

Donington Primary School E-Safety and Internet Policy for Pupils – March 2020

At Donington Cowley Endowed Primary School we recognise the educational benefits of internet access. We believe that the internet is a powerful tool which should be used with good planning and management to ensure appropriate and effective pupil use. We are aware of the potential risks and aim to manage these risks with a balanced approach through robust technical solutions and regulation. Whilst regulation and technological solutions are very important their use must be balanced by teaching pupils to take a responsible approach, and this forms an essential part of the School's E-safety provision.

It is the duty of the school to ensure that every child in our care is safe and we extend the same philosophy to the virtual or digital world. This document is drawn up to protect all pupils and staff. The school aims to provide clear advice about how to minimise risks and how to deal with any infringements. This policy will be reviewed regularly to reflect the current and emerging technology available. As part of the school's E-safety education, children will be taught about the potential risks and how to keep personal information safe. This will be through dedicated lessons in ICT/PSHEE and follow up assemblies, and E-safety events. Information will be placed on the school website for parents and carers.

How will the internet provide effective learning?

The purpose of internet access in school is to raise educational standards, to support the professional work of staff and to enhance the School's management of information and business administration systems. Internet access provides many high-quality teaching and learning resources, some free, some subscription, as well as providing huge potential for research.

How will internet access be authorised?

Pupils' home school agreement will include the Rules for Acceptable Internet Use which needs to be signed by pupils, parents/guardians and returned to school at the beginning of Reception and the beginning of KS2, or when a new pupil starts at the school.

Internet access will be granted to a whole class or individuals as part of a scheme of work, after suitable education in responsible internet use. Older pupils may carry out their own internet searches for research purposes and should know how to conduct searches safely and what to do if they come across something unsuitable.

Pupils' entitlement to use the internet is based on their responsible and acceptable use of it. Irresponsible use may result in this privilege being removed.

How will the school ensure internet access is as safe as is reasonably possible?

Levels of access and supervision will vary according to pupil's age and experience.

The responsibility for E-safety is that of the Assistant Head Teacher Mrs Ingrid Williams. Mrs Williams will:

- Ensure compliance with the policy
- Arrange annual training
- Review filtering systems
- Check internet usage by staff and pupils
- Keep up to date with issues and guidance with organisations such as BECTA and CEOP and appreciate that it is an ever-changing environment.
- Ensure that governors are updated and knowledgeable.
- Ensures E-safety incidents are dealt with promptly and appropriately.
- Maintaining a log of E-safety incidents
- Liaise with school technical staff as required

The School employs the services of an external I.T. Provider: Ark ICT. Ark ICT provide the School with an ICT Technician who will:

- ensure that the school's technical infrastructure is secure and is not open to misuse or malicious attack
- ensure that the school meets the required E-safety technical requirements
- ensure that users may only access the networks and devices through a properly enforced password protection policy
- maintain the filtering policy and update it on a regular basis
- Ensure that monitoring software/systems are implemented and updated as agreed

Our pupils have a responsibility to ensure that they use the internet as safely as possible. Pupils will:

- accept terms of the e-safety rules for their Key Stage (Appendix A)
- demonstrate full compliance with the above
- understand that internet access will be regularly monitored
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so

Parents and Carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will help parents to understand these issues through parents' evenings, newsletters, letters, website and local E-safety campaigns.

Parents and carers will be encouraged to support the school in promoting good E-safety practice. Parents will:

- Accept terms of the E-safety rules for their child/ children (Appendix A)
- Inform school if they have any concerns regarding E-safety.

Further guidance for children regarding electronic communication can be found on our website and Appendix B.

How will the risks be assessed?

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that unsuitable material will never appear on a terminal. Methods to identify, access and minimise risks will be reviewed regularly by the ICT co-ordinator, Ark ICT Technician and Mrs Williams, teacher responsible for E-Safety.

Our policy deals with 3 areas of risk: Content, Contact and Conduct.

Content

Internet

Pupils are taught what internet use is acceptable and given clear objectives for its use. Internet access will be planned to enrich and extend learning activities. Access levels reflect the curriculum requirements and age of pupils. Currently we operate a filtering system through Ark ICT appropriate to the age of our children. Staff will guide pupils in online activities that will support the learning outcomes planned for the pupil's age and maturity. Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation. They will be taught to acknowledge the source of information used and respect copyright when using material accessed on the internet. The use of Internet derived material used by staff and pupils must comply with copyright law. Pupils are taught to be critically aware of the materials they read and are shown how to validate information before accepting its accuracy. In all areas of the curriculum staff will reinforce E-safety messages. Pupils are taught about websites that could have a negative/damaging impact on them as part of their E-safety curriculum lessons and discussions. They are taught to assess the information available for bias and factual accuracy. Pupils are also encouraged, whilst thinking about the benefits of online activity, to think about the amount of time they spend on-line in relation to their health and wellbeing.

If staff or pupils discover unsuitable sites, the URL and content must be reported to the internet service provider by the E-safety Coordinator.

Use of Film

Recommended age guidance is always followed. Parents are consulted if pupils are watching films that have a PG rating and given the opportunity to watch the films before they are shown to their children. Parents have the right to withdraw their child from these films if they wish.

Contact

Email

Pupils will only use approved email accounts on the school system (Purple Mash). Pupils must immediately tell a teacher if they receive offensive email (report to teacher button). Pupils should not reveal details of themselves or others in email communication. E-mails should be carefully written and are monitored by staff.

Pupils are taught at an age appropriate level, that there are people who could potentially cause them harm. They are taught never to give out personal information when commenting on blogs etc and how to report any information they are worried about. Children are not allowed access to Chat rooms.

Conduct

Pupils and staff should adhere to the acceptable use agreements. All pupils have individual passwords for the school computers, Purple Mash, Accelerated Reader and other sites. Their teacher keeps a copy of their passwords and the children are taught not to share them, in order for any 'on-line activity' to be accountable to that pupil.

Inappropriate conduct will result in a discussion with the E-safety Co-ordinator.

If pupils break the agreement, their parents will be informed as soon as possible and records will be kept.

Pupils will be encouraged to consider the nature and possible effects of any misuse of technologies. Their digital footprint and online reputation will be discussed.

Internet or computer privileges may be removed for a specific period of time.

How will publishing on the web be managed?

The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

The point of contact on the school website should be the school address, school email and telephone number. Staff or pupils' home information will NOT be published.

Photographs used on the website must not identify individual pupils by name. Group shots or pictures taken over shoulders will be used where possible and other carefully selected shots (not passport style images).

Pupils' full names will not be used anywhere on the website, particularly in association with photographs.

On entry to Donington Cowley Endowed Primary School, written permission from parents/carers will be obtained before photographs are published on the school website. Parent/Carers do NOT have to give permission for their child's photograph to be used on the school website; school will NOT use a child's photograph without parental consent. In line with GDPR, parents may, at any time withdraw their consent for their child's photograph or electronic image to be published on the school website.

Where audio and video are included, the nature of the items uploaded will not include content that allows the pupils to be identified.

Protecting personal data.

Personal data will be recorded, processed, transferred and made available in accordance with GDPR and DPA and other related legislation. The School will:

- ensure that appropriate security measures are in place and enforced to keep paper and electronic personal data secure

- regularly review the physical security of the School buildings and storage systems
- ensure that only authorised individuals have access to personal data
- that all portable electronic devices containing personal data will be encrypted.
- ensure that no personal data will be left unattended in any vehicles and staff will ensure that if it is necessary to take personal data from School premises, for example to complete work from home, the data is suitably secured
- refer to any relevant guidance and seek advice where necessary if processing personal data utilising a cloud-based solution

How will e-mail be managed?

Pupils may only use approved e-mail accounts on the school system and Purple Mash. Whole class or group email addresses should be used at KS1 and monitored accounts at KS2, where incoming and outgoing messages are checked and authorised by the teacher before sending or receiving thus all pupils' emails will be treated as 'public'.

Pupils should use email in an acceptable way (being polite and considerate), and must immediately tell a teacher if they receive offensive or distressing messages.

Pupils must make sure they do not reveal any personal details about themselves or others in any online communication, or arrange to meet anyone they meet online.

Information will be provided to parents explaining how pupils can access their accounts from home.

Social networking

Social networking sites and personal emailing such as Twitter, MSN, Facebook, Hotmail, TikTok, Snapchat, Skype, blogs etc are NOT allowed to be accessed by pupils in school.

As part of the School's E-safety education programme pupils and parents will be advised that social networking sites are inappropriate for primary aged children; pupils in KS2 will be taught about the potential risks and how to keep personal information safe. The purpose of this is to acknowledge (although not to condone) the reality that some children may already have access to social networking sites by this age.

Staff may use such sites that are allowed by Ark ICT filtering system but only when not teaching lessons.

Any digital communication between staff and pupils or parents (e-mail/chat) should be professional in content.

Each year group will have specific ICT/PHSEE lessons dedicated to E-safety, as well as follow up assemblies.

Mobile Phones/Devices

Introduction and aims

At Donington Cowley Endowed Primary School we recognise that mobile devices, including smart phones are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- promote, and set an example for, safe and responsible phone use
- set clear guidelines for the use of mobile devices for pupils, staff, parents and volunteers
- support the school's other policies, especially those related to Safeguarding and Child Protection, Behaviour and Anti-Bullying

This policy also aims to address some of the challenges posed by mobile devices in school, such as:

- risks to Child Protection
- data protection issues
- potential for lesson disruption
- risk of theft, loss, or damage
- appropriate use of technology in the classroom

Pupils

Pupils are not permitted to use or carry mobile devices within school. If a parent wishes a child to carry a mobile device to and from school, the device should be handed into the school office for safe keeping upon arrival to school. However, appropriate use of mobile devices will be taught to pupils as part of PSHE.

How will staff and parents be informed about E-safety?

All staff will have access to this E-safety Policy, and its importance explained with relevant training given and they will sign the ICT Acceptable Use Policy.

The E-safety Co-ordinators will provide advice/guidance/training as required and keep up to date on relevant issues.

All staff will take part in E-safety training provided by the Deputy Safeguarding Lead, Mrs Ingrid Williams or other relevant organisations.

The school will seek to draw attention to the schools School E-safety Policy and provide information and awareness of key E-safety issues to parents/carers through newsletters and the school website.

How will complaints be handled?

Owing to the international scale and linked nature of internet content, the availability of mobile technologies and the speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or device. Neither the school nor the Local Authority can accept liability for material accessed or any consequences of internet access.

Responsibility for handling any incidents will be given to the Assistant Headteacher or delegated as the need arises.

Complaints about misuse of the internet in school by pupils must follow the most relevant school policies (i.e. Behaviour, Anti-Bullying, Anti-Racism, Health and Safety).

Monitoring and reviewing

This policy will be monitored annually and will be reviewed as the need arises or at the review date given.

Agreed by staff _____/_____/_____

Review date _____/_____/_____

Named E-Safety Governor – Mr Rob Cole

Named Member of Staff – Mrs Ingrid Williams

Points of Reference:

- DfE Teaching online safety in school June 2019
- Privacy Notice (How we use pupil information)
- GDPR Policy
- Use of Children’s Photographs and Electronic Images

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Rules for Acceptable Use for Foundation and KS1

- I always ask a teacher or adult if I want to use the computers, tablets or cameras.
- I only open activities that an adult has told or allowed me to use.
- I know that I must tell an adult if I see something on a screen that upsets me, or I am unsure of.
- I keep my passwords safe and will never use someone else's.
- I know personal information such as my address and birthday should never be shared online.
- I know I must never communicate with strangers online.
- I am always polite and friendly when I post to our blogs, use our email and other communication tools, with our teachers help.

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Rules for Acceptable Use for KS2

- I will ask permission before using computing equipment.
- I will use the school ICT and Internet for school work and homework that the teacher has asked me to do.
- I will not deliberately look for, save or send anything which might make others upset.
- I will tell an adult if I see anything I am uncomfortable with, or I know is inappropriate.
- I will never give out personal information or passwords.
- I will only use my own usernames and passwords and log off when I have finished using the computer.
- I know that the school checks my files and the online sites I visit. I will not try to bypass any of the security measures in place.
- I will respect the computing equipment and tell an adult if I notice something isn't working correctly or damaged.
- I will use all communication tools carefully and tell an adult if someone who isn't approved by a teacher is messaging.
- I know that I am not allowed on any personal e-mail, social networking or instant messaging in school.
- At school, I may not download any software from the internet or bring a personal memory stick into school.
- Before I share, post or reply to anything online, I will THINK. Is it true? Is it helpful? Is it inspiring? Is it necessary? Is it kind?
- I understand that if I behave negatively whilst using technology, my parents/carers will be informed and there will be consequences for my actions.

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Advice for children regarding electronic communications.

- Treat your password like your tooth brush – Keep it to yourself!
- Only give your mobile number or personal e-mail address to trusted friends.
- Block the bully – learn to block or report someone who is behaving badly.
- Save the evidence – learn how to keep records of offending text messages, pictures or online conversations.
- Don't retaliate or reply.
- Check your profile and make sure it doesn't include any personal information.
- Always respect others – be careful what you say online and what images you send.
- Think before you send – whatever you send can be made public very quickly and could stay online for ever.
- Look out for your friends – and do something if you think they are at risk.
- Tell your parent, carer or a teacher if something or someone makes you feel uncomfortable or worried.