The Abbey Primary School E-Safety Policy

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Introduction
E-Safety encompasses the use of new technologies, internet and electronic communications such as mobile phones, collaboration tools and personal publishing. It highlights the need to educate pupils about benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience. This will include current new technology and how we should behave when using them

Educating young people in the practice of acceptable internet use promotes responsible behaviour and builds resilience. To support this, the following procedures are in place:

- E-Safety rules are posted in all rooms where computers are used and discussed with pupils regularly.
- Pupils are informed that network and Internet use will be monitored and appropriately followed up.
- E-Safety training will be embedded within the ICT scheme of work.

We cannot realistically provide solutions to each and every potential issue arising in a rapidly changing world. As a result, young people must be able to transfer established skills and safe working practices to any new 'e-activities' they encounter. We recognise that it is equally important to ensure that the people who care for young people should have the right information to guide and support young people whilst empowering them to keep themselves safe.

Policies incorporated into this E-Safety Policy
The policies and guidance to help form a safe environment to learn and work in include, but are not limited to:

- Acceptable Use Policy (AUP);
- Digital Images Policy;
- Social Media Policy.

Writing and reviewing the e-safety policy
The E-Safety Coordinator works closely with the members of staff responsible for Child Protection. The E-Safety Policy builds on the Northamptonshire County Council E-Safety guidelines, and Government guidance. It is shared with all staff and approved by governors.

Teaching and Learning at the Abbey Primary School
- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet use will enhance learning
- Internet access has been designed expressly for pupil use and will include filtering appropriate to the age of pupils.
- Pupils are taught what kind of Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- Pupils are shown how to publish and present information to a wider audience. Pupils are taught how to evaluate Internet content
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils are taught to report unpleasant Internet content to the Headteacher, or their class teacher who will share this information with the e-Safety Coordinator so that a path of action can be agreed.

Managing Internet Access

- **Policy Central**
  - Prevent Duty was introduced in July 2015. From 1st September 2015 Ofsted's new common inspection framework came into force. Protecting children from the risk of radicalisation is seen to be a central part of a schools wider safeguarding strategy

    Key Features:
  - captures and alerts teachers to any harmful digital content, activity and behaviour
  - report module ensures instantaneous identification of potentially harmful digital activity
  - dedicated radicalisation module
  - profiles trends and behaviours helping staff to form successful safeguarding strategies
  - advanced incident management means staff can identify and focus on more vulnerable children and learners

    Safeguards schools from:
  - peer to peer cyber bullying
  - instances of grooming including radicalisation and sexual threats
  - exposure to racist, homophobic or extreme language
  - inadvertent exposure to inappropriate web content such as sex, violence and radicalisation
  - deliberate access to inappropriate websites
  - accessing online gambling/shopping sites
- Virus protection is managed and updated regularly by the technician employed by EasiPC.

Published content and the school web site

- Pupils' details are not available on the website.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Authorising Internet access

- All staff must read and sign the "Staff AUP Agreement for ICT" before using any school ICT resource. (see appendices)
- 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 upon their child's entry to the school.

Introducing the E-Safety policy to pupils

- E-Safety rules will be posted in all rooms where computers are used and discussed with pupils regularly.
- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- E-Safety is incorporated throughout the scheme of work
- Pupils to take part in a variety of E-Safety lessons/activities, delivered by members of staff and outside agencies, during E-Safety week.

Parents and Carers

- Parents and carers attention will be drawn to the School e-Safety Policy in newsletters, the school prospectus and on the school Web site.
- A list of e-safety resources for parents/carers are made available on the school website.
- Read acceptable use policies and encourage their children to adhere to them
- Adhere to acceptable use policies when using the school internet/Social Media.
- Discuss E-safety issues with their children, support the school in its E-safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liaise with the school if they suspect, or have identified, that their child is conducting risky behaviour online

APPENDICES

Digital Images Policy

Images for school publications and the press
- The school will only take and use images that are appropriate and are considered to be not open to misuse.
- If an image of a child is used only the child's first name will be published.
- Children will be made aware of why their picture is being taken and how it will be used.
- Images will be kept securely and held by the school.
- Children's images will not be used if a parent has requested this.

Filming
- Parents, friends and family members can take images of their child and friends participating in school activities for family and personal use if they have signed the school agreement form.
- From time to time educational filming companies may visit our school. Parents will be informed about when this is going to happen and permission sought for their children to be included.
- The school owns video cameras and short films will be made by staff and children to support children's learning. The films will be appropriate and have an educational focus.

Images for the Website
- The school will make sure that appropriate images are used.
- We will avoid using image filenames that use children's full names.
- Many images will be group photographs and will have no names with them. Only the first name of a child will ever appear with a child's image on our website.
- Children's images will not be used if a parent has requested this.

Social Media
- The school will make sure that appropriate images are used.
- Children's images will not be used if a parent has requested this.
- No images of LAC children will be used at all.
- We will avoid using the children's full names.

Internet Acceptable Use Policy

Policy Statement
New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

Intentions
This Acceptable Use Policy is intended to ensure:
- staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students / pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

Skills Taught
Children need to be taught computing skills in using the Internet responsibly and effectively. We aim to develop these four main skills;

- Teach the children about e-mail as a form of communication
  - Demonstrate the skills to send and receive message.
  - Only use school specific e-mail addresses when teaching the children

- Use e-mail to communicate
  - E-mail friends/classes within the school
  - Send e-mails to destinations in the outside world

- Teach the children how to search for information
  - The skills for effective searching
  - Discuss the nature and validity of information found

- Use the Internet to find out information
  - Search for information collectively
  - Guide the children to research for themselves

- Use a variety of applications
  - Access applications to enhance learning and apply understanding throughout all curriculum areas.

Rules
The school has developed a set of rules **(statement point 7 and 8)** for Internet use by staff and pupils. Members of staff are responsible for explaining the rules and their implications to children in their classes. Pupils are responsible for good behaviour on the Internet just as they are within the school, - general school rules apply – Our Core Values, and the Five Bees.

Sanctions
Violations of the rules will result in a temporary or permanent ban on Internet Use.
- Letter home informing parents of the nature and breach of the rules.
- The Head/Governing body of the school may decide further actions.

Web Pages – safe and secure
- Children are only referred to by their first name or year group on our web pages
- Any images of children will not be labelled with their initials or names (see Use of Images Policy)
- No personal information will be posted to our website
- Only work related to school activities will be published on the web
- Parental permission will be obtained before work is published to the site

Parents are asked to sign an Internet Permission Form upon entry to school.

Pupil Rules for Responsible Internet Use
The school has computers and tablets with Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others.

- I will only use the computers for schoolwork and homework.
- I will ask permission from a member of staff before using the Internet.
- I will only e-mail using our school e-mail address when my teacher has asked me to.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number or arrange to meet anyone under any circumstances.
- I will report any unpleasant material or messages sent to me to my teacher immediately.
- I understand that the school will check computer files and will monitor the Internet sites that I visit.
- I will not access other people's files.
- I will not bring in CDs or memory sticks from outside school unless I have been given permission.

Staff Rules for Responsible Internet Use

DO:

- Monitor the children in your class – ensuring that children are aware of, and comply with, Internet Use rules.
- Report any appearances of offensive material or inappropriate Internet use to the ICT Subject Leader / e-safety coordinator immediately.
- Only allow children to use the Internet when they are being supervised.

DO NOT

- Give out any personal addresses, telephone numbers or fax numbers.
- Download any material that is copyright.
- View or download any material that is unsuitable for children.
- Enter the file areas of other staff without their express permission.

Social Media Policy

Statement of Intent

The Abbey Primary School understands that social media is a growing part of life outside of school. We have a responsibility to safeguard our pupils against potential dangers when accessing the internet at school, and to educate our pupils about how to protect themselves online when outside of school. E Safety is a vitally important part of our Computing Curriculum.

We are committed to:
- Encouraging the responsible use of social media in support of the The Abbey Primary School's mission, values and objectives.
- Protecting our pupils from the dangers of social media.
- Preventing and avoiding damage to the reputation of the school through irresponsible use of social media.
- Protecting our staff from cyber bullying and potentially career damaging behaviour.
- Arranging e-safety meetings for parents.

Key roles and responsibilities
- The Governing Body has overall responsibility for the implementation of the Social Media Policy and procedures of The Abbey Primary School.
- The Governing Body has responsibility for ensuring that the Social Media Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity / national origin, culture, religion, gender, disability or sexual orientation.
- The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- The Headteacher will be responsible for the day-to-day implementation and management of the Social Media Policy and procedures of the Abbey Primary School.
- Staff, including teachers, support staff and volunteers, will be responsible for following the Social Media Policy and for ensuring pupils do so also. They will also be responsible for ensuring the policy is implemented fairly and consistently in the classroom.
- Parents and carers will be expected to take responsibility for the social media habits of their child / children at home.
- Parents and carers will be expected to promote safe social media behaviour

The school's E-safety team and network manager
The school's E-safety team consists of:
- Every teacher.
- Computing leader.
- Headteacher.

Definitions
- The Abbey Primary School defines "social media" as any online platform that offers real-time interaction between the user and other individuals or groups including but not limited to:
  - Blogs.
  - Online discussion forums, such as netmums.com.
  - Collaborative spaces, such as Facebook.
  - Media sharing services, such as YouTube.
  - 'Micro-blogging' applications, such as Twitter.
- The Abbey Primary School defines "cyber bullying" as any use of social media or communication technology to bully an individual or group.
- The Abbey Primary School defines "members of the school community" as any teacher, member of support staff, pupil, parent / carer of pupil, governor or ex-pupil.

Training of staff

- At the Abbey Primary School, we recognise that early intervention can protect pupils who may be at risk of cyber bullying or negative social media behaviour. As such, teachers will receive training in identifying potentially at risk pupils.
- Teachers and support staff will receive training on the Social Media Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development

Pupil expectations

- Pupils are responsible for following the school rules and will be expected to follow requests from teachers.

Social media use – staff

The Abbey Primary School currently have a Facebook page, and are developing a Twitter feed page.

- Any school social media passwords would be kept securely by the Computing Leader. The passwords must never be shared.
- Teachers may not access social media during lesson time, unless it is part of an E Safety lesson.
- Teachers may use social media during their break times in private and away from the pupils, using their mobile phones and not school technologies.
- Members of staff must not "friend" or otherwise contact pupils or parents / carers through social media if their only contact with these parents is as a result of their position within the school.
- If pupils or parents / carers attempt to "friend" or otherwise contact members of staff through social media, the Headteacher must be made aware of this relationship.
- Staff will not accept "friend" requests if the relationship is purely staff/parent, and there is no previous or alternative relationship.
- Staff should ensure that they have the highest privacy settings on any social media sites which they use.
- Members of staff must not post content online which is damaging to the school or any of its staff or pupils.
- Where teachers or members of staff use social media in a personal capacity, they should make it clear that their views are personal.
- Where teachers or members of staff use social media in a personal capacity, they must ensure security settings are set correctly, ensuring that 'non friends' are unable to view their profile.
- Teachers or members of staff must not post any information which could identify a pupil, class or the school.
- Members of staff should not post anonymously or under an alias to evade the guidance given in this policy.
- Breaches of this policy by members of staff will be taken seriously, and in the event of illegal, defamatory or discriminatory content could lead to prosecution, disciplinary action or dismissal.
- Members of staff should be aware that if their out-of-work activity brings the school into disrepute, disciplinary action will be taken.
- Attempts to bully, coerce or manipulate members of the school community by teachers and members of staff will be dealt with as a disciplinary matter.

Social Media Use – pupils and parents / carers

- Pupils may not access social media during lesson time, unless it is part of a curriculum activity.
- Breaches of this policy by pupils will be taken seriously, and in the event of illegal, defamatory or discriminatory content could lead to prosecution, or exclusion.
- Pupils and parents / carers must not attempt to "friend" or otherwise contact members of staff through social media. If attempts to contact members of staff through social media are made, the Headteacher must be made aware of this relationship.
- Staff will not accept "friend" requests if the relationship is purely staff/parent, and there is no previous or alternative relationship.
- If members of staff attempt to "friend" or otherwise contact pupils or parents / carers through social media, they should be reported to the Headteacher.
- Pupils and parents / carers should not post anonymously or under an alias to evade the guidance given in this policy.
- Pupils and parents / carers must not post content online which is damaging to the school or any of its staff or pupils.
- The Abbey Primary School does not support pupils signing up to social media sites that have an age restriction above the pupil's age.
- If inappropriate content is accessed online on school premises, it must be reported to a teacher.
- Parents must not post pictures of other pupils on social media sites.
- It is not permitted to transmit electronically any child's image without their parents' express permission.

Blocked content

- Inappropriate content which is accessed on the school computers should be reported to class teacher immediately, and then to the Computing Leader so that the site can be blocked.
- Requests may be made to access erroneously blocked content by submitting an email to the Computing Leader.
- The final decision of whether access should be granted to a site will be made by the Headteacher.

Cyber bullying

- Cyber bullying is taken seriously at the Abbey Primary School.
- Incidents of cyber bullying will be dealt with and reported along the same chain as the Anti-Bullying Policy.
- As part of our on-going commitment to the prevention of cyber bullying, regular education and discussion about e-safety will take place as part of computing, Abbey Skills, assemblies and during e-safety weeks.

Be SMART Online

We encourage pupils to take a SMART approach to social media behaviour. E safety posters are a non-negotiable throughout the school showing this approach:

- Safe – Do not give out personal information, or post photos of yourself to people you talk to online. Follow age restriction rules.
- Meeting – Do not meet somebody you have only met online. We encourage parents / carers to speak regularly to their children about who they are talking to online.
- Accepting – We advise that pupils only accept emails and other forms of communication from people they already know.
- Reliable – We teach pupils about the dangers of believing everything they see online.
- Tell – We encourage pupils to tell a teacher, parent or carer if they see anything online that makes them feel uncomfortable.

Acceptable Internet Use - Parental and Pupil Consent

At The Abbey Primary School ICT is at the heart of our creative curriculum. We recognise that access to technology in school gives pupils greater opportunities to learn, engage, be motivated to communicate with a wider audience, and develop skills that will prepare them for future education, life, and citizenship ahead. We are committed to helping our pupils develop 21st-century technology and communication skills.

All digital work at our school is underpinned by our Computing and E-safety policies. Access to the Internet, email, subscriptions websites and ICT resources is a privilege, not a right. It is important that your child respects this, and uses all equipment in an appropriate manner.

The teaching and learning of E-safety is embedded with our Computing curriculum. Members of staff are responsible for explaining the rules and their implications to children in their classes. Pupils are responsible for good behaviour on the Internet just as they are within the school, general school rules apply – our core values, and the five b's.

Parents are asked to support their child, helping them adhere to our 'pupil rules for responsible Internet use', (outlined below) and also understand the consequences and sanctions if they chose to break these rules.

Please read and share the information below with your child. Both parent and child are asked to sign this document. Failure to return it will mean that your child will not be given access to the school ICT network, the Internet, email and digital devices within school.

Pupil Rules for Responsible Internet Use

The school has computers, laptops and android tablets with Internet access to help our learning.
These rules will keep everyone safe and help us to be fair, and kind to others.

- I will only use the computers, laptops and android tablets for schoolwork and homework.
- I will ask permission from a member of staff before using the Internet.
- I will only email using our school email address when my teacher has asked me to.
- I will not access any social networking sites
- I will not share my personal details online; give my home address or telephone number, or arrange to meet anyone under any circumstances.
- I will report any unpleasant material seen or messages sent to me to my teacher immediately.
- I understand that the school will check computer files and will monitor the Internet sites that I visit.
- I will not access other people's files, passwords, or impersonate others online.
- I will not bring in CD's, memory sticks, or hard drives from outside school unless I have been given permission.

Sanctions

- Violations of the rules will result in a temporary or permanent ban on Internet use and digital devices.
- A letter will be sent home informing parents of the nature of the incident and breach of the rules.
- The Head/Governing body of the school may decide to seek further actions if violations are persistently breached.

Please sign and return to the school office.

<u>Pupil agreement:</u>
- With an adult, I have read and understood the rules and sanctions for using the Internet and email safely and responsibly.
- I know the adults working with me in school will help me to stay safe and check that I am using the computers to help me with my work.
-

Name of pupil:	
Class name:	
Year group:	
Signature of pupil:	
Date:	

<u>Parent / Guardian agreement:</u>
- I have read and discussed the rules, and sanctions with my child and confirm they understand what the rules mean.
- I understand that the school will use appropriate filtering and ensure supervision of pupils when using the Internet and email in school. I understand that occasionally inappropriate materials may be accessed and accept that the school will endeavour to ensure this is infrequent, dealing with any incidents that may arise according to policy.
- I understand that while my child is using the Internet and email facilities outside of school, that it is my responsibility to ensure safe and appropriate use.
- I understand that if my child is under the age of 13, they should not have access to / have their own social media account
- I understand that by choosing to use any social media sites, I do so in a responsible way that doesn't affect the reputation of the school, staff and pupils in a harmful or derogatory way.
- I understand that if I choose to take photographs or videos of my child on the school premises, they are for my own personal use only.

Signed parent / guardian:	
Print name parent / guardian:	
Date:	