



**St Mary's CE Primary School**  
Felsham Road  
Putney

# **e-Safety Policy**

*At St. Mary's we provide an education of the highest quality to enable every child to realise their potential within a nurturing Christian community.*

## **Introduction**

e-Safety encompasses the safe and responsible use of Internet technologies and electronic communications via computers, laptops, televisions, games consoles, mobile phones and other hand held devices, as well as collaboration tools and personal publishing. It highlights the need to educate children and young people about the benefits and risks of using this technology and provides safeguards and awareness for users to enable them to control their online experience. St. Mary's Church of England Primary School is committed to safeguarding its pupils and as such this policy should be read in conjunction with other relevant policies including our Safeguarding and Child Protection Policy, Anti-Bullying Policy and Practice, and our Behaviour Policy and Practice. As a Church of England school we are always guided by our Christian values in supporting the learning of all our children. Loving and caring attitudes, concern for the whole person and wider community, trust and respect for one another are just some of the Christian values that are relevant when thinking about issues relating to e-Safety.

**The main areas of risk for our school community can be summarised as follows:**

### **Content**

- exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language), substance abuse;
- lifestyle websites, for example pro-anorexia/self-harm/suicide sites;
- hate sites;
- content validation: how to check authenticity and accuracy of online content;

### **Contact**

- grooming (sexual exploitation, radicalisation etc.);
- online/cyber bullying in all forms;
- social or commercial identity theft (including 'frape' (hacking Facebook profiles)) and sharing passwords;

### **Conduct**

- aggressive behaviours (bullying)
- privacy issues, including disclosure of personal information;
- digital footprint and online reputation;
- health and well-being (amount of time spent online (internet or gaming), gambling, body image);
- sexting (sending and receiving of personally intimate images) also referred to as SGII (self-generated indecent images);

- copyright (little care or consideration for intellectual property and ownership – such as music and film);

### **End-to-end e-Safety**

e-Safety depends on effective practice at a number of levels:

- Responsible computing use by all staff and children (including governors, volunteers, parents/carers, visitors); encouraged by education and made explicit through published policies;
- Sound implementation of e-Safety policy in both administration and curriculum, including secure network design and use;
- Safe and secure broadband from London Grid for Learning (LGfL) including the effective management of Net Sweeper filtering;
- National Education Network (NEN) standards and specifications;

### **Teaching and Learning**

#### **Why Internet use is important**

At St. Mary's Church of England Primary School we believe the Internet is an essential element in 21<sup>st</sup> Century life for education, business and social interaction. The school has a duty to provide children with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for both children and staff.

#### **Internet use will enhance learning**

At St. Mary's Internet access will be designed expressly for children's use and will include filtering appropriate to the age of the children (filtering systems are provided by LGfL). Children will be taught what Internet use is acceptable and what is not (a range of e-Safety material and resources are used to support this, such as those set up by the Child Exploitation and Online Protection Centre (CEOP), which includes Hector's World and Lee and Kim's Adventures). Children will be given clear objectives for Internet use. Children will be educated in the effective use of the Internet in research, including the skills of knowledge, location, retrieval and evaluation.

#### **Children will be taught how to evaluate Internet content**

The school will ensure that the use of Internet derived materials by both staff and children complies with copyright law. When copying material from the Internet it is important for both staff and children to understand issues around plagiarism and to ensure any copyright / intellectual property rights are respected and acknowledged. Children will be taught to be critically aware of the materials they read and will be shown how to validate information before accepting its accuracy. Part of this education will include the need to be aware that the author of a website / page may have a particular bias or purpose.

#### **Introducing the e-Safety Policy to children**

St. Mary's Church of England Primary School implements an e-Safety education programme as part of the Computing curriculum and many aspects of e-Safety also feature in the PSHE curriculum. Children across the school are first introduced to the 'SMART' e-Safety rules:

- **S – Safe:**  
*We keep safe by being careful not to give out personal information to people online*
- **M – Meeting:**  
*We never agree to meet someone we have only met online*
- **A – Accepting:**  
*We think before we open files, pictures or attachments from people we don't know – they might contain a virus or nasty message*
- **R – Reliable:**  
*We remember that what we see online may not be true or accurate and that someone online might be lying about who they are*
- **T – Tell:**  
*We will tell an adult we trust if someone or something makes us feel uncomfortable or worried, including if we are being bullied online*

A poster showing these SMART e-Safety rules are displayed in all curriculum networked rooms and preferably near to the computers the children have access to (see Appendix A). In the Computing Room a large display board is dedicated to the SMART e-Safety rules. The SMART e-Safety rules are discussed with children throughout the year and form the foundation of our children's understanding of acceptable behaviour when using an online environment. At St. Mary's the younger children will be introduced to Hector's World – a series of animated episodes and accompanying lessons supported by CEOP. Children will learn how to use computers safely and how to keep personal information private. As the children progress through the school the e-Safety education programme will cover a range of skills and behaviours appropriate to their age and experience, including:

- to know their responsibilities through the Acceptable Use Policy – Pupil Agreement (see Appendix B)
- to understand how photographs can be manipulated and how web content can attract the wrong sort of attention;
- to understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;
- to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings;
- to understand why they must not post pictures or videos of others without their permission;
- to have strategies for dealing with receipt of inappropriate materials;
- (for older pupils) to understand why and how some people will 'groom' young people for sexual reasons, radicalisation etc.;
- (for older pupils) to understand the impact of cyber bullying, sexting and trolling and know how to seek help if they are affected by any form of online bullying;

- to know how to report any abuse including cyber bullying; and how to seek help if they experience problems when using the Internet and related technologies, i.e. parent or carer, teacher or trusted member of staff, or an organisation such as Childline or the CLICK CEOP button;

The school will use a variety of resources and materials to compliment and support our e-Safety education and these will be sourced from trusted organisations like CEOP, Childnet International, UK Safer Internet Centre, and the NSPCC. Each year the school will actively celebrate Safer Internet Day, usually held sometime in early February, which is a day in the school calendar to promote safer and more responsible use of online technology and mobile phones.

### **e-Bullying / Cyber Bullying**

e-Bullying/Cyber bullying is the use of any communication medium to offend, threaten, exclude or deride another person or their friends and family. It may include prejudice related to gender, sexual orientation, race, culture, ability, disability, age or religion. The school takes bullying very seriously and has robust procedures for identifying and dealing with it. We expect all members of our community to communicate with each other with respect and courtesy. Bullying of any type will not be tolerated by the school and will be dealt with under the procedures within the Anti-Bullying Policy and Practice and the Behaviour Policy and Practice documents.

### **Managing Internet access, system security (virus protection), filtering, user access and backup**

Our designated computing support member of staff will monitor and review computing systems capacity and security regularly. Virus protection will be updated regularly and security strategies will be discussed with Wandsworth Children's Services computing support. The following is a list of systems in place at St. Mary's to ensure the school's Internet access is appropriately managed.

This school:

- Has the educational filtered secure broadband connectivity through the LGfL and therefore connects to the 'private' National Education Network (NEN);
- Uses the LGfL Net Sweeper filtering system which blocks sites that fall into categories such as pornography, race hatred, gaming, sites of an illegal nature, etc. All changes to the filtering policy is logged and only available to staff with the approved 'web filtering management' status;
- Uses USO user-level filtering where relevant, thereby closing down or opening up options appropriate to the age / stage of the students;
- Ensures network health through the use of Sophos anti-virus software (provided from LGfL) and network set-up so staff and pupils cannot download executable files;
- Uses DfE, LA or LGfL approved systems such as S2S, USO FX, secured email to send personal data over the Internet and uses encrypted devices or secure remote access were staff need to access personal level data off-site;

- Blocks all chat rooms and social networking sites except those that are part of an educational network or approved Learning Platform;
- Only unblocks other external social networking sites for specific purposes / Internet Literacy lessons;
- Has blocked pupil access to music download or shopping sites – except those approved for educational purposes at a regional or national level, such as Audio Network;
- Uses security time-outs on Internet access where practicable / useful;
- Uses individual accounts and log-ins for staff and year group accounts and log-ins for pupils;
- Uses guest accounts for visitors with limited access;
- Requires all users to log-off when they have finished working on the computer or are leaving the computer unattended;
- Works in partnership with the LGfL to ensure any concerns about the system are communicated so that systems remain robust and protect students;
- Has regular back-up of school data (curriculum and admin);
- Is vigilant in its supervision of pupils' use at all times, as far as is reasonable, and uses common-sense strategies in learning resource areas such as the Computing Room where older pupils have more flexible access;
- Ensures all staff, governors, volunteers and pupils have signed an acceptable use agreement form and understands that they must report any concerns;
- Ensures pupils only publish within an appropriately secure environment, for example, the school's learning environment, LGfL secure platforms such as J2Bloggy, etc.
- Requires staff to preview websites before use (where not previously viewed or cached) and encourages the use of the school's Learning Platform or Website as a key way to direct students to age / subject appropriate websites; Plans the curriculum context for Internet use to match pupils' ability, using child-friendly search engines where more open Internet searching is required; e.g. Google Safe Search, etc.
- Is vigilant when conducting 'raw' image search with pupils e.g. Google image search;
- Informs all users that Internet and e-mail use is monitored;
- Informs pupils and staff that they must report any failure of the filtering systems directly to their teacher for pupils, or e-Safety coordinator and system administrator for staff. Our system administrator logs or escalates as appropriate to the technical service provider or LGfL Helpdesk as necessary;
- Makes clear that staff are responsible for ensuring that any computer, laptop or other equipment loaned to them by the school is used primarily to support their professional responsibilities;

- Makes clear all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse – through staff meetings and teaching programme;
- Provides advice and information on reporting offensive materials, abuse/ bullying etc. for pupils, staff and parents;
- Immediately refers any safeguarding or child protection issues to the Designated Lead for Safeguarding;
- Immediately refers any material we suspect is illegal to the appropriate authorities – Police/CEOP – and the LA.

### **Authorising Internet access and AUP (Acceptable Use Policy)**

In line with our belief that the school has a duty to provide children with quality Internet access and that Internet use is part of the statutory curriculum we at St. Mary's Church of England Primary School assume our parents authorise Internet access for their child. If a parent wishes to discuss their child's access to the Internet at school they should arrange to speak with the head teacher. All children in both Key Stage 1 and Key Stage 2 are required to sign the 'Acceptable Use Policy – Pupil Agreement' class form (see Appendix B) to say they have read and understood the e-Safety rules, and that they will use the school computers, school network and systems, software, hardware, hand-held devices, and the Internet in a responsible way, including the use of e-mail and other forms of communication. These class forms will be signed each year and displayed as a visual reminder. Children are made aware that both computer and Internet use (including e-mail) will be monitored to ensure their safety and that any inappropriate use will be dealt with. Equally, all staff members, including governors and volunteers, must sign the 'Acceptable Use Policy – Staff Agreement' form (see Appendix C) to say they have read and understood the e-Safety rules, and that they too will use the school computers, school network and systems, software, hardware, hand-held devices, and the Internet in a responsible way, including the use of e-mail and other forms of communication. The school will keep a record of all staff, governors and volunteers that have completed these forms and the designated computing support member of staff will ensure that this record is kept up to date. Staff are made aware that both computer and Internet use (including e-mail) will be monitored and that any inappropriate use will be dealt with.

### **Managing unsuitable content**

The school will work with the LA, DfE, CEOP, UK Safer Internet Centre and the Internet Service Provider to ensure systems to protect children are reviewed and improved. The e-Safety coordinator, along with the designated computing support member of staff, will ensure that regular checks are made to make sure that the filtering methods selected are appropriate, effective and reasonable. If staff or children do discover an unsuitable site, including coming across inappropriate or illegal content, it must be reported to the e-Safety coordinator immediately. Any safeguarding or child protection issues must be reported immediately to the Designated Lead for Safeguarding.

### **Hector's World Safety Button**

At St. Mary's any computer connected to the curriculum server should have Hector's World Safety Button installed (an e-Safety tool supported by CEOP).

Hector is a dolphin, who is found swimming in the top right corner of the computer screen, and is a character the children will recognise from the associated Hector's World e-Safety resources. The children are taught that if something on-screen upsets or worries them, perhaps they might feel uncomfortable by what they have seen or heard, they should immediately click on Hector. Once activated, the computer screen will be covered with an underwater scene with accompanying sound effects and written message that instructs the child to get adult help.

When a child has activated Hector's World Safety Button all staff should follow this protocol:

- Check with the child they have clicked the button for a genuine reason and that it was not clicked by accident;
- Explain they have done the right thing and that the content that upset or concerned them can no longer be seen or heard;
- If the child appears upset or distressed support them as necessary;
- Protecting the child and others around them, ensure no one can see the computer screen and view the content yourself to make a judgement of whether it is inappropriate or unsuitable;
- If the content is found to be inappropriate or unsuitable take a 'screen shot' (PrtScn button on keyboard) and print the image to a printer that is not being used by the children;
- Immediately collect the printed screen shot image and if necessary add any relevant details such as date and time, search terms typed, website used etc. Remember to keep the screen covered if away from the computer or navigate away from the offending content;
- As a matter of urgency pass on the printed screen shot image and relevant details to either the e-Safety coordinator or designated computing support member of staff who will then contact LGfL to filter or block the content (if the content is illegal or particularly disturbing the police may also be contacted);
- If the content is not deemed to be inappropriate or offensive there is no need to pass on the details. However, if the content is of a sensitive nature that has caused the child to click on Hector it may be appropriate for staff to have a discussion with the child and determine ways to avoid coming across content they find sensitive, for example, teaching them to use 'safe' keywords in a search or perhaps avoiding the use of an image search;

### **Disclaimer and assessing risks**

St. Mary's School will take all reasonable precautions to ensure that children access only appropriate material. However, due to the international scale and linked nature of Internet content, which is also rapidly evolving, it is not possible to guarantee that unsuitable material will never appear on a computer or hand-held device for which the school is responsible. Neither the school, Diocese of Southwark or Wandsworth Borough Council can accept liability for the material accessed, or any consequences of Internet access. The school will audit our computing and Internet provision annually to



establish if the e-Safety Policy is adequate and that its implementation is effective.

### **Electronic Mail (e-mail)**

At St. Mary's staff, including governors, are provided with an e-mail account for their professional use and for conducting all school business (this service is provided by LGfL). Staff know that e-mail sent to an external organisation must be written carefully, and may require authorisation, in the same way as a letter written on the school headed paper. Staff are also made clear that personal e-mail should be conducted through a separate account. Our children, from Year 3 upwards (once they have been introduced to e-mail), may only use approved e-mail accounts on the school system. They will have access to this account whilst at the school and the account will be deleted when they leave. The children are taught about the safety and 'netiquette' of using e-mail both in school and at home. They must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission. Children must immediately tell a member of staff if they receive an offensive e-mail and details of this should be passed on to the e-Safety coordinator who may contact the police. Children are taught not to respond to any malicious or threatening e-mail, nor to delete them, but to keep them as evidence of bullying. Both staff and children are aware that the forwarding of 'chain' e-mail letters is not permitted. Embedding adverts is also forbidden. Staff, governors and pupils are made aware that e-mail accounts are monitored.

### **Published content and the school website**

St. Mary's maintains a school website with the following web address:

<http://www.stmarysschoolputney.co.uk>

The contact details on our school website are the school's address, e-mail and telephone number. A wealth of information is available to view on the school website. Staff and children's personal information will not be published. Our designated computing support member of staff will be responsible for maintaining and updating the school's website. The head teacher, with the support of the governing body, will take overall responsibility to ensure that content is accurate, appropriate and the quality of presentation is maintained. They will also ensure the school website complies with statutory DfE requirements. Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity. Any photographs of the children published on the web do not have full names attached. Likewise, the school does not use pupils' names when saving images in the file names or in the tags when publishing to the school website. From January 2017 the school will also maintain a Twitter account (see below) with a 'timeline' feed embedded on the school website.

### **Publishing children's images and work**

Photographs that include children will be selected carefully and will not identify children by their full name. Children's full names will not be used anywhere on the website. Written permission from parents or carers will be obtained before photographs of children are published. Permission is also required from staff if photographs of staff are published. Children's work can only be published with the permission of the child and parents.

### **Social networking and personal publishing**

St. Mary's Church of England Primary School will either block or filter access to social networking sites, but may allow them for specific supervised activities. Staff are instructed to always keep professional and private communication separate. Staff are instructed not to run social network spaces for children or to open up their own personal spaces to their students. Staff should not be online friends with any pupil. Any exceptions must be approved by the head teacher. Staff are also reminded for their own welfare to avoid engaging in any online discussion on personal matters relating to members of the school community and that any personal opinions posted online should not be attributed to either the school, the Diocese of Southwark or Wandsworth Borough Council. Personal opinions must not compromise the professional role of the staff member, nor bring the school into disrepute. Newsgroups will be blocked unless specific use is approved by the head teacher. Children will be advised never to give out personal details of any kind which may identify them, others or their location. They will be taught about social networking, acceptable behaviours and how to report any misuse, intimidation or abuse. From January 2017 St. Mary's will begin to use its own official Twitter account, @PutneySMPS, and will use this in a professional context as a form of future communication to parents and the wider community. The purpose of the school's Twitter account is to act as a blog to document school activity in near real time.

### **Cloud environments**

At St. Mary's the use of cloud storage technology and cloud learning environments is something that is not fully utilised at present. The school is exploring how best to manage these environments for future use. However, it must be noted that the uploading of information and files to a 'cloud' environment by staff members is only done according to their professional responsibilities. Photographs and videos uploaded should only be accessible by members of the school community.

### **Managing video-conferencing**

IP video-conferencing uses the educational broadband network to ensure quality of service and security rather than the Internet. Children should ask permission from the supervising member of staff before making or answering a video-conference call. Video-conferencing is always fully supervised by a member of the teaching staff.

### **Closed-Circuit Television (CCTV)**

At St. Mary's we have CCTV in the school as part of our site surveillance for staff and student safety. The use of CCTV is clearly signposted. We will not reveal any recordings (*retained by the Support Provider for 28 days*) without permission except where disclosed to the police as part of a criminal investigation.

### **Managing emerging technologies**

At St. Mary's we will always examine emerging technologies for educational benefit and the computing subject leader will carry out a risk assessment before use is allowed by children and staff.

## **Protecting personal data**

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

## **Mobile phones and other personal hand held devices**

Mobile phones and other personal hand held devices brought into school are entirely at the owner's own risk. The school accepts no responsibility for the loss, theft or damage of any mobile phone or hand-held device brought into school. All staff should keep mobile phones in a secure place during working hours and they should not be used during contact time with the children. All visitors are requested to keep their mobile phones on silent. The recording, taking and sharing of images, video and audio on any mobile phone or personal hand held device is to be avoided; except where it has been explicitly agreed otherwise by the head teacher. The school reserves the right to search the content of any mobile phone or hand held device on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand held devices may be searched at any time as part of routine monitoring. Children are not permitted to have mobile phones upon their person in school. We recognise that our Year 5 and Year 6 pupils may walk on their own to and from school and parents may wish them to have a mobile phone for emergencies. These pupils must hand in their mobile phone to the school office immediately on arrival where they will be stored for the duration of the day and collected at the end of the day.

### ***We would ask all parents to consider:***

- *Is your child's mobile phone registered for a child's use with the provider?*
- *Do you know how your child's phone works?*
- *Have you agreed passwords with your child/ren and do you check the content of texts and any activity on social networking sites?*
- *Can you turn off the Internet access on your child's phone?*
- *Can you install a child safe Internet version on your child's phone?*
- *Do you know what your child is viewing and participating in, on the Internet?*
- *Is your child emotionally mature enough to use a mobile phone/the Internet independently?*

## **Parental Support with e-Safety**

The e-Safety policy will be made available to all stakeholders via the school website. Parents and carers are asked to read, understand and promote the school's Acceptable Use Policy – Pupil Agreement (see Appendix B) with their children. St. Mary's gains parental/carers permission for use of digital photography or video involving their child as part of the school agreement form completed when their child joined the school. Parents are allowed to take photographs and videos of their children (for personal use only) at school events. Parents are reminded that they should not take photographs or video of other children or members of staff unless permission has been sought. Parents are also reminded to avoid uploading/posting photography or video onto any social media or social networking site. St. Mary's expects parents to support the school in promoting online safety through its aim of offering a rolling programme of e-Safety advice, guidance and training (dependent on interest and funding). The school sends home reading material

such as the *Digital Parenting* magazine on an annual basis and parents/carers are encouraged to read this as it is full of useful information about e-Safety issues and the use of technology.

### **Using the Internet safely at home – Guidance for parents**

Many Internet Service Providers offer filtering systems and tools to help safeguard children at home, however, it remains surprisingly easy for children to access inappropriate material. Parents are advised to set the security levels within Internet Explorer or other browsers with this in mind. It is worth considering locating the computer in a family area where possible (not a bedroom). It might also be possible to limit the availability of your Internet connection to certain times during the day. These measures will help enable supervision of Internet use. Whilst not denying children opportunities to learn from and enjoy the incredibly wide range of material and games on offer on the Internet, it is important to consider what access children have to the Internet on their mobile phones, games consoles and other devices and discuss with them some simple strategies and rules to enable them to stay safe. Parents are encouraged to call their Internet Service Providers to find out more on the parental controls available.

### **Suggested guidelines for parents for children using the Internet**

#### **Children should:**

- *Ask permission before using the Internet and discuss what websites they are using;*
- *Only use websites agreed with parents;*
- *Agree on a time period or time limit to access the internet;*
- *Only e-mail people they know;*
- *Ask permission before opening an e-mail sent by someone they don't know;*
- *Not use their real name when using games or website on the Internet (create a nickname);*
- *Never give out personal information about themselves, friends or family online;*
- *Never arrange to meet someone they have 'met' on the internet;*
- *Not create accounts with social media sites if under the age limit.*

### **Handling e-Safety complaints**

The e-Safety coordinator will deal with complaints of Internet misuse. Any complaint about staff misuse must be referred to the head teacher. Any complaint about head teacher misuse must be referred to the Chair of Governors. Complaints of a safeguarding or child protection nature must be dealt with in accordance with child protection procedures and reported to the Designated Lead for Safeguarding. Discussions will be held with the Police Youth Crime Reduction Officer to establish procedures for handling potentially illegal issues.

### **Writing and reviewing the e-Safety Policy**

St. Mary's e-Safety Policy will operate in conjunction with other policies:

- Safeguarding and Child Protection Policy
- Behaviour and Discipline Policy
- Anti-Bullying and Practice Policy

- Computing Policy
- PSHE Policy
- Data Protection Policy
- Social Media Policy

### **2016-17 arrangements**

#### Designated Safeguarding Lead

Cheryl Payne – Head Teacher

#### Deputy Designated Safeguarding Lead

Amanda Bishop – Deputy Head Teacher

#### e-Safety Coordinators

Mark Lett - Computing Subject Leader

Monica Read - Computing Support

Our e-Safety Policy has been written by the school, building on Wandsworth's Safeguarding Children Boards' e-Safety Policy, LGfL and government guidance. It has been agreed by all staff and approved by governors.

**The e-Safety Policy and its implementation will be reviewed annually. Following this review the policy will be made available to all stakeholders via the school website.**

Policy Reviewed by e-Safety coordinator:

Name: **Mr Mark Lett**

Date: **September 2016**

The School's e-Safety Policy was reviewed in: **September 2016**

Formally adopted by Governors: **October 2013**

Suggested Date of Next review: **September 2017**

**APPENDIX A**  
SMART e-Safety Rules

**Be Smart on the internet**

**Childnet International**  
[www.childnet.com](http://www.childnet.com)

**S SAFE** Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.

**M MEETING** Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.

**A ACCEPTING** Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

**R RELIABLE** Information you find on the internet may not be true, or someone online may be lying about who they are.

**t TELL** Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.  
You can report online abuse to the police at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**www.kidsmart.org.uk**

**KidSMART** Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.

**THINK UK KNOW**

Childnet International © 2005 Registered Charity no. 1100177

## APPENDIX B

### Acceptable Use Policy – Pupil Agreement



## St Mary's CE Primary School Acceptable Use Policy – Pupil Agreement

*All pupils should recognise that the safe and responsible use of computer facilities in this school, including Internet access, is an essential part of their learning, as required by the National Curriculum.*

*Pupils are asked to sign this class form to show that both the statements and e-Safety rules have been understood and agreed.*

***Class: Year X***

***Date: 2015-2016***

#### **Pupil's Agreement**

- I have read and I understand the SMART e-Safety Rules.
- I will use the computers, school network and systems, software, hardware, hand held devices and other new technologies in a safe and responsible way at all times.
- I will use the Internet, including the use of e-mail and other forms of communication, in a safe and responsible way at all times.
- I know that the school network and Internet access may be monitored.

***Signed:***

## **APPENDIX C**

### **Acceptable Use Policy – Staff Agreement**



## **St Mary's CE Primary School**

### **Acceptable Use Policy – Staff Agreement**

#### **For all staff, governors and volunteers**

**This staff agreement form covers the use of computers, school network and systems, intranet, Internet, e-mail, software, hardware, equipment, hand held devices and other new digital and electronic technologies.**

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the head teacher and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access e-mail / Internet / intranet / network, or other school / LA systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved, secure e-mail system(s) for any school business. (This is currently: LGfL)
- I will only use the approved school e-mail; school Learning Platform or other school approved communication systems with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive or of an extremist nature by the school.
- I will report any accidental access to, or receipt of inappropriate materials, or



filtering breach to the appropriate line manager / school named contact.

- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended anti-virus, firewall and other 'defence' systems.
- I will not use personal digital cameras or camera phones or digital devices for taking and transferring images of pupils or staff without permission from the head teacher and will not store images at home without permission.
- I will follow the school's policy on the use of mobile phones / devices at school and will not use them during contact time with children.
- I will use the school's Learning Platform in accordance with school protocols.
- I will ensure that any private social networking sites / blogs etc. that I create or actively contribute to are not confused with my professional role.
- I agree and accept that any computer, laptop or hand held device loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.
- I will access school resources remotely (such as from home) only through the LGfL / school approved methods and follow e-security protocols to access and interact with those materials.
- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will embed the school's e-Safety curriculum into my teaching (for staff with teaching responsibilities).
- I will alert the school's designated lead for safeguarding / named child protection officer / relevant senior member of staff if I feel the behaviour of any child I teach may be a cause for concern.
- I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour of other staff or pupils, which I believe may be

inappropriate or concerning in any way, to the designated lead for safeguarding / named child protection officer / relevant senior member of staff.

- I will only use LA systems in accordance with any corporate policies.
- I understand that all Internet usage and network usage can be logged and this information could be made available to my manager on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

### **User Signature**

Full Name: \_\_\_\_\_ (printed)

Job title: \_\_\_\_\_

I agree to abide by all the points above.

I understand that it is my responsibility to remain up-to-date with e-Safety requirements and to read and understand the school's most recent e-Safety policy.

I wish to have an e-mail account; be connected to the Intranet & Internet; be able to use the school's computing resources and systems.

I understand that the school network, computing systems and Internet access, including the use of e-mail, may be monitored.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Authorised Signature**

Full Name: \_\_\_\_\_ (printed)

Job title: \_\_\_\_\_

I approve this user to be set up.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_