



**Victoria Park**  
Primary Academy

Computing  
&  
E-Safety Policy

2015

## 1. Writing and reviewing the e-Safety policy

Electronic safety (or e-Safety) is not just about keeping safe on the internet but includes all electronic devices including mobile phones, computers, tablets and television.

The e-Safety Policy links to other school policies including those for ICT and safeguarding (Anti-Bullying, Health and Safety and Child Protection).

Our e-Safety Policy has been written by the school, building on existing best practice guidance. Parents, pupils, staff and governors have been consulted in the development of the policy.

The school ICT leaders will assume the role of e-Safety coordinators. It is an important role that requires close liaison with the designated senior person responsible for child protection (Head of School) It is not a technical role.

The e-Safety policy and its implementation will be reviewed annually.

## 2. Teaching and Learning

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. All pupils will be required to access the World Wide Web on a regular basis.

### Internet use will enhance learning

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils.

Pupils will be taught what Internet use is acceptable and what is not, and given clear objectives for safe Internet use.

Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

### Pupils will be 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 should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

## 3. Managing Internet Access

### Information system security

The School ICT systems' capacity and security will be reviewed regularly. Virus protection will be updated regularly.

Security strategies will be monitored by the school network manager, ICT leader, e-Safety governor and leadership team.

## Email

Pupils may only use approved authorised email accounts - group or individual - that are part of the school network. Pupils are not to use their own personal/family accounts.

Pupils must immediately tell a teacher if they receive offensive emails.

Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone.

Email sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

The forwarding of chain letters is not permitted.

## Published content and the school web site

The contact details on the school website should be the school address, email and telephone number. Staff or pupils' personal information will not be published.

The head of school will take overall editorial responsibility and ensure that content is accurate and appropriate to the best of her ability.

## Publishing pupils' images and work

Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.

Pupils' full names, and other personal details that can identify a child, will not be used anywhere on the website or Learning Platform (public area), particularly in association with photographs. Photographs of individual pupils will not be permitted to be placed on children's 'homepages'. Only pictures of groups or group activities will be permitted.

Written permission from parents or carers will be obtained before photographs of pupils are published on the school website or Learning Platform (public area) on admission to the school, as part of the e-Safety Agreement.

The school retains all intellectual rights to any school-related work published.

## Social networking and personal publishing

The school will use Social Networking Sites such as Twitter for the purpose of school and its affiliated activities. Network sites, by pupils and staff will not be used for personal correspondence.

Pupils will be advised never to give out personal details of any kind which may identify them or their location.

Pupils and parents will be advised that the use of social network sites outside school is inappropriate for primary aged pupils.

## Managing filtering

The school will work with the internet provider to monitor and filter websites and its contents. If pupils discover an unsuitable site, it must be reported to a member of staff who in turn should refer the matter to the e-Safety coordinator or Head of School. If staff access an unsuitable site then the e-Safety coordinator should be informed immediately. In both cases, the e-Safety coordinator will arrange for access to the site to be blocked. Children will be taught what to do if an unsuitable

site or 'pop-up' appears on the screen (turn screen off and report immediately to the teacher, who will obtain the address and report to the e-Safety coordinator as above).

The e-Safety leader (through the network manager) will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

#### Managing new and emerging technologies (including mobile phones)

New and emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

The use of portable media such as iPads, mobile phones etc. will be monitored closely as potential sources of computer virus and inappropriate material.

Pupils are not allowed to bring mobile phones to school. If they do, the mobile phone will be confiscated by teaching staff at morning registration and returned to the pupil's parent at the end of the school day. The school accepts no responsibility for loss or damage to pupils' phones however caused. Being in possession of a mobile phone during school time is in breach of the school discipline policy.

The sending of abusive or inappropriate text messages is forbidden.

Staff will only use a school phone where contact with pupils or parents is required.

Staffs use of mobile phones is done so under professional conduct.

#### Protecting personal data

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

### 4. Policy decisions

#### Authorising Internet access

Pupil instruction in responsible and safe use should precede any Internet access and all pupils must sign up to the Pupil e-Safety Agreement to abide by the school's e-Safety rules. These e-Safety rules will also be displayed clearly in all networked rooms. Failure to abide by these rules may constitute a breach of the school discipline policy.

Where practicably possible, all pupil access to the internet will be supervised by an adult, using approved on-line materials. Older children (upper key stage 2, but at the discretion of the teacher) will on occasions be indirectly supervised if they are completing an independent task, set by the teacher.

All parents will be asked to sign the Parent e-Safety Agreement confirming that they will comply with this policy ensuring that their child follows to the best of his or her ability the school e-Safety rules.

All staff must read and agree in writing to adhere to the Acceptable Use Agreement for Staff before using any school ICT resource.

#### Assessing risks

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer.

The school will audit ICT provision regularly to establish if the e-Safety Policy is adequate and that its implementation is effective.

#### Handling e-Safety complaints

Complaints of Internet misuse will be dealt with by a senior member of staff. Any complaint about staff misuse must be referred to the Head of School.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

A copy of the school complaints' procedure is available on request.

#### Community use of the Internet

External organisations using the school's ICT facilities must adhere to the e-Safety Policy.

### 5. Communications Policy

#### Introducing the e-Safety Policy to pupils

e-Safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.

Pupils will be informed that network and Internet use will be monitored.

#### Staff and the e-Safety Policy

All staff will be given a copy of the School e-Safety Policy and are expected to have read it and understood its contents.

Any information downloaded must be respectful of copyright, property rights and privacy. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

A laptop issued to a member of staff remains the property of the school. Users of such equipment should therefore adhere to school policy regarding appropriate use with regard to Internet access, data protection and use of software.

#### Enlisting parents' support

Parents' attention will be drawn to the school e-Safety policy in newsletters, on the learning platform and the school website.

### 6. The learning platform

All staff will be trained and given advice on how to effectively use the learning platform.

Parents will be informed about what the learning platform is and how it can enhance the learning of each child. All children will be given training on how to effectively use the learning platform and think.com, when appropriate.

All children will be given a username and password to access secure resources and facilities through the learning platform. Children will be taught to keep this secure.

The learning platform will be regularly monitored for incidents of cyber-bullying, inappropriate use of language or the uploading of inappropriate files. Children will be informed that the sending of messages is monitored and misuse of the messaging system will result firstly in a warning, followed by removal as a user of the learning platform should such behaviour be repeated. Incidents of cyber-bullying will be dealt with under the school’s anti-bullying policy.

Children will be allowed to upload photographs of groups or group activities onto their homepage but not individual pictures of themselves.

The use of the Learning Platform will be monitored by class teachers. Any misuse of the Learning Platform will be reported to the Head of School.

7. Monitoring and review

This policy is implemented on a day-to-day basis by all school staff and is monitored by the e-Safety Coordinators.

This policy is the Governors’ responsibility and they review its effectiveness annually. They do this during reviews conducted between the e-Safety coordinator, ICT coordinator, Designated Child Protection Coordinator, Governor with responsibility for ICT and Governor with responsibility for Child Protection. Ongoing incidents would be reported to the full governing body.

The e-Safety Policy was revised by the Safety coordinators, Mrs Nyasha Montaque (EYFS and KS1) and Mr Mark Atkinson (KS2)

Date revised: Spring term 2015

Date for review: Autumn term 2015

Signed: ..... (Headteacher)

Approved by the Governing Body of Victoria Park Primary Academy. Signed:

..... (Chair of Governors)

Date: .....

## Appendix 1: Staff Code of Conduct for ICT

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the school's e-safety policy for further information and clarification.

I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.

I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.

I understand that school information systems may not be used for private purposes without specific permission from the Head of School

I understand that my use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance.

I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.

I will not install any software or hardware without permission.

I will ensure that personal data is stored securely, using the encryption software, and is used appropriately, whether in school, taken off the school premises or accessed remotely.

I will respect copyright and intellectual property rights.

I will report any incidents of concern regarding children's safety to the e-Safety Coordinators, the Designated Child Protection Coordinator or Head of School

I will ensure that electronic communications with pupils and parents, including email, IM and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.

I will promote e-safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept the Staff Code of Conduct for ICT.

Signed: ..... Capitals: ..... Date: .....

Accepted for school: ..... Capitals: .....

All pupils will follow the conditions described in this policy when using school computer networked resources including: Internet access and our school's Learning Platform both in and outside of school.

Breaking these conditions may lead to:

- Withdrawal of the pupil's access
- Close monitoring of the pupil's network activity
- Investigation of the pupil's past network activity
- If necessary and applicable, criminal prosecution

Pupils will be provided with guidance by staff in the use of the resources available through the schools network.

Our IT Technician will regularly monitor the network to make sure that it is being used responsibly.

#### Conditions of Use

Pupil access to the networked resources is a privilege, not a right. They will be expected to use the resources for the educational purposes for which they are provided. It is the personal responsibility of every pupil to take all reasonable steps to make sure they follow the conditions set out in this Policy.

They must also report any misuse of the network to their Class Teacher/Senior Leader.

#### ACCEPTABLE USE

Pupils are expected to use the network systems in a responsible manner. It is not possible to set a complete set of rules about what is, and what is not, acceptable. All use however should be consistent with the school ethos and code of conduct.

In the Early Years Foundation Stage and Key Stage 1 all pupils will be expected to follow our school's e-Safety rules which are shared verbally and displayed near computer equipment.

As pupils enter Key Stage 2 they will be expected to follow our school's e-Safety rules which are shared verbally and displayed near computer equipment as well as having to read/have read to them and sign our Key Stage 2 e-Safety Pledge.

The Pupil Acceptable Usage Policy is part of wider Safeguarding Policy procedures and information across the school. It is linked to our Safeguarding Policy, Anti-Bullying Policy, e-Safety Policy and Staff and Parent Acceptable Usage policies.

NM/MA Feb 2015

To be reviewed Oct 2015

## Key Stage 2 e-Safety Pledge

I understand this e-Safety pledge, once signed, will last for the entire time I spend in Key Stage 2

Pupil's Name \_\_\_\_\_

I will be polite on line and remember that I am a pupil that represents Victoria Park Primary Academy as well as all the other pupils, staff and Governors at my school

I will not make, send or post any material that is likely to cause offence or upset for other children or adults

I understand the school network is monitored regularly by our IT Technician and the Head of School will be told if there is a problem.

I will not reveal any personal information (e.g. home address, telephone number) about myself or other users over the network or enter into other users' files or folders

I will not share my login details (including passwords) with anyone else. I will also never use other people's username and password

If I think someone has learnt my password then I will tell my class teacher immediately  
I will make sure I log off after my network session has finished

If an unattended machine is logged on under other users username I will not use the machine - I will log it off immediately and go into it using my own log in details

I understand that I am not allowed access to any type of chat room and will not attempt to gain access to them

I will not use or bring into school, any type of electronic equipment/mobile phone/Kindle etc. without permission

I will report any accidental access to other people's information, unsuitable websites or being sent anything that makes me feel uncomfortable to my class teacher

I will not attempt to download and/or install any unapproved software or resources from the Internet

I will not attempt to harm or destroy any IT equipment or the work of another user or website connected to the school system

I will follow the instructions and guidance about e-Safety given to me by staff at school in all lessons across the curriculum and if I have access to IT equipment at other times

Pupil's Signature \_\_\_\_\_