Burnt Yates CE Primary School

E-Safety Policy

September 2016

E-Safety Policy

E-Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's e-safety policy will operate in conjunction with other policies including those for Pupil Behaviour, Bullying, Curriculum, Data Protection and Security.

Good Habits

E-Safety at Burnt Yates Primary School depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.

- Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.

- Safe and secure broadband from North Yorkshire School's ICT

- The effective on-site management of content filtering.

- National Education Network standards and specifications.

E-Safety Audit – Burnt Yates Primary School September 2016

The school has an e-Safety Policy that complies with CYPD guidance?	**Yes**
Date of latest update: September 2016	
The Policy was agreed by governors: September 2016	
The E-Safety Policy and the Acceptable Use Policy (AUP) is available for staff at: Policies on Staff Shared on server: Drive T	
And for parents at: www.burntyates.n-yorks.sch.uk	
The designated Teacher for Child Protection is: C Wilson	
The e-Safety Coordinator is: C Wilson	
Has e-safety training been provided for both pupils and staff?	**Yes**
Do all staff members sign an ICT Acceptable Use Policy on appointment?	**Yes**
Do parents sign and return an agreement that their child will comply with the School e-Safety Rules?	**Yes**
Have school e-Safety Rules been set for pupils?	**Yes**
Are these Rules displayed in all rooms with computers?	**Yes**
Internet access is provided by an approved educational Internet service provider and complies with DfE requirements for safe and secure access.	**Yes**
Has the school filtering policy has been approved by SLT?	**Yes**
Is personal data collected, stored and used according to the principles of the Data Protection Act?	**Yes**

Burnt Yates C of E (VA) Primary School

Contents

Burnt Yates Primary School acknowledges the assistance of Newby Primary School Bradford, Sheffield Children and Young Peoples' Directorate and Kent County Council in providing content in this document.

Burnt Yates Primary School e-Safety Policy

E-Safety co-ordinator : C Wilson

The E-Safety Policy will be reviewed as annually. This policy will next be reviewed September 2017.

Why is Internet Use Important?

The purpose of Internet use 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 administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

How does Internet Use Benefit Education?

Benefits of using the Internet in education include:
- access to world-wide educational resources including museums and art galleries;
- inclusion in the National Education Network which connects all UK schools;
- educational and cultural exchanges between pupils world-wide;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across support services and professional associations;
- improved access to technical support including remote management of
- networks and automatic system updates;
- exchange of curriculum and administration data with the Local Authority and DCSF; access to learning wherever and whenever convenient.

How can Internet Use Enhance Learning?

- The school Internet access will be designed expressly for pupil use and includes 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 Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' 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.

Authorised Internet Access

- The school will maintain a current record of all staff and pupils who are granted Internet access.
- All staff must read and sign the 'Acceptable ICT Use Policy' before using any school ICT resource.
- Parents will be informed that pupils will be provided with supervised Internet access.
- Parents will be asked to sign and return a consent form for pupil access.

World Wide Web

- If staff or pupils discover unsuitable sites, the URL (address), time, content must be reported to the Local Authority helpdesk via the e-safety coordinator or network manager.
- School will ensure that the use of Internet derived materials by pupils and staff complies with copyright law.
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
- Staff will request web sites needed for teaching form the Network Manager via email. In the first instance the teacher must take responsibility for checking the content.
- Requested web sites will be reviewed weekly and those cleared by the ICT team can then be made accessible permanently.

Email

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Whole class or group e-mail addresses should be used in school.
- Access in school to external personal e-mail accounts may be blocked.
- E-mail sent to external organisations 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.

Social Networking

- Schools should block/filter access to social networking sites and newsgroups unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils should be advised not to place personal photos on any social network space.
- 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.

Filtering

The school will work in partnership with the Local Authority, DfE and the Internet Service Provider to ensure filtering systems are as effective as possible.

Video Conferencing

- IP videoconferencing should use the educational broadband network to ensure quality of service and security rather than the Internet.
- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Staff mobile phones will not be used for personal use during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- Staff will use the school phone where contact with pupils is required.
- Children will not be permitted to bring mobile phones to school. If a child needs to bring a phone to school due to exceptional circumstances, this can only be done with the permission of the child's parents. The phone will be safely stored in the school office and can be collected by the child at the end of the day.

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies.

Communication Technologies	Staff & other adults				Students / Pupils			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school	X							X
Use of mobile phones in lessons				X				X
Use of mobile phones in social time	X							X
Taking photos on any device other than school equipment.				X				X
Use of hand held devices e.g. PDAs, PSPs		X				X		
Use of personal email addresses in school, or on school network				X				X
Use of school email for personal emails		X					X	
Use of chat rooms / facilities other than purposes of teaching				X		X		
Use of instant messaging		X						X

Use of social networking sites other than purposes of teaching			x				x
Use of blogs	x				x		

Published Content and the School Web Site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.
- The headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing Pupils' Images and Work

- Permission from parents or carers will be obtained before photographs of pupils are published on the school Web site or any other external publications.
- Work can only be published with the permission of the pupil and parents.

Information System Security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the Local Authority.

Protecting Personal Data

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

Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor NYCC can accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT use annually to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

Signed:

Date	Approval	Meeting Date	Review
September 2016	**Full Governors**	**29.09.16**	**September 2017**

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 headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints procedure via the school brochure.
- Discussions will be held with the Police to establish procedures for handling potentially illegal issues.

Communication of Policy

Pupils

- Rules for Internet access will be posted in all networked rooms.
- Pupils will be informed that Internet use will be monitored.

Staff

- All staff will be given the School e-Safety Policy and its importance explained.
- Staff are aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Parents

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.

Appendices

Referral Process – Appendix A

E-Safety rules – Appendix B
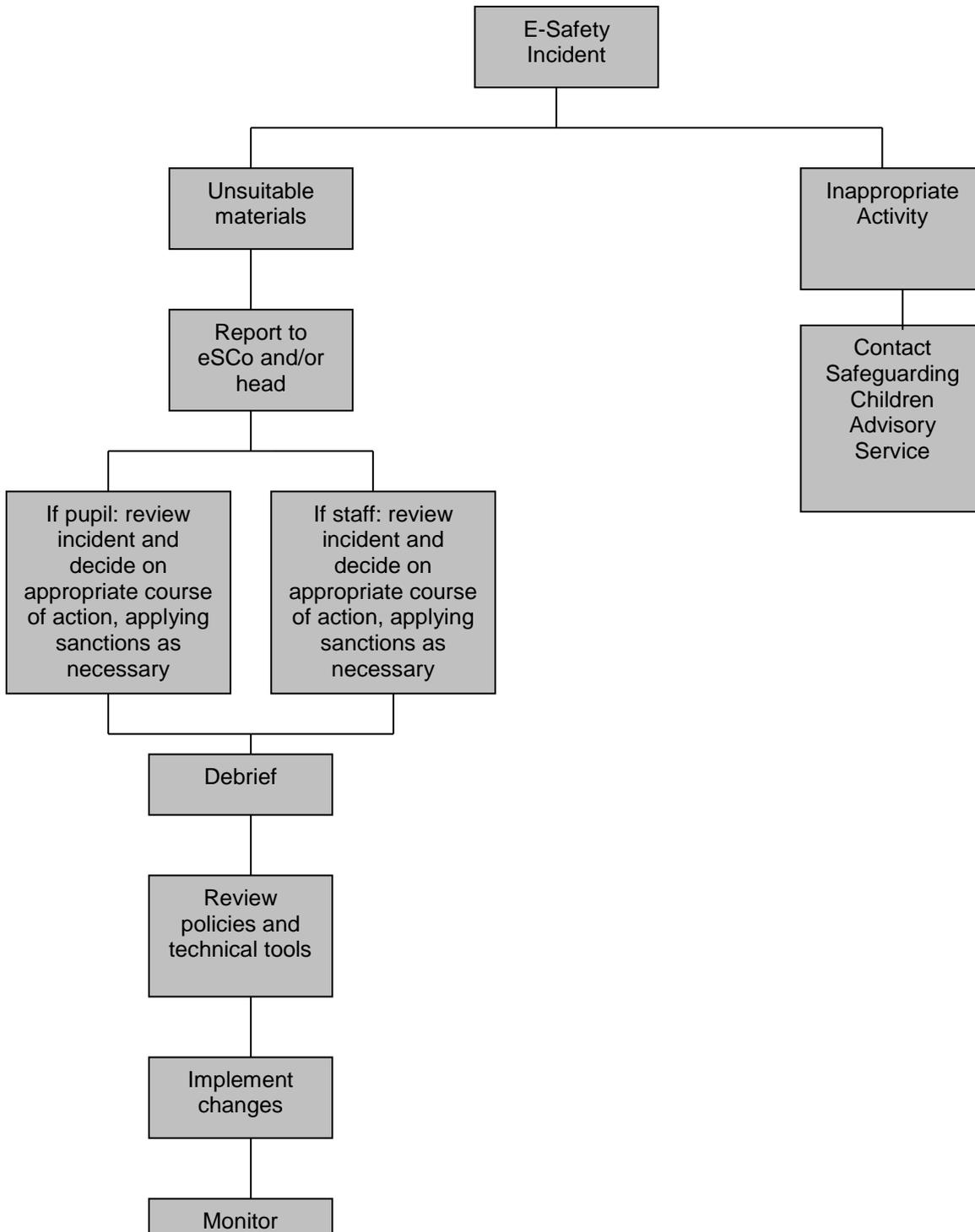
Pupil Acceptable Use Policy – Appendix C

Staff Acceptable Use Policy – Appendix D

Letter to Parents – Appendix E

Appendix A

Flowchart for responding to e-safety incidents in school

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                        ┌──────────────┐
                        │  E-Safety    │
                        │  Incident    │
                        └──────┬───────┘
              ┌────────────────┴──────────────────┐
      ┌───────────────┐                    ┌───────────────┐
      │  Unsuitable   │                    │ Inappropriate │
      │  materials    │                    │  Activity     │
      └───────┬───────┘                    └───────┬───────┘
      ┌───────────────┐                    ┌───────────────┐
      │  Report to    │                    │  Contact      │
      │  eSCo and/or  │                    │  Safeguarding │
      │  head         │                    │  Children     │
      └───────┬───────┘                    │  Advisory     │
                                           │  Service      │
                                           └───────────────┘
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| If pupil: review incident and decide on appropriate course of action, applying sanctions as necessary | If staff: review incident and decide on appropriate course of action, applying sanctions as necessary |

- Debrief
- Review policies and technical tools
- Implement changes
- Monitor

Appendix B
Key Stage 1

Think then Click

These rules help us to stay safe on the Internet

We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

We can send and open emails together.

We can write polite and friendly emails to people that we know.

Key Stage 2

Think then Click

e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we are not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

Appendix C

Burnt Yates CE Primary School
Rules for Responsible Internet Use

We use the school computers and Internet connection for learning.

These rules will help us to be fair to others and keep everyone safe.

- ✓ **I will only use the Internet when I have permission and am supervised by a teacher or an adult in charge.**

- ✓ **I will not use work from the Internet as if it was my own; I will give credit to the sources of materials included in my work, by writing them in a bibliography, for example.**

- ✓ **I will not try to find unacceptable material from the Internet.**

- ✓ **I will use the computers for school work and homework.**

- ✓ **I will not look at, change, damage or delete other people's files.**

- ✓ **I will not bring pen drives or other electronic data from outside into school without permission.**

- ✓ **I will only e-mail people I know, or my teacher has approved and I will not use the Internet for personal or private messages.**

- ✓ **The messages I send will be polite, sensible and responsible, and will only be signed in my name.**

- ✓ **When sending e-mail, I will not give my home address or phone number, or anybody else's, or arrange to meet someone.**

- ✓ **I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.**

- ✓ **I will not use Internet chat.**

- ✓ **If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.**

- ✓ **I know that the school may check my computer files and may monitor the Internet sites I visit.**

- ✓ **I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.**

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mail and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Appendix D

Acceptable Use Policy – ICT and E Technology

This agreement is designed to ensure that all members of staff are aware of their professional responsibilities when using any form of ICT and related technologies.

Members of staff:
- Must only use approved email systems for any school business.
- Should ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off school premises, or accessed remotely.
- Must only use the school's email, internet and intranet and other related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body. Individual employees' internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher.
- Must not browse, download or send material that could be considered offensive, and should report any accidental access of inappropriate materials to the Headteacher.
- Are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, including when on external trips/visits. With the written consent of parents (on behalf of parents) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment. Digital images are easy to capture, reproduce and publish and, therefore, misused.
- Should refer and abide by the Personal Use of Social Networking and other Third Party Websites Policy.
- Should not give out their own personal details, such as telephone/mobile number or email address, to pupils.
- Must ensure that all electronic communication with pupils and staff is compatible with their professional role.

The following should only be done following specific permission from the Headteacher:
- The use of school information systems or resources (e.g. cameras, laptops, memory devices) for personal purposes.
- The use of personal portable media for storage of school related data/images (e.g. USB sticks).
- Personal data can only be taken out of school when authorised.
- To contact or communicate with pupils, parents or conduct school business using personal email addresses or telephones.

User Signature
I agree to follow this user agreement, and understand that failure to do so may result in disciplinary proceedings in line with the School's Disciplinary Procedure.

Signature   ………………………   Date   ………………………..

Full Name   ……………………….   Job Title   …………………………

Appendix E

Burnt Yates CE Primary School
Use of the Internet Consent Form

Responsible Internet Use

Pupil: *Class:*

Pupil's Agreement
I have read and understand the school Code of Conduct and Rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times.

Signed: *Date:*

Parent's Consent for Internet Access
I have read and understood the school Code of Conduct and Rules for Responsible Internet Use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed: *Date:*

Please print name:

Parent's Consent for Web Publication of Work and Photographs
I agree that, if selected, my son/daughter's work may be published on the school Web site. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed: *Date:*

Please print name: