ACCEPTABLE USE
AND E-SAFETY POLICY

Acceptable Use and
E-Safety Policy
for St Mary's C.E. School

Approved by Curriculum and Standards Committee:	**February 2017**
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Acceptable Use and E-Safety Policy

This policy has been written to provide a guide to acceptable use of the Internet at St. Mary's CE Primary School.

1   INTRODUCTION

The Internet is an open communications channel, available to all. Anyone can send messages, discuss ideas and publish material with little restriction. These features of the Internet make it an invaluable resource for all to use on a daily basis. However, some of the material is published for adult audiences and is unsuitable for children. Sadly e-mail and chat communication via social media can also be used inappropriately and therefore it is a necessity to provide our pupils with protection from inappropriate material or communications.

2   THE IMPORTANCE OF THE INTERNET IN SCHOOL

The purpose of using the Internet in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.

Using the Internet is part of the statutory curriculum and a necessary tool for staff and pupils.

The Internet has enormous potential to enhance the learning process. To the world of education, the development of the Internet is the most significant advance in technology since the invention of printing. Its potential to unlock new ways of teaching and learning is immeasurable.

3   HOW THE INTERNET BENEFITS EDUCATION

Benefits of using the Internet in education include:

• Educational and cultural exchanges between children worldwide.
• Contributes to raising standards by giving children access to knowledge beyond that which is immediately available in the classroom.
• Inclusion in government initiatives such as the London Grid for Learning.
• Professional development for staff through access to national developments, educational materials and good curriculum practice.
• Communications with support services, professional associations and colleagues within and outside the borough
• Exchange of curriculum and administration data with the local education authority (LA) and Department for Education (DFE)
• Improved access to technical support including remote management of networks
• Access to worldwide educational resources including museums and art galleries.

4   ENSURING INTERNET ACCESS IS APPROPRATE AND SAFE

Pupils in school are unlikely to see inappropriate content in books because publishers, teachers and other education staff select books carefully. Similarly, we take the following key measures to help ensure that our pupils are not exposed to unsuitable material via the Internet:

- Our Internet access is provided by the London Grid for Learning (LGfL), which provides a service designed for pupils, including a filtering system
- A filter has recently been applied to YouTube which provides far greater filtering of its content.
- Pupils using the Internet are normally working in classrooms, during lesson time, and are supervised by an adult (usually the teacher) at all times
- Staff check that the sites pre-selected for pupil use are appropriate to their age and maturity
- Staff are particularly vigilant when pupils are undertaking their own searches and check that they follow the agreed search plan
- Pupils are taught to use e-mail and the Internet responsibly, in order to reduce the risk to themselves and others
- The Computing co-ordinator monitors the effectiveness of Internet access strategies
- The Computing co-ordinator ensures that occasional checks are made on files to monitor compliance with the school's policy
- The Head teacher ensures that the policy is implemented effectively and this is monitored by governors through the curriculum committee and safeguarding governor
- Methods to quantify and minimise the risk of pupils being exposed to inappropriate material are reviewed in consultation with colleagues from other schools and advice from the Local Authority (LA), our Internet Service Provider (Atomwide) and the Department for Education
- Staff are vigilant about the content of e-mail and web pages
- Children sign a class contract provided by LGFL that states that they will use the internet safely. See Appendix 1
- The Computing recently updated the e-safety curriculum to fall in line with CEOP and the National Crime Agency schemes of work.

5   WHAT HAPPENS IF PUPILS ENCOUNTER INAPPROPRIATE MATERIAL?

Despite these precautions, the scale of the Internet, the fact that it is international and that much of the material is linked mean that it is not possible to guarantee that any particular type of material will never appear on a computer screen. Neither the school nor the London Borough of Richmond upon Thames can accept liability for the material accessed, or any consequences thereof.

One of the most important elements of our rules of responsible Internet use is that pupils be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable or is inappropriate.

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 pupils will be taken by the responsible adult (usually the class teacher), the Computing Co-ordinator and the Senior Leadership Team. All teaching staff will be made aware of the incident at a Staff Meeting if appropriate. In all circumstances an e-safety incident will be logged by the class teacher and passed on to the Computing Co -coordinator. See appendix 2 for an e-safety incident recording form.

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

If any staff or pupil discovers unsuitable sites, the Computing Coordinator will be informed. The Computing Co-ordinator will report the web address and its content to the school's Internet Service Provider, Atomwide, and to the LA. The site will be immediately blocked to all Richmond schools and a firewall put in place.

Pupils are expected to play their part in reducing the risk of viewing inappropriate material by obeying the rules of responsible Internet use. Pupils who abuse the privileges of Internet and e-mail access by failing to follow the rules they have been taught or failing to follow the agreed search plan will have sanctions applied. See also the anti-bullying policy regarding inappropriate use of email.

6   MAINTAINING THE SECURITY OF THE SCHOOL'S ICT NETWORK

Connection to the Internet significantly increases the risk that any computer or network is infected by a virus or accessed by unauthorised persons. The school subscribes to Atomwide's virus protection plan where an up-to-date scan takes place to ensure system security from latest viruses or any information that may harm our network.

7   USING THE INTERNET TO ENHANCE LEARNING

Staff and pupils learn how to use web browsers, search engines and find and evaluate information via the Internet. Access to the Internet is part of planned curriculum time that enriches and extends the learning activities integrated into our schemes of work.

As in other areas of work, we recognise that pupils learn most effectively when given clear objectives. Internet access is designed expressly for pupil use and includes a filtering service provided by Atomwide.

Pupils use different ways of accessing the Internet depending upon their age and the nature of material required:

•   Access to the Internet may be demonstrated by the teacher (or sometimes other adult)
•   Pupils may access teacher prepared materials, rather than the open Internet
•   Pupils may be directed to a specific web page or site to use
•   Pupils may be provided with a list of relevant and suitable sites which they may access
•   Older, more experienced pupils may be allowed to undertake their own Internet search having agreed a search plan with their teacher. Pupils will be expected to observe the rules of responsible internet use and will be informed that checks can and will be made on files held on the system and the sites accessed.

Pupils accessing the Internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the Internet once they have been taught the Rules of Responsible Internet Use and the reasons for these rules. Teachers will endeavour to ensure that these rules remain uppermost in the pupils' minds as they monitor the use of the Internet.

8   USING INFORMATION FROM THE INTERNET

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 it is not properly audited/edited and most of it is copyright. Therefore:

• Pupils are taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV
• Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understand that this is even more important when considering information from the Internet
• When copying materials from the web, pupils are taught to observe copyright laws
• Pupils are made aware that the writer of an e-mail or an author of a web page may not be the person claimed
• Pupils will not be permitted access to any public or unregulated chat rooms for any reason.

9   USING E-MAIL

Pupils learn how to use an e-mail application and are taught e-mail conventions. Staff and pupils registered with the London Borough of Richmond all have an allocated e-mail address and will begin to use e-mail to communicate with others, to request information and to share information.

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. Therefore:

• Pupils are only allowed to use e-mail once they have been taught the rules of responsible Internet use and the reasons for these rules
• Teachers endeavour to ensure that these rules remain uppermost in the children's minds as they monitor pupils using e-mail
• Pupils may send e-mails as part of a planned lesson through a class e-mail address that the teacher has authority over, but will not be given individual e-mail accounts until Year 2
• Pupils may only send to and receive from pre-approved domains.
• Incoming e-mail to pupils is not regarded as private and may be opened and read by the class teacher before allowing pupil access
• Pupils have their outgoing e-mail messages checked by a member of staff before sending them
• The forwarding of chain letters is not permitted
• Pupils are not permitted to use e-mail at school to arrange to meet someone outside school hours
• Please see anti-bullying policy regarding the school's policy on handling cyber-bullying

10 ST. MARY'S WEB SITE AND BLOGS

Our school website and blogs are intended to provide accurate, up to date information about our school. They enable pupils to publish work to a high standard, for a wide audience including pupils, parents, staff, governors, members of the local community and others. It is a way of celebrating pupils' work and providing them with the opportunity to publish their work on the Internet as well as promote the school.

All classes may provide work for publication on the school web site and blogs. Class teachers are responsible for ensuring that the content is accurate and the quality of presentation is maintained. The web manager is responsible for ensuring that pages are up-loaded to the school site regularly, that the links work and that the site meets the requirements of the host.

The point of contact on the web site is the school's address, telephone number and e-mail address. We do not publish pupils' full names or photographs accompanied by names that identify individuals on our web pages. Home information or individual e-mail addresses will not be available either.

Our school website can be found at http://www.st-marys.richmond.sch.uk/

11 E-SAFETY USING PORTABLE EQUIPMENT

The school does not permit pupils to bring their own electronic equipment into school (egg. includes digital cameras, music players); however in Year 6 the children can bring in their mobile phone. This is as a safety precaution due to many of them walking home after school. Any such items must be clearly labelled and kept securely with the class teacher during school hours and returned to the pupil at the end of the school day. All mobile phones are brought into school and left at the owner's risk.

Staff are required to ensure that any portable equipment they may bring into school – PDAs, mobile phones, laptops, music players etc are kept secure and that pupils cannot access them. Any such item found with inappropriate material will invoke disciplinary measures (see Staff Disciplinary Procedures).

There may be occasions when pupils are issued with portable electronic equipment by the school for certain projects and exercises eg. digital cameras, video cameras, dictaphones. Where possible, the use of this equipment will be supervised by a member of staff, however all pupils will be taught the correct, safe and appropriate use of such equipment and made aware what is deemed to be inappropriate and the consequences.

12 EQUALITIES STATEMENT

St Mary's CE School is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities.

The Governing Body recognise that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation. Full consideration has been given to this during the formulation of this policy as it is the governors' aim that no-one at St

Mary's school should suffer discrimination, either directly or indirectly, or harassment on any of these grounds.

13 LEGAL FRAMEWORKS

Computer Misuse Act 1990 makes it a criminal offence to gain access to a computer without permission. The motivation could be technical challenge, data theft or to damage the system or data.

Monitoring of data on a school network could contravene Article 8 of the European Convention of Human Rights and Fundamental Freedoms, e.g. the rights for private and family life, which is protected by the Human Rights Act 1998. The Telecommunications (Lawful Practice) (Interception of Communications) Regulations 2000 also limit monitoring. The 2000 Regulations apply to all forms of electronic monitoring and interception irrespective of whether the material monitored is generated by private use or in the course of the school's day-to-day activities.

Data Protection Act 1984/98 concerns data on individual people held on computer files and its use and protection.

Copyright, Design and Patents Act 1988 makes it an offence to use unlicensed software

Telecommunications Act 1984 Section 43 makes it an offence to send offensive or indecent materials over the public telecommunications system

Protection of Children Act 1978

Obscene Publications Act 1959 and 1964 defines "obscene" and related offences

LONDON
GRID FOR LEARNING

ST MARY'S
CHURCH OF ENGLAND
PRIMARY SCHOOL
CONEMUR

Class Contract: Acceptable Use Agreement

I keep SAFE online because … ✓

I CHECK it's OK to use a website / game / app. ✓

I ASK for help if I get lost online. ✓

I THINK before I click on things. ✓

I KNOW online people are really strangers. ✓

I am RESPONSIBLE so never share private information. ✓

I am KIND and polite online. ✓

I TELL a trusted adult if I am worried about anything. ✓

Class:

Key stage 2 class contract

LONDON
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PRIMARY SCHOOL

Class Contract Online Acceptable Use Agreement

This agreement will help keep me safe and help me to be fair to others.

- *I am an online digital learner* – I use the school's IT for schoolwork, homework and other activities approved by trusted adults.
- *I am careful online* - I think before I click on links and only download when I know it is safe or has been agreed by trusted adults.
- *I am guarded online* - I only give out my full home address, phone number or other personal information that could be used to identify me or my family and friends when my trusted adults have agreed.
- *I am cautious online* - I know that some websites and social networks have age restrictions and I respect this and I only visit internet sites that I know my trusted adults have agreed.
- *I am considerate online* - I do not get involved with bullying or sharing inappropriate material.
- *I am respectful online* – I do not respond to unkind or hurtful messages/comments and tell my trusted adults if I receive these.
- *I am responsible online* – I keep others safe by talking to my trusted adults if a friend or person I know is being bullied or harassed online or is being affected by things they see or hear online.
- *I am a creative digital learner online* - I only edit or delete my own digital work and only use other people's work with their permission or where the work is shared through a Creative Commons licence.
- *I am a researcher online* - I use safer search tools approved by my trusted adults and know to 'double check' all information I find online.
- *I communicate and collaborate online* - with people I know and have met in real life or that a trusted adult has approved.
- *I am SMART online* - I understand that unless I have met people in real life, an online person is actually a stranger. I may sometimes want to meet these strangers so I will always ask my trusted adults for advice.
  Sign your name below to state you agree with your class contract.

	Class:

APPENDIX TWO

E-Safety incident reporting pro-forma

Name of adult investigating the incident _____

Name of adult or young person reporting the incident _____

Date of incident _____

Where and when did it take place? _____

Name(s) of person involved in the incident _____

Summary of incident

What action has been taken and have parents or carers been involved?

State any sanctions or actions involving perpetrator(s)

State any support that has been offered to those involved

Has the incident been resolved to the satisfaction of the e-safety officer?
Yes / No / Still being investigated (please comment below, if appropriate)