Governors and visitors will ensure that all their school generated electronic communications are appropriate and compatible with their role.
- All staff, Governors and visitors will ensure that all data is kept secure and is used appropriately as authorised by the Head teacher or Governing Body. If in doubt they will seek clarification. This includes taking data off site.
- All staff, Governors and visitors using school equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff, Governors and visitors will only use the approved email system(s) for any school business
- Images will only be taken, stored and used for purposes in line with school policy. Images will not be distributed outside the school network/learning platform without the consent of the subject or of the parent/carer, and the permission of the Head teacher.
- All staff, Governors and visitors will comply with copyright and intellectual property rights.
- All staff, Governors and visitors are aware that personal mobile phones and other devices with cameras attached may not be present in the classrooms or in other areas where children are present.
- All staff, Governors and visitors will report any incidents of concern regarding staff use of technology and/or children's safety to the Senior Designated Professional or Head teacher in line with the school's Safeguarding Policy.

I acknowledge that I have received a copy of the ICT Code of Conduct.

Full name:.....(printed)

Job title:.....

Signature:.....**Date:**.....

The Bawburgh School E-safety Rules

These E-safety Rules help to protect pupils and the school by describing acceptable computer use. Please discuss these Rules with your child and if you have any queries, please contact the School.

- I understand the school owns the computer network and learning platform and can set rules for its use.
- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes. If the head teacher has given specific permission I can have private purposes.
- I will log on to the school network/ learning platform with my own user name and password.
- I accept that I am responsible for all activity carried out under my username.
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school email address on the school system
- I will make sure that all ICT communications are responsible, respectful and sensible.
- I will be responsible for my behaviour when using the Internet/learning platform. This includes resources I access and the language I use.
- I will use the discussion forums on the school's learning platform for exchanging information and will share my ideas constructively.
- I will not give out any personal information about myself or anyone else when using the school's learning platform. I will only arrange to meet someone if this is part of a school project organised by my teacher.
- If I accidentally come across any material that could be considered offensive or illegal I will report it immediately to my teacher.
- I will not download or install software on school technologies
- I will keep within the Internet filtering system
- I will respect the privacy and ownership of others' work on-line at all times.
- I understand the school may monitor record and control my use of the school's computer systems and learning platform.
- I understand that these rules are designed to keep me safe and that accept that I will only be allowed to use the school equipment and systems by following the rules.

Pupil name:

Pupil signature:..... **Date:**.....

The Bawburgh School

E-safety Agreement Form for Parents

Parent / guardian name:.....

Pupil name:

Pupil's class:

As the parent or legal guardian of the above pupil(s), I grant permission for my child to have access to use the Internet, the Virtual Learning Environment, school e-mail and other ICT facilities at school.

I know that my daughter or son has signed a form to confirm that they will keep to the school's rules for responsible ICT use, outlined in the Acceptable Use Policy (AUP). I also understand that my son/daughter may be informed, if the rules have to be changed during the year. I know that the latest copy of the AUP is available from the School Office and School Website.

I accept that ultimately the school cannot be held responsible for the nature and content of 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 a filtered internet service, secure access to 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. I also know that the school may contact me if there are concerns about my son/daughter's e-safety or e-behaviour.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent's signature:..... Date:.....