



Hollinsclough C of E (VA) Primary School

E-Safety & Acceptable Use Policy: 2015

Mission Statement

*To encourage high levels of achievement through the enthusiasm and joy of learning, coupled with a creative curriculum and a holistic approach to education that reflects Christian values and supports our community.
We guarantee accessibility and availability to all.'*



Developing potential

Pre-ambble

Here at Hollinsclough C of E (VA) Primary School we recognise that protecting our staff and pupils properly means thinking beyond the traditional school environment.

Our pupils of all ages have access to broadband connections through a variety of devices and whilst network protection offers some safeguards we aspire to educate all users so that they are aware and understand the risks of electronic communications and act accordingly.

Consequently, e-safety is a matter of developing a safe IT learning environment and can be categorised as a safety, Safeguarding and Child protection issue rather than an IT issue. It is therefore an extension of our policies on safeguarding and child protection.

The implementation and review of our e-Safety & Acceptable Use policy is the responsibility of our **Bursar – Mr Stephen Malbon** in liaison with our **Headteacher – Mrs Janette Mountford-Lees**, although all staff have responsibility for ensuring e-Safety.

This e-Safety Policy has been developed using both the advice and guidance, of the DfE and BECTA. The e-Safety Policy and its implementation will be reviewed annually.

We are deeply committed to Safeguarding & Child Protection. This Policy therefore needs to be read in conjunction with this and the following:

- **Acceptable Use Protocol (see below)**
- **Anti-Bullying Policy**
- **Health and Safety Policy**
- **Behaviour & Discipline Policy**
- **School Guidance on using the internet**

Implementing the Policy

Our Bursar is responsible for school IT systems and will maintain the effectiveness of this policy, manage e-Safety training and keep abreast of local and national e-Safety awareness campaigns.

Our filtering system provides automated updates on use and can identify potential areas of concern; we also have the ability to manually oversee its operation and to restrict or prevent access to websites etc.

We will ensure that pupils and staff are adhering to the Policy; any incidents of possible misuse will be investigated.

All users must read and sign the Acceptable Use Policy and as part of any log on will be required to re-affirm their acceptance of the Policy.

- **Areas of Blue text relate to staff (Appendix One)**
- **Areas of Red text relate to Parents / Carers and Pupils (Appendix Two)**

Teaching and Learning

The purpose of internet use in our school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the schools management functions.

Internet access is an entitlement for pupils who show a responsible and mature approach to its use. E safety forms part of our Anti-bullying week through IT delivery and assemblies through the year. Sanctions will be used as appropriate for an abuse of this entitlement.

Using the Internet to enhance learning

IT is a tool to enhance learning and to develop learning skills including the skills of knowledge location, retrieval and evaluation, networking and communication.

Pupils will be taught what internet use is acceptable and what is not and given clear objectives for internet use. Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of students.

Staff lesson planning will guide pupils in on-line activities that will support the learning outcomes planned for the students' age and maturity.

Pupils will be taught to evaluate the accuracy, relevance and suitability of internet material used in their learning.

Misuse and on-line bullying

Children and young people are keen adopters of new technologies, but this can also leave them open to the threat of increased bullying - known as online bullying, e-bullying or cyber-bullying. This form of bullying can be defined as follows:

“The use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others”

Bullying can take the form of:

- **Text messaging**
- **Email**
- **Chat and Social Networking** – *this should not be an issue for pupils at our school due to age, however we are aware that this requirement can be inadvertently overlooked by parents, if they fail to read the terms and conditions of use, or their child as signed up without seeking their permission*
- **Instant Messaging**

All report incidents of IT misuse and cyber-bullying will be dealt with in accordance with our Teaching and Learning Policies and our Behaviour / Anti-Bullying Policy. We do not see cyber-bullying as any less serious as non-electronic bullying and our standard policies, strategies and sanctions apply.

Managing Information

Information system security

The security of the school information systems will be reviewed regularly, but is the responsibility of all. All PCs, staff laptops must have school approved antivirus software which will be updated regularly.

Portable media may not be used without specific permission and followed by a virus check.

Unapproved system utilities and executable files will not be allowed in pupil' work areas or attached to e-mail.

Learning Platform

We will issue pupils with approved Learning Platform accounts which they may use for school work and related communication. They can only be used for this purpose and other email accounts cannot be used for transferring files or communicating on school related matters.

Pupils must immediately tell a teacher if they receive offensive communications and must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission. The forwarding of chain letters is not permitted.

Management of published content

The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils personal information must not be published. Staff school e-mail addresses are not published and all communications with parents must go via the school office@ or Headteacher@ email addresses.

The website and Learning Platform content will comply with our guidelines for publications including respect for intellectual property rights and copyright. Training will be provided where appropriate. Publishing of pupil images

Written permission from parents or carers will be obtained before images of students are electronically published. Images that include pupils will be selected carefully and will not enable individual pupils to be clearly identified unless permission has been obtained from parents or carers.

Work can only be published with the permission of the pupil.

Pupil images captured on camera or by other means by staff can only be edited and processed within the school on the school system. No student images may be kept on file at home.

We will block/filter access to social networking site and newsgroups unless a specific use is approved. Pupils are advised never to give out personal details of any kind which may identify them and / or their location. Examples would include full name, address, mobile or landline phone numbers, school attended, IM and e-mail addresses, full names of friends, specific interests and clubs etc.

Pupils are advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the pupil or his/her location e.g. house number, street name or school.

Teachers may not to run social network spaces for pupil use on a personal basis.

Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Pupils should be encouraged to invite known friends only and deny access to others.

Web Filtering

We will ensure that systems to protect students are reviewed and improved. We will provide a mechanism for reporting unsuitable sites to the Bursar / network manager. Any material that the school believes is illegal must be reported to appropriate agencies such as IWF or CEOP.

Video conferencing / SKYPE / FaceTime or similar

Where practical - IP video conferencing should use the educational broadband network to ensure the quality of service and security, rather than the internet.

All video conferencing equipment in the classroom must be switched off when not in use.

External IP addresses should not be made available to other sites.

Video conferencing contact information should not be put on the school website.

Pupils may engage in video conferencing under supervision once parental or carer permission has been obtained. Pupils should ask permission from the supervising teacher before making or answering a video-conference call. Unique log on and password details for the educational video-conferencing services should only be issued to members of staff and kept secure.

Staff organising a video-conference should establish the parameters and content before taking part. They should ensure that written permission for student involvement has been obtained and are responsible for ensuring the conduct of the conference and that any recorded material is advised in advance, securely stored and is acceptable by all parties to avoid infringing property rights.

Emerging Technologies

We embrace the potential of emerging technologies for their application in learning and teaching.

Emerging technologies will therefore be examined for educational benefit and a risk assessment will be carried out before use in school is allowed. Emphasis on all technologies will be on their appropriate use in lessons. Inappropriate use could result in confiscation.

Protection of personal data

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

Policy Decisions

Authorisation to use the internet

We will maintain a current record of all staff and students who are granted access to the school IT and other electronic communications systems. Use is only available to those who agree to the Acceptable Use Protocol.

Risk Assessment

We will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. We cannot accept liability for the material accessed, or any consequences resulting from internet use.

The use of computer systems without permission, or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Methods to identify, assess and minimise risks will be reviewed regularly.

E-safety complaints procedure

Complaints of internet misuse will be dealt with in the first instance by the class teacher in accordance with the Behaviour & Discipline Policy. If a decision is invoked to restrict or withdraw internet or other IT access to individuals that must be approved by the Headteacher in consultation with the Bursar. A remedial action and timeframe must also be agreed at that point. Any complaint about staff misuse must be referred to the Headteacher

Communicating the Policy

Policy introduction

E-Safety guidance will be posted in rooms with internet access. Pupils will be informed that network and internet use will be monitored. E-safety awareness is the responsibility of all staff, and pupils should have their attention drawn as appropriate to issues of e-safety and personal security and security of personal information. Staff will work with pupils to raise the awareness and importance of safe and responsible internet use. This will be done as appropriate through the Curriculum, PSHE, assemblies, and other communication methods. Instruction in responsible and safe use should precede internet access. An e-safety module will be included in the PSHE, Citizenship or IT programmes covering both school and home use.

Staff sharing of e-Safety policy

All staff will be given our e-Safety Policy and its application and 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 training in safe and responsible internet use and on the e-Safety Policy will be provided as required.

Parental involvement

Parents and carer's attention will be drawn to our e-Safety Policy in newsletters, the school prospectus and on the school website. Internet issues will be handled sensitively, and parents and carers will be advised accordingly. A partnership approach with parents and carers will be encouraged. Advice on filtering systems and educational and leisure activities that include responsible use of the internet will be made available to parents and carers.

FILTERING POLICY

Introduction

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so. It is therefore important that the school has a Filtering Policy to manage the associated risks and to provide preventative measures which are relevant to the situation in the school.

Responsibilities

The responsibility for the management of the school's Filtering Policy will be held by the Bursar. The Bursar will manage the school filtering systems, in line with this Policy and will keep records / logs of changes and of breaches of the filtering systems.

To ensure that there is a system of checks and balances and to protect those responsible, changes to the school filtering service must:

- be logged in change control logs
- be reported to and authorised by the Bursar / Headteacher

All users have a responsibility to report immediately to the Bursar any infringements of the school Filtering Policy of which they become aware, or any sites that are accessed, which they believe should have been filtered.

Users must not attempt to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.

Education / Training / Awareness

Pupils will be made aware of the importance of filtering systems through the e-safety education programme. They will also be warned of the consequences of attempting to subvert the filtering system.

Staff users will be made aware of the filtering systems through:

- signing the Acceptable Use Policy
- induction training
- staff meetings,
- briefings,
- Inset

Parents and carers will be informed of the school's Filtering Policy through the Acceptable Use agreement and through e-Safety awareness sessions / newsletter etc.

Changes to the Filtering System

Staff may request a change to the filtering system by email to the Bursar.

Providing there is an educational reason for the change and guarantees are provided that changes to filtering will not be abused, permission will be granted. This could include access to You Tube or similar sites. A decision will be made about who will be given access and whether this is a temporary change i.e. for particular pieces of work. Any changes will be logged by the Bursar showing who has been given access, the period of access and the reasons for access being granted.

The Bursar will check with the Headteacher before the final decision is made to allow access.

The filtering log will be audited by the Bursar once every half term.

Users who gain access to, or have knowledge of others being able to access, sites which they feel should be filtered (or unfiltered) should report this in the first instance to the Bursar who will consider whether to make changes.

Appendix One

Staff (and Volunteer) Acceptable Use Policy Agreement

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.

This Acceptable Use Policy is intended to ensure:

- That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That the school IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff are protected from potential risk in their use of IT in their everyday work.
- The school will try to ensure that staff and volunteers will have good access to IT to enhance their work, to enhance learning opportunities for pupil learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

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

I recognise the value of the use of IT for enhancing learning and will ensure that pupils receive opportunities to gain from the use of IT.

I will, where possible, educate the young people in my care in the safe use of IT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the IT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school IT systems (e.g. laptops, email, Learning Platform etc.) outside of the school.
- I understand that the school IT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person.
- I will be professional in my communications and actions when using school IT systems.
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website / Learning Platform) it will not be possible to identify by name, or other personal information, those who are featured.
- I will not use social networking sites in school in accordance with the school policies. "Staff should not have students as 'online-friends' on social networking websites" outside of school
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities and therefore I will avoid contact with parents on social networking sites.

- The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school.
- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school IT systems.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will not, hold, disclose or share personal information about myself or others.
- I will ensure that where I transport personal data outside the secure school network, it must be encrypted.
- I understand that the Data Protection Policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- When using the internet in my professional capacity or for school sanctioned personal use I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I understand that I am responsible for my actions in and out of the school.
- I understand that this Acceptable Use Policy applies not only to my work and use of the school IT equipment in the school, but also applies to my use of school IT systems and equipment outside of the school and my use of personal equipment in the school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension or referral to Governors and, in the event of illegal activities, the involvement of the police.
- I have read and understand the above and agree to use the school IT systems (both in and out of the school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name

Print name _____

Signed _____

Date _____

Appendix Two

STUDENT/ PARENT / CARER ACCEPTABLE USE POLICY AGREEMENT

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. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure;

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use
- that school IT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour

The school will try to ensure that pupils will have a good access to IT to enhance their learning and will, in return, expect pupils to agree to be responsible users.

A copy of the Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the schools expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support for the school in this important aspect of the schools work.

Permission Form

Parent / Carers Name _____

Student / Pupil Name _____

As the parent / carer of the above student I give permission for my son / daughter to have access to the internet and to IT systems at Hollinsclough C of E (VA) Primary School.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of IT – both in and out of school.

I understand that the school will take every reasonable precaution, including the use of monitoring and filtering systems, to ensure that young people will be safe when they use the internet and IT systems.

I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the IT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed _____

Date _____

Equality Duty

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

British Values

Children who attend our school experience an enabling environment in which they will develop self-knowledge, self-esteem and self-confidence. Coupled with this they will develop the ability to distinguish right from wrong and to respect the civil and criminal law of England.

Within this enabling environment your child or children will develop the ability over time to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely.

Whilst with our school parents can expect their children to acquire a broad general knowledge of and respect for public institutions and services in England, and to develop a personal character that is tolerant and can foster harmony between different cultural traditions, along with a respect for their own and other cultures.

We firmly believe and encourage our pupils to show respect for other people; and for democracy and the support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

To be part of our school it is unacceptable on the part of any stakeholder to promote discrimination against people or groups on the basis of their belief, opinion or background.

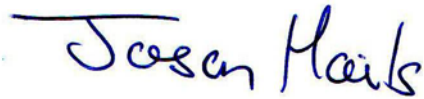
Implementation of this procedure / policy

Our school will manage implementation of this procedure / policy with the support and guidance of the Local Authority.

General

This procedure / policy and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.

Signed...



Designation: Chair of Governors

Date... February 2015

Signed...



Designation: Headteacher

Date... February 2015

This procedure / policy is to be reviewed by Governors during Autumn Term 2017