



Bishops Tawton Primary School

On-line policy (E-Safety and Acceptable use)

The School has a duty to provide quality Internet access to raise education standards, promote pupil achievement, support professional work of staff and enhance the schools management functions. There is a clear duty to ensure that children are protected from potential harm online.

This policy applies to all staff including the governing body, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of the school as well as children and parents/carers. The policy is clearly available on our website and included in our personnel policy file (signed)

We expect all visitors/volunteers to make themselves aware of its content.

This policy applies to all access to the internet and use of information communication devices including personal devices or where children, staff or other individuals have been provided with school issued devices for use off-site, such as a work laptop or camera.

The purpose of this e-safety policy is to:

- Clearly identify the key principles expected of all members of the community with regards to the safe and responsible use of technology.
- Safeguard and protect all members of the school community online.
- Identify clear procedures to use when responding to e-safety concerns.

Acceptable use of technology

Access to the networked resources is a privilege, not a right. Users are responsible for their behaviour and communications. Staff and pupils will be expected to use the resources for the purposes for which they are made available and school has the right to look at any files on their systems including text, graphics, e-mails, e-school accounts and any websites visited. Users are to take due care with the physical security of hardware they are using. Users will accept personal responsibility for reporting any misuse of the network to a member of the SLT.

- Users must login with their own user id and password, where applicable, and must not share this information with other users. They must also log off after their session has finished.
- Users are not permitted to access and amend another users' work without permission.
- Users are expected to inform a member of the SLT if a security problem is identified. Do not demonstrate this problem to other users.
- Users will not create, transmit or publish any defamatory material.
- Users will not receive, send or publish material that violates copyright law or the Data Protection Act.
- All laptops and i-pads connected to the Internet should be protected by anti-virus software, which must be kept up-to-date to check for the latest viruses. Any infections must be reported to the computing coordinator / technician and removed.
- No files or software should be brought in or downloaded by pupils on to the school system without HT permission.
- Children are not to use their own mobile devices or computing equipment in school. (On occasion, a mobile device may be stored in the office for a child)
- All staff and visitors are not to use their own mobile devices in teaching time or during any contact time with children.

- The school reserves the right to deny access to school computer systems, including the use of the Internet and e-mail.

Internet access in school

Teachers and pupils have access to the Internet and there may be opportunities to communicate and exchange information worldwide.

- The school provides Internet access for educational purposes and should only be used by staff and pupils and other members of the community for these purposes.
- Pupils cannot use the internet without filtered access.
- All members of staff are aware that they cannot rely on filtering alone to safeguard children and internet access by pupils must be supervised by a member of staff or other responsible adult. Education about safe and responsible use is essential.
- No pupil, member of staff or community user is permitted to access material that is illegal, defamatory or potentially offensive using school systems. This includes staff laptops.
- The copyright and intellectual property rights of material accessed using school systems must be respected.
- Parents and pupils will be asked to sign our home/school agreement indicating that they agree to keep themselves safe online.

The Use of E-mail

- Pupils will be given e-mail access for curriculum purposes at the discretion of staff. Class e-mail addresses will be issued for this purpose. E-mails sent by pupils must not reveal personal details about themselves or others, or arrange to meet anyone without specific permission. E-mails to external organisations should be written carefully and authorised before sending.
- The following disclaimer will be added to all school e-mails and must be included in signatures: "The views expressed in this message are personal and must not be considered to be the official views of Bishops Tawton Primary School".
- Any user of the school e-mail system must not use the system to communicate offensive, suggestive or defamatory material. It must not be used to harass another individual. Members of the school community must immediately tell senior member if they receive offensive communication and this will be recorded.
- Messages relating to or in support of illegal activities will be reported to the authorities.
- Do not send anonymous messages.
- E-mail messages sent and received from school systems should not be considered private. Pupils and staff should expect that e-mails could be inspected at any time.
- The forwarding of any chain messages/emails etc. is not permitted. Spam or junk mail will be blocked and reported to the email provider.
- Any electronic communication which contains any content which could be subject to data protection legislation must only be sent using secure and encrypted methods.
- Sensitive or personal information will only be shared via email in accordance with data protection legislation.

Pupils use of social media

Examples of social media may include blogs, wikis, social networking, forums, bulletin boards, multiplayer online gaming, apps, video/photo sharing sites, chatrooms, instant messenger and many others.

- Pupil's use of social networking applications during school hours for personal use is not permitted.
- Information about safe and responsible use of social media will be communicated clearly and regularly through e-safety learning in school.

Staff use of social media

All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and should ensure that their social media use is compatible with their professional role, in accordance with schools policies and the wider professional and legal framework.

School staff should ensure that:

- The school permits reasonable and appropriate access to private social media sites during non-contact time with the children.
- All members of staff are **advised** not to communicate with or add as 'friends' any current or past pupils via any personal social media sites, applications or profiles.
- No reference should be made in social media to pupils, parents / carers or school staff.
- They do not engage in online discussion on personal matters relating to members of the school community.
- Personal opinions should not be attributed to the school or local authority.
- School email addresses will not be used for setting up personal social media accounts.

Management of school learning platform

- SLT and staff will regularly monitor the usage of the LP by pupils and staff in all areas, in particular message and communication tools and publishing facilities.
- Pupils/staff will be advised about acceptable conduct and use when using the LP.
- Only members of the current pupil, parent/carers and staff community will have access to the LP.
- All users will be mindful of copyright issues and will only upload appropriate content onto the LP.
- When staff, pupils etc. leave the school their account or rights to specific school areas will be disabled.

School publications / publishing on the Internet and Use of Images of Children.

The school has a website that is updated and continually developed. Ultimate responsibility for its content lies with the Head teacher.

The following guidelines will be followed:

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- The school is appropriately registered under the Data Protection Act. Individual pupils will not be identified by their full name.
- Images will be kept securely and held by the school for the duration of the pupil's time there.
- Images of children from the school will not be used to illustrate controversial subjects.
- Parents are asked to indicate that they give permission for their child to be included on the website.
- Photographs of children, where parents have given permission, will be included on the website but will not be named.
- Names will not be linked to pictures or individual e-mail addresses. Image files or ALT tags will not be named using the child's name.
- Children's work published on the school website will not be fully named. No names will be used if the work contains an image of a pupil.
- No personal information will be published on the Internet. This includes staff and other community users.
- Systems have been put in place to ensure that, where appropriate, information published is kept up-to-date.
- No copyright material will be published without the copyright owner's permission.
- Links will not be made to websites which contain material deemed to be unsuitable.
- Access to web space will be restricted to ensure that only those with appropriate authority can publish to the school website.
- Children and parents should be encouraged to recognise the value of group photographs or recordings of school events.

Parental use:

- Parents, friends and family members can take images of their child participating in school activities for family and personal use.
- Parents are allowed to film school events - sports days, fetes and school plays. Again, these must only be for personal use and not posted on the internet.
- Parents should make sure that images taken by their children are used appropriately in line with this policy. (not published)

CCTV:

- The school may use/uses CCTV in some areas of school property as a security measure
- Cameras will only be used in appropriate areas and there is clear signage indicating CCTV is in operation.

Please note that images taken by the media are not covered by this policy and are subject to a separate set of regulations.

Reporting e-safety concerns

The Education and Inspections Act 2006 empowers Head teachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour in-line with the schools behaviour policy. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside the school but are linked to membership of the school. The school will inform parents / carers of known incidents of inappropriate e-safety behaviour that take place out of school.

- E-safety concerns or issues relating to any member of the school community will be referred to the head teacher/SLT.
- The school will manage e-Safety incidents in accordance with the school's safeguarding and child protection policy, anti-bullying and behaviour policies and computing policy.
- All members of the school community will need to be aware of the importance of confidentiality and the need to follow the official school procedures for reporting concerns.
- The school will inform parents/carers of any incidents of concerns as and when required.

This policy must be read in conjunction with other relevant school policies including (but not limited to) safeguarding and child protection, anti-bullying, behaviour, computing and Acceptable Use Agreements.

Acknowledgement:

Kent on-line safety guidance: Education Settings Online Safety Policy Template 2016
SWGfl: School Online Safety Template Policy