

Newport Infant School

e-Safety Policy and Acceptable Use Agreement

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Policy Lead	Lorna Hankin, Computing Coordinator
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CONTENTS PAGE NO

Teaching and Learning 3

Communication of the Policy 3

Enlisting Parents' Support 4

Managing Technologies in School 4

Assessing Risk 5

e-Safety Complaints 5

Information System Security 5

Internet Use 5

Personal Dada 6

Acceptable Use Agreement 7
Newport Infant School Pupils

Acceptable Use Agreement 9
Staff, Governor and Visitors Code of Conduct

Newport Infant School is committed to safeguarding and promoting the welfare of children. We expect all staff, parents and volunteers to share this commitment.

- The e-Safety leader in school is Lorna Hankin, Computing Coordinator.
- The e-Safety governor is Lisa Partridge.
- Our e-Safety policy has been written by the school, building on best practice and government guidance. The document has been agreed by all staff, including senior leaders, and approved by governors.
- This policy applies to all members of the school community (including staff, pupils, volunteers, parents, carers and visitors) and will be renewed every three years.

Teaching and Learning

The importance of internet and digital communications

- Internet use is part of the statutory curriculum (2014) and a necessary tool for staff and children in the 21st century.
- The school has a necessary duty to provide pupils with quality internet access as part of their learning experience.

The use of digital devices will enhance learning

- Pupils will be given clear objectives when using digital devices and will be taught to recognise acceptable and unacceptable internet use.
- Key e-Safety messages will be taught and reinforced as part of a planned programme of assemblies, classroom tasks and pastoral activities.
- Pupils will understand the need to adopt safe and responsible use of the internet on laptops and mobile devices both in and out of school.
- Pupils will be taught how to publish and present information to a wider audience, whilst respecting the rules of copyright.
- Pupils are taught to be critically aware of online content and will know how to report unpleasant internet websites or content (CEOP, Report Abuse).
- Staff should act as good role models in their use of digital devices (see Acceptable Use Agreement).

Communication of the Policy

Introducing the e-Safety Policy to children

- Elements of the e-Safety Policy will be shared with children using an age-appropriate context.
- e-Safety rules will be shared each half term to ensure children are aware of the different elements of digital safety.

Staff and the e-Safety Policy

- All staff will be given the e-Safety policy and its importance explained.
- Teaching staff will receive annual training updates.
- Staff must sign the Acceptable Use Agreement and adhere to these rules at all times.

Enlisting parents' support

- Parents and carers will be drawn to elements of the e-Safety Policy in newsletters and on the school website.
- Online safety materials will be sent home annually during e-Safety Week to provide parents and carers with advice and support.
- Parents are asked to read the Pupil Acceptable Use Agreement and share its content with their child.

Managing Technologies in School

Mobile Phones

- With permission of the headteacher, pupils may bring a mobile phone to school where it is seen as a safety precaution. The phone will be handed into the school office at 8:45am and collected at the end of the day.
- The sending of abusive or inappropriate messages is forbidden and will be dealt with in accordance with our anti-bullying policy.
- Staff should always use the school phone to contact parents.
- Staff and volunteers are only permitted to use mobile phones in the staff room during breaks.
- Parents are regularly informed that the use of mobile phones is ***not*** permitted on the school site. An exception is made during pupil performances, as described below.

Photographs/Video Recording

- Staff should use a school camera to capture images, rather than their personal devices.
- Photos taken by the school are subject to the Data Protection Act.
- Pupils will not be permitted to use cameras unless specifically authorised by a staff member.
- Parents/carers are permitted to photograph/record their own child in pupil performances, but they must not publish content online if it contains images of other children. The headteacher or deputy headteacher will inform parents of this at every public event.
- Parents must not use mobile phones on school visits to take pictures of pupils.

Published Content and the School Website

- Contact details for the school may be viewed on the school website (www.newportinfants.co.uk). This will consist of the telephone number, address, email address and senior staff details.
- Personal information of staff and pupils will not be published.
- The headteacher and e-Safety lead will ensure that content on the school website is accurate, appropriate and up to date.
- Consent from parents will be obtained before photographs or videos are uploaded to the school website.

Assessing Risk

- The school will audit ICT use to establish if the e-Safety Policy is adequate, appropriate and effective in practice.
- As a staff we will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale, it is not possible to guarantee that unsuitable material will never appear on a school device. The school does not accept liability for the material accessed, or any consequences of internet access. We do, however, report any inappropriate content to CEOP immediately.

e-Safety Complaints

- Complaints of internet misuse, including staff misuse, will be dealt with by the head teacher, Mrs Chris Pierce.
- Complaints of a child protection nature shall be dealt with in accordance with school child protection procedures.
- Discussions will be held with community police if handling potentially illegal issues.

Information System Security

- The school's ICT system security is provided by Telford and Wrekin and will be reviewed regularly. Virus protection and filtering will be updated when necessary by our school ICT Consultant, Shaun Watkins. Security strategies will be discussed with the Local Authority.
- A security breach, lost/stolen equipment, virus notifications or unsolicited emails must be reported to senior management.

Internet Use

School Use

- Pupils will regularly access safe materials via the internet in school.
- Staff will review all content before pupils access websites or online learning platforms.
- The school will seek to ensure that the use of internet derived materials complies with copyright law.

Home Use

- Our pupils are under the age of 13 and therefore considered too young to hold a social media account, but we recognise that they may have access to these sites at home. We regularly issue pupils with information to stay safe online and ask parents to supervise and ensure their security levels are high on home devices.
- Pupils are discouraged to search for raw images online. If internet research is set as a home learning task, suggested websites will be included.

Password Security

- Pupils are taught to acknowledge that passwords are private and not to be shared.
- Staff are regularly reminded to ensure their passwords are individual and not shared with others.

Email

- Pupils are introduced to email as part of the Computing curriculum.

- Staff and pupils are permitted to access email via a school approved account on the school system. Pupils will be directly supervised.
- Pupils are taught to immediately inform an adult if they receive an inappropriate or offensive email.
- Staff to pupil email communication must only take place via a learning platform (e.g. Purple Mash).

Personal Data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018 and Freedom of Information Act.

Acceptable Use Agreement: Newport Infant Pupils

Agreement/e-Safety Rules

- I will only use ICT in school when a teacher has asked me to do a learning job.
- I will not tell other people my special passwords.
- I will be responsible, polite and sensible if I contact other children or adults online.
- I will not look for, save or send anything unkind or unpleasant. If I accidentally find anything like this, I will tell my teacher.
- I will not tell people my name, phone number, school or home address. My details should always be kept private.
- I will not share my photograph or photos of my friends online.
- I will not meet anyone I speak to online unless a grown up is with me.
- I know that my use of ICT can be checked and my parents/carers will be contacted if it seems that I am unsafe.
- I will not sign up to any websites without asking an adult first.
- **I am responsible for my own behaviour online. I know that these rules keep me safe.**

Dear Parent/Carer,

ICT including the internet, email and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT equipment at home and in school.

Please read and discuss our e-Safety rules with your child and return the slip at the bottom of this page. If you have any concerns please contact our e-Safety coordinator, Miss Hankin.

Please take care to ensure that appropriate filters and systems are in place at home to protect your child/ren.

……

Parent/carer signature

I/we have discussed the e-Safety rules with _____ (include child's name) and we agree to follow them and to support the safe use of ICT.

Parent/carer signature ……

Class …… Date ……

Acceptable Use Agreement: Staff, Governor and Visitors

Code of Conduct

ICT (including data) and the related technologies such as email, the internet and mobile devices are an expected part of our daily life in school and often at home too.

This agreement is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this agreement and must always adhere to its content. Any concerns or clarifications should be passed on to the e-Safety Coordinator, Lorna Hankin.

- I will only use the school's email, internet and any related technologies for professional purposes.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will ensure that all electronic communications with pupils, staff or parents are compatible with my professional role.
- I will not give out my personal details, such as a mobile phone number, personal email address or personal social media account to pupils or parents.
- I will only use my approved school email account for any school business.
- Any sensitive data files I create will be stored on a password secured laptop.
- I will not install hardware or software without the permission of the head teacher, Chris Pierce.
- Images of pupils will only be taken on school-owned devices and will not be distributed outside the school network without the permission their parent/carer.

I agree to follow and adhere to these e-Safety rules and will support the school's approach to online safety.

Signed …… Date: ……