

*'Individual Growth, Individual People'*

Head Teacher: Mrs M A Tyers



# E-Safety Policy

## (Includes Acceptable Use Agreement)

## Reviewed February 2021

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# Newark Orchard School E-Safety Policy

## Policy development

The e-safety policy is part of the School Development Plan and relates to other policies including those for ICT, Anti-bullying and Safeguarding children.

- Our policy has been written with full consultation from staff in school, parents/carers, governors and young people.
- It has been agreed by senior managers and approved by governors.
- The policy and its implementation will be reviewed annually.
- It is available to read or download on our school website or as a hard copy from the school office.

## Roles and responsibilities

The school has an e-safety coordinator (in some cases this will be the Designated Safeguarding Leads (DSL) as the roles may overlap). Our coordinators / DSL are:

Rebecca Turner, Lisa Williams, Leanne Hurdle

## Teaching and Learning

### **Why internet and digital communications are important**

- The purpose of any technology in school is to raise educational standards, to promote achievement, to support the professional work of staff and to enhance the school's management functions.
- The school has a duty to provide students with quality internet access as part of their learning experience.
- Internet use is part of the statutory curriculum and a necessary tool for staff.
- Pupils will be educated in the safe, effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- They will be encouraged to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be shown how to publish and present information appropriately to a wider audience.
- They will be taught what internet use is acceptable and what is not and be given clear objectives for use. These are also important transferable skills for their life out of school, including using mobile phones and other mobile devices.
- They will be taught how to report unpleasant internet content including Cyberbullying or unwanted contact. This will include using the Hector Protector function.
- Issues such as Cyberbullying and e-safety will be built into the curriculum to encourage self-efficacy and resilience. Some children who have had problems or with additional needs may need additional support.

## Managing Internet Access

### **Information security system**

- The school ICT system security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies may be discussed with the Local Authority.

## **E-mail**

- Pupils and staff may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a member of staff if they receive offensive e-mail.
- Staff to pupil e-mail communication must only take place via a school e-mail address and will be monitored.
- All incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- The school will consider how e-mail from pupils to external bodies is presented and controlled.
- The forwarding of chain letters is not permitted.

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

- The contact details on the school's website should be the school address. No staff or pupil's personal details will be published.
- The head teacher or their nominee will have overall editorial responsibility to ensure that content is accurate and appropriate.

## **Publishing pupils' images and work**

- Photographs that include children will be selected carefully and only used if we have obtained parental consent.
- Pupil's full names will be avoided on the website.
- Written permission will be obtained from parents and carers before any photographs are published on the school website.
- Parents should be clearly informed of the school policy on image taking and publishing.

## **Social networking and personal publishing**

- The school will control access to social networking sites and consider how to educate pupils in their safe use. This may not mean blocking every site; it may need monitoring and educating students in their use.
- The school will encourage parents to support their children when setting up a social networking profile and offer help and guidance. This includes encouraging families to follow the terms and conditions specifying the appropriate age for using sites.
- Pupils will be advised never to give out personal details which may identify them or their location.
- The school will publish photographs of pupils on the school social network site only when permission has been gained.
- Content will be added by the headteacher or appointed nominee and monitored and reviewed.

## **Managing filtering**

- The school will work with the County Council to ensure systems to protect pupils are reviewed and improved.
- Any unsuitable on-line material should be reported to the e-safety coordinator.
- Regular checks will be made to ensure the filtering methods are appropriate, effective and reasonable.
- A log will be kept and used to identify patterns and behaviours and therefore inform policy and educational interventions.

## **Managing video conferencing**

- Video conferencing will be appropriately supervised for the pupils' age.
- Pupils will always ask permission from the supervising teacher before making or receiving a video conference call.

- Video conferencing will use the educational broadband network to ensure quality of service and security.

### **Microsoft Teams**

Microsoft Teams is a powerful collaborative working and communication tool available within the Microsoft Office 365 environment. Microsoft Teams is a key digital learning and working platform for many staff and learners.

Below are a list of guidelines for using Microsoft Teams:

- Ensure you are confident in using the application by attending training with a Learning Technologist.
- Conduct within Teams should be professional and courteous.
- Offensive and inappropriate conduct will be subject to disciplinary procedures.
- Staff to use Microsoft families to monitor the use of devices given out by school.
- Teachers to monitor the email addresses once a week given out by school.

### **Managing emerging technologies**

- The school will examine emerging technologies for their educational benefit and carry out a risk assessment before use in school.
- Mobile phones and associated cameras will not be used in lessons or formal school time except as part of an educational activity.
- Care will be taken with the use of hand held technologies in school which may not have the level of filtering required.
- Staff will use a school phone where contact with pupils and their families are required and when out of school on educational trips. Staff wishing to carry a personal mobile phone with them on educational visits will need to obtain written permission from a member of the senior leadership team prior to the trip.

### **Protecting personal data**

- Personal information will be held, recorded, processed and transferred in accordance with the General Data Protection Regulation (GDPR) 2018.

### **Policy decisions Authorising internet access**

- All staff must read and sign the 'staff code of conduct before using any school ICT resource.
- The school will maintain a current record of all staff and pupils who are given access to school IT systems.
- Parents will be asked to sign and return a consent form.
- At Foundation and Key stage 1 and other identified pupils, access to the internet will be by adult demonstration only with directly supervised access to specific on-line materials.
- Where appropriate pupils in Key Stage 2 and above wishing to use the internet must apply to do so by agreeing to comply with the responsible internet use statement.
- Any person not directly employed by the school will be asked to sign an 'acceptable use of school ICT resources' before being allowed to access the internet from the school site.

### **Assessing risks**

- The school will take all reasonable precautions to prevent access to inappropriate material; however it is not possible to guarantee that unsuitable material will never appear on a school computer.
- The school will monitor ICT use to establish if the e-safety policy is appropriate and effective.

### **Handling e-safety complaints**

- Complaints of internet misuse will be dealt with by a senior member of staff.
- Complaints of misuse by staff will be referred to the head teacher.
- Any complaints of a child protection nature must be dealt with in accordance to child protection procedures.
- Pupils and parents will be informed of the consequences and sanctions for pupils misusing the internet and this will be in line with the schools behaviour policy.

### **Community use of the internet**

- All use of the school internet connection by community and other organisations shall be in accordance with the e-safety policy.

### **Communicating the policy with pupils**

- Appropriate elements of the e-safety policy will be shared with pupils on an annual basis.
- E-safety rules will be displayed within school.
- Pupils will be informed that network and internet use will be monitored.
- Age appropriate curriculum opportunities will be used to ensure all pupils gain an awareness of e-safety. These will be addressed on a regular basis and modified as newer risks are identified,

### **Communicating the policy with staff**

- All staff will be given a copy of the e-safety policy and required to sign to acknowledge that they have read and understood the policy and agree to work within the guidelines on an annual basis.
- Staff should be aware that the system is monitored and that professional standards are expected.
- Staff monitoring the system will be supervised by senior management and have a clear procedure for reporting.

### **Communicating the policy with parents**

- Parents will be notified of the policy on an annual basis.
- All parents will be asked to sign the parent/pupil agreement when they register their children and resign on an annual basis.
- Parents will be offered e-safety training to encourage them to support and encourage positive online activities with their children and help them to use the internet safely.

### **Remote learning**

From January 2021 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the Covid-19 response and for those deemed vulnerable.

For individuals or groups of self-isolating pupils, remote education plans have been put in place. We recognise that some of our pupils may not be able to access remote education without adult support, and so we will work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, we will:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects;
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally,

- gauge how well pupils are progressing through the curriculum

The main issues to address are:

- Equality of access to delivering and receiving remote education (looking at infrastructure, devices, and technical knowledge in homes and how home circumstances might affect access); and
- The safeguarding of staff, pupils and others affected by remote education (looking at safe use of technology, safe teaching/learning environments, and safe behaviour especially regarding privacy and security).

### **Equality of access to remote education**

When we participated in the DfE Laptops for Disadvantaged Children Programme, we took reasonable steps to support a healthy and secure a workstation set-up at home as circumstances allowed.

Before distributing devices, we will ensure:

- They are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help children and families use devices safely.
- Help and support with technology is available to us to do all this successfully.

### **Safeguarding during remote education**

We recognise the additional risks to pupils associated with being online more than before the pandemic.

We also recognise additional risks for staff, especially those facilitating remote learning via video links that may impact other people in their household or community as well. Online education should follow the same principles set out in our staff code of conduct.

Where a school laptop is provided to our pupils we expect parents / carers to take reasonable steps to ensure online safety. This includes:

- Prevent unwanted content from appearing i.e. set filters and parental controls on home broadband and mobile networks and not disable or bypass them
- Block unsuitable contact
- Report harmful activity, to the website, platform or app, a trusted adult and the schools Designated Safeguarding Lead.
- Sign the 'Parent Home Internet Agreement' to acknowledge the rules put in place to keep our pupils safe.
- Parents/carers ensure that passwords are not changed on the device nor the email address given by staff.

This E-safety policy was revised by: Ryan McWilliams

On (date): 26 January 2021

It was approved by the Governors on:

## E-safety Acceptable Use Agreement

These e-safety rules help to protect students by describing how to use technology safely in school.

- I understand that the school owns the computers, laptops, iPads and network and can set the rules how to use it.
- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes. I will not use ICT systems at school for private purposes.
- I will only log on to the school computers with my own user name and password.
- I accept that I am responsible for all activity carried out under my username.
- I will only use my school e-mail address for school related work.
- I will not send anonymous messages or chain mail.
- I will be responsible for my on line behaviour including the resources I access and the language I use.
- I will be polite and respect others online.
- I will not give out any personal information or arrange to meet someone.
- I will not deliberately browse, download or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will tell a trusted adult.
- I will not download or install software on school computers.
- I will not attempt to bypass the internet filter system.
- I will make sure the things I do on-line do not make staff, pupils or others upset.
- I understand that all my use of the internet and computers can be monitored.
- I understand that these rules keep me safe and if they are not followed there will be consequences and my parents/carers contacted.
- I agree to follow the e-safety rules and to support the safe and responsible use of ICT at Newark Orchard School.

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

Pupil's signature: \_\_\_\_\_

Class: \_\_\_\_\_ Date: \_\_\_\_\_

## E-safety rules for Key stage 1

### **Think then click**

**These rules will help us stay safe on the internet**

- I only use the internet when an adult is with me**
- I can click on the buttons or links when I know what they do**
- I can search within websites chosen by an adult**
- I always ask if I get lost on the internet**

## E-safety rules for Key stage 2

### **Think then Click**

- I only use the Internet if I have permission.**
- I will only use websites that an adult has chosen**
- I will tell an adult if I see anything I am uncomfortable with.**
- I will never give out passwords or personal information.**
- I will not use Internet chat rooms.**
- I will only e-mail people an adult has approved.**
- I will send and post messages and comments that are polite and friendly.**
- I will not open e-mails sent by anyone I don't know.**
- I will never arrange to meet anyone new that I have only chatted with on-line.**

## Key stage 3-4 and Post 16 Rules

### **Think then Click**

- I will use ICT responsibly in accordance with school policies**
- I will not post, send or share anything I wouldn't want my parents/carers or teachers to see**
- I will keep private information private, especially on social networking sites**
- I will keep my passwords private, change them regularly and try to keep them random and unique**
- I will not leave my computer or mobile device unattended when I am logged on as I understand anyone can start using it**
- If I am being bullied or have any issues with e-safety I will talk to someone I trust**
- I will make sure I know how and where to report problems**

## Parent/Carers consent form and e-safety rules

All pupils will have access to the school's computer facilities including the internet as an essential part of learning either while working independently under close supervision or with 1:1 support.

Pupils work within class to understand and agree to the school rules where it is appropriate.

Parents/carers are asked to sign to show that they too understand and agree to the e-safety rules.

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

Parent/Carer Name: \_\_\_\_\_

- As the parent or legal guardian of the above pupil, I have read and understood the attached school rules and now grant permission for my son/daughter to use the internet, school e-mail system where applicable and other ICT facilities at School.
- I know that where appropriate my son/daughter has signed an e-safety agreement and they have a copy of the school e-safety rules.
- We have discussed this document and they agree to follow the rules to support the safe and responsible use of ICT at School.
- I accept that the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, but I understand that they will take every reasonable precaution to keep pupils safe and to prevent pupils accessing inappropriate materials.
- The school has an educationally filtered service, restricted access email and provides age appropriate teaching around internet use and e-safety issues.
- I will support the school by promoting safe use of the internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return to the school office.

## Newark Orchard School Staff, Governor and Visitor Computer Acceptable Use Policy

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to read and sign this policy on an annual basis and adhere at all times to its contents.

- I appreciate that ICT includes a wide range of systems and devices including computers, laptops, mobile phones, digital cameras, email and social networking.
- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I understand that I am responsible for all activities carried out under my user name.
- I will not allow pupils to use my school assigned laptop as I am aware of the extra privileges and access my sign on allows me.
- I will only use the school email, internet or any related technologies for professional purposes.
- I will ensure that personal data is kept secure and used appropriately, whether in school, taken out of school or used remotely when authorised by the head teacher or governing body.
- I will not install any hardware or software without permission.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- I will respect copyright and intellectual property rights.
- I will not use my own personal digital devices, either tablets, laptops or mobiles within school or while on trips or allow pupils to use them.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with school policy and with consent of the parent, carer or staff member will and only on school owned devices. Images will not be distributed outside the school network on social media.
- I will ensure that my online activity both in school and outside school will not bring my professional role into disrepute.
- I will ensure that all electronic communications with parents, pupils and staff are compatible with my professional role and that messages cannot be misunderstood or misinterpreted
- I will support the school's e-safety policy and help pupils to be safe.
- I will report any incidents of concern regarding children's safety to the e-safety coordinator, the Child Protection Officer or the head teacher.
- I understand that sanctions for disregarding any of the above will be in line with the school's disciplinary procedures and serious infringements may be referred to the police.

**User Signature**

I agree to follow the code of conduct set out above and support the safe use of ICT throughout Newark Orchard School

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

## Use of digital images

To comply with the General Data Protection Regulation (GDPR) 2018 we need parental permission to use photographs or recordings of any child.

When posting images for external use, we will avoid using surnames.

If showcasing digital video work to an external audience, we take care to ensure that pupils are not referred to by name on the video, and that full names are not given in the credits at the end of the film.

Only images of pupils in suitable dress will be used.

Staff are not allowed to take photographs or videos on their own personal equipment.

In school we often use digital images during a learning activity. These may be displayed on our website which is public facing so could potentially be viewed by anyone on the internet..

We would like to ask your permission to use digital images in school.

We would also request that parents respect the privacy of other families and do not post images including other children taken at school events both in and out of school, without permission from other parents/carers.

## Use of digital images- photography and video

I agree to the school using photographs/videos of my child

\_\_\_\_\_ (name)

On the public facing website: yes/no (please circle)

I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## The Legal Framework

Communications Act 2003(section 127) Sending by means of the internet a message or other matter that is offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction to imprisonment.

NB an offence is committed as soon as the message has been sent: there is no need to prove any intent or purpose.

The Computer Misuse Act 1990 Regardless of an individual's motivation, the act makes it a criminal offence to:

- Gain access to computer files or software without permission
- Gain unauthorised access as above in order to commit a further criminal act
- Impair the operation of a computer or program (for example caused by viruses or denial of service attacks)

Copyright, Design and Patents Act 1988 Copyright is the right to prevent others from copying or using work without permission.

Data Protection Act 1998/ General Data Protection Regulation (GDPR) 2018. The Act requires anyone who handles personal information to notify the Information Commissioner's Office of the type of processing it administers, and must comply with important data protection principles when treating personal data relating to any living individual. The Act also grants individuals rights of access to their personal data.

Education Act 2011 (sections 2-4) This clarifies statutory powers to discipline pupils for inappropriate behaviour or for not following instructions both on and off the school premises. Details for free schools can be found in section 36 and Academies in part 6 sections 55-65.

Education and Inspections Act 2006 (sections 90-91) This provides powers to discipline pupils for inappropriate behaviour or for not following instructions both on and off the school premises. It also gives schools the powers to confiscate items from pupils.

These powers are particularly relevant to online bullying and e-safety as well as giving legal powers to confiscate mobile phones and other mobile devices, if they suspect that they are being used to compromise the well-being and safety of others.

Malicious Communications Act 1988 (section1) This makes it a criminal offence to send electronic messages that conveys indecent, grossly offensive, threatening material or information that is false. This includes if the message is of an indecent or grossly offensive nature and if the purpose was to cause a recipient to suffer distress or anxiety.

Obscene Publications Act 1959 and 1964 (section 1) Publishing an 'obscene' article is a criminal offence. This includes electronic transmission.

Public Order Act 1986 (sections 17-29) This makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. It also makes the possession of inflammatory material with a view of releasing it a criminal offence.

Protection of Children Act 1978 (section 1) It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the UK. A child is anyone under 18. Viewing an indecent image of a child on your computer means that you have made a digital image.

Protection from Harassment Act 1997 A person must not pursue a course of conduct, which amounts to harassment of another, and which they know or ought to know amounts to the harassment of others.

A person whose course of conduct causes another to fear on at least 2 occasions, that violence will be used against them is guilty of an offence if they know or ought to know that their course of conduct will cause the other to fear on each of these occasions.

The Equality Act 2010 This consolidates discrimination law covering all types of discrimination that are unlawful. It defines that schools cannot unlawfully discriminate against pupils because of their sex, race, disability, religion or belief and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment.

Regulation of Investigatory Powers Act 2000 This regulates the interception of communications and makes it an offence to intercept or monitor communications without the consent of the parties involved in the communication.

The Telecommunications (Lawful Business Practice) (Interception of Communications Regulations 2000) does permit a degree of monitoring and record keeping for example in schools to investigate unauthorised use of the network. However all monitoring is subject to consent.

Sexual Offences Act 2003 A grooming offence is committed if you are over 18 and have communicated with a child under 16 at least twice and intentionally meet them or travel with the intent to meet them to commit a sexual offence.

Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification.

It is an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a position of trust. Any sexual intercourse with a child under 13 is considered rape.