

Our school community is inspired by the parable of the Good Samaritan from the Bible (Luke 10:25-37), where we are encouraged to love one another with courage and compassion. Through friendship, kindness and thoughtfulness, we will nurture each other to learn and flourish as individuals.

Loving one another. Learning for our future.



St Cuthbert with St Matthias CE Primary School and Nursery

Online and E-Safety Policy

Reviewed: May 2019
Next review: May 2021

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1. Overview

E-safety covers both Internet technologies and electronic communications. Our aim is to educate children and young people about the benefits and risks of using technology and offer safeguards for users; the e-safety policy will enable users to control their online experiences.

ICT is important for children's education in order to raise standards and as an essential element in education, business and social interaction in 21st-century life. It allows pupils and teachers to use world-wide educational resources, take part in educational and cultural exchanges, and develop in different fields or expertise using the experts available online. The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using technology, including the Internet.

It is also important for the school's staff to maintain good-quality and accessible data to keep up to date and share the school's results and achievement and to have access to networks and automatic systems. The aim is to provide good-quality, safe Internet access which supports learning and assessment.

This policy explains which behaviours are acceptable or unacceptable with regard to usage of the Internet. It helps the schools to protect and keep safe pupils and young people from the potential dangers of the Internet.

A safe ICT learning environment includes policies and procedures with clear roles and responsibilities defined and an e-safety education programme for pupils, staff and parents.

This policy operates in conjunction with other policies such as *Safeguarding and Child Protection, Data Protection, Behaviour and Anti-bullying*, and *Freedom of Information*.

The *Children Act 2004* and *Working Together to Safeguard Children* promote the welfare of the children, and within "staying safe" they include safety from:

- neglect, violence and sexual exploitation;
- bullying and discrimination;
- crime and anti-social behaviour.

All of these aims apply to the virtual world as well.

As users of ICT, staff must not use the ICT facilities to create, send, or receive materials or data which:

- are in violation of any law or regulation;
- are defamatory, offensive, abusive, indecent, obscene;
- constitute harassment;
- are in breach of confidence, privacy or trade secrets;
- are in breach of any third party Intellectual Property rights (including copyright);
- are in breach of any other rights or have any fraudulent purpose of effect.

Use of the Internet:

- will be designed for pupils' use and age-appropriate;
- will clarify to the pupils what is acceptable and what is not;
- will be followed by teachers who oversee and support the online activities.

All staff must agree to the Acceptable Use policy (User Agreement in Appendix A) and report any violations to the Headteacher of their school. Parents should be informed that pupils are provided with Internet access. This policy is drawn up to protect children, staff and parents from Internet abuse.

ICT use includes:

- Internet
- e-mail
- blogs
- videos
- mobile phones and technology
- gaming sites
- social networks.

2. Roles and responsibilities

The Headteacher of every school must nominate an Online and E-Safety co-ordinator who will have responsibilities regarding this policy.

Governors will need to have an overview and understanding of E-Safety issues and strategies for their school. All teachers are responsible for promoting and supporting safe behaviours in the classrooms; all staff should be familiar with the policy including:

- safe use of e-mail;
- safe use of Internet and internet-based services related to email;
- safe use of the school network, equipment and data;
- safe use of digital images and technologies;
- publication of pupil information and photographs;
- e-bullying and cyber bullying procedures;
- E-Safety education.

Staff and teachers are prohibited from storing, distributing, transmitting or permitting the storage, distribution, or transmission (whether intentionally or otherwise) of any unlawful material through school systems.

They should be aware that disciplinary and/or civil action might arise if users are found to be accessing material of this nature across the Academy, Local Authority or regional networks.

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

3. Security and Protection

All staff are responsible for protecting the physical safety and E-Safety of students when using any ICT facilities in St Cuthbert with St Matthias CE School.

All users of the network are required to be individually identifiable. This means that every user of the network must have an individual username and password which must be securely kept and not passed onto other users. In the event of an investigation into misuse, proper use of passwords will protect innocent users from the upset and embarrassment of suspicion for inappropriate or illegal misuse.

All personal social media content must be protected with the correct privacy settings. Under no circumstances should staff share content, link profiles, or allow content to be shared or linked with students. Staff should also give consideration to any personal published web content and understand that this may be viewed by students. It is the responsibility of all staff to ensure that personal privacy settings are always maintained to prevent access by students (current and former). If any issues arise in the absence of secure privacy settings this could result in disciplinary action being taken.

4. Risks

The Internet is an open communication channel, available to all; this makes it a potential risk to young and vulnerable people. Material on the Internet is published for an adult audience and some is unsuitable for pupils. In line with schools' policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an Internet environment as possible and to teach pupils to be aware of and respond responsibly to any risk. Risks can be high outside school, so schools should consider extending an education programme to parents and carers. St Cuthbert with St Matthias CE School make it clear to users that the use of school equipment to view or transmit inappropriate material is unauthorized and infringements will be dealt with. Our school must ensure that all reasonable and appropriate steps have been taken to protect pupils; reasonable steps include technical and policy actions and an education programme for pupils, staff and parents.

5. Safeguarding and child protection

Staff should be trained in E-Safety risks and be aware of the potential for serious child protection issues to arise from:

- sharing of personal data;
- access to illegal/inappropriate materials;
- inappropriate on-line contact with adults/strangers;
- potential or actual incidents of grooming;
- cyber bullying, including sexting (pupils transmitting inappropriate images) and other instances of peer-on-peer abuse.

If any member of staff or volunteer has a concern that a child or young person might be at risk or suffering harm as a result of the use of any technologies, it must be reported to the Headteacher.

Please consult the Safeguarding and Child Protection Policy for more details, in particular the subsection on 'Managing allegations against children'.

6. Use of digital and video images

The Headteacher take overall editorial responsibility in order to ensure that the website content is accurate and the quality of presentation is maintained. Uploading of information is restricted to the administrator. Most material comes from schools' work; where other material is published or linked the sources used and the author's identity or status must be named. Pupils must be taught about how images can be abused in their Online and E-Safety education programme.

Examples of how digital photography and video may be used include:

- a child being photographed as part of a learning activity;
- a child's image for presentation purposes around the school;
- a child's image being used in a presentation about the school and its work in order to share good; practice and achievement.

In accordance with the school's Child Protection Policy, the following principles should be taken to consideration when considering material for publication on the website:

- if a child's image/audio/video is used then they should not be named;
- if a pupil is named, their image/audio/video recording should not be used (no surnames should be published);
- files should be appropriately named in accordance with these principles;
- only images of children in suitable dress should be used and group photographs are preferred in preference to individual photographs;
- parents are given the opportunity to withdraw permission for the school to publish images/audio/video of their child on the school website;
- content should not infringe on the intellectual property rights of others – copyright may apply to: text, images, music or video that originate from other sources. All copied or embedded content should be properly referenced;
- content should be polite and respectful of others.

7. Cyber bullying

Cyber bullying is bullying through the use of communication technology such as mobile phone text message, e-mail or sharing posts on websites. This can take many forms for example:

- sending threatening or abusive text messages or e-mails;
- making insulting comments about someone on a website, social network or online blog;
- sending inappropriate or indecent images ('sexting');
- making or sharing derogatory or embarrassing videos of someone via mobile phone or e-mail.

The use of the web, text messages, e-mails, video or audio to bully another pupil or member of staff will not be tolerated.

St Cuthbert with St Matthias keeps a record of incidents of bullying including cyber bullying. The effectiveness of the Behaviour and Anti-Bullying policies are regularly monitored and evaluated by the Headteacher and Staff.

This policy should be read in conjunction with *Behaviour and Anti-Bullying Policy*, and the Safeguarding & Child Protection Policy, including the subsection on 'Managing allegations against children'.

Appendix A: Acceptable Use

Staff Agreement

Covers use of digital technologies in school: i.e. **email, Internet, intranet and network resources**, learning platform, software, **equipment and systems**.

- I will only use the school's digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by the Headteacher.
- I will not reveal my password(s) to anyone.
- I will not allow unauthorised individuals to access email / internet / intranet / network, or other school / LA systems.
- I will ensure all documents, data, etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure email system(s) for any school business.
- I will only use the approved school email, school MLE, or other school-approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of, inappropriate materials, or any filtering breach to the appropriate line manager / school named contact.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other ICT 'defence' systems.
- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home.
- I will use the school's Learning Platform in accordance with school / and London Grid for Learning advice.
- I will ensure that any private social networking sites / blogs, etc., that I create or actively contribute to are not confused with my professional role.
- I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will embed the school's e-safety curriculum into my teaching.
- I will only use LA systems in accordance with any corporate policies.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

User Signature

* I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

* I agree to abide by all the points above.

* I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

Signature Date:

Full Name (printed)

Job title

School

Authorised Signature ((Executive) Headteacher or Online and E-Safety Coordinator)

I approve this user to be set up.

Signature Date

Full Name (printed)

Appendix B: Acceptable Use

Pupils in Years 1 – 3

Staying safe with Computing

Year 1 – Year 3

This is how we stay safe when we use computers:

I will ask a teacher or suitable adult if I want to use the computers, iPads, digital cameras or other types of technology.

I will only use activities that a teacher or suitable adult has told or allowed me to use.

I will take care of the iPad, laptop and other equipment.

I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think there is a problem.

I will tell a teacher or suitable adult if I see something that upsets me on the screen. I will turn the screen off immediately.

I know that if I do not use technology safely then I might not be allowed to use it again.

Signed (pupil).....

Appendix C: Acceptable Use

Pupils Years 4 – 6

Staying safe with Computing

Year 4 – Year 6

For my own personal safety:

- I understand that my school will monitor the use of technology and digital communications.
- I will keep my username and password safe and secure. I will not share it. I will not try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger" when I am communicating online.
- I will not share personal information about myself or others when online.
- I will immediately report any unpleasant or inappropriate material or messages, or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the technology at my school is intended for educational use.
- I will not use the school systems or technology for online gaming, file sharing, or video broadcasting (e.g., YouTube).
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files.
- I will be polite and responsible when I communicate with others; I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

When using the internet for research, I recognize that:

- I should ensure that I have permission to use the original work of others in my own work.
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that my school also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement when I am out of school, and where they involve any member of the school community, e.g., cyber bullying and use of personal images or information.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I may not be allowed to use the technology again and my parents will be informed.

I understand that I must use the school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

Signed (*pupil*).....