Pentland Primary School

E-safety and Acceptable Use Policy

September 2020
To be reviewed September 2021

Aims

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. A school E-safety policy helps to ensure safe and appropriate use. The implementation of such a strategy involves all the stakeholders in a child's education.

Internet access is an integral part of the school day and alongside various forms of electronic communication is widely used by our pupils during their leisure time. The ability to access the Internet and to use electronic communication, such as e-mail, is an essential life skill. However, through these mediums users can come into contact with information or materials which might not be appropriate. Hence the ability to use the Internet and forms of electronic communication safely and responsibly is also essential.

At Pentland, we strive to
- Ensure that our pupils, staff and visitors are able to use the Internet and electronic communication facilities available on the school premises safely and responsibly;
- Educate our pupils and parents about the safe and responsible use of the Internet and electronic communication.

How are the risks assessed?

At Pentland Primary school, we understand that in common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. It is difficult to completely remove the risk that pupils might access unsuitable materials via the school system but we have a number of systems in place to limit these risks.

- The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990;
- Pupil, staff, parents and the local community will be held responsible for what they post on line. The school could constitute it a criminal offence under the Communication Act 2003 or the Malicious Communications Act 2010.
- Methods to identify, assess and minimise risks are constantly reviewed by the school, in partnership with the MAT and Local Authority.
- Staff, parents, Local Advisory Board members, Directors and advisers work to establish agreement that every reasonable measure is being taken;
- Children and staff are given regular e-safety training or lessons so that they are aware of how to keep themselves safe, minimise exposure to unsuitable material, raise awareness of online behavioural trends and to report anything that they feel is unsuitable.

Ensuring safe Internet and electronic communication access

The school works in partnership with parents, the MAT, Stockton LA, the DfE and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.

Our Internet service is protected by the LA content filtering system, which is maintained centrally at the ONEIT Unit. There are strict mechanisms and procedures in place to prevent access to unsuitable sites.

Computer viruses can damage computers in many ways, including threatening security of the school computer system. The school, in conjunction with the LA, ensures that virus protection is installed on all school computers and is updated regularly. Staff and pupils are encouraged to use the learning platform to send any documents to school. The use of memory sticks to transfer data between home and school is discouraged.

When pupils are taught how to use the Internet to search for information, they are taught how to search safely and responsibly. The teaching of safe use of the Internet is an integral part of the curriculum progression statement and is delivered in topics in which the Internet is used. Pupils and teachers know that Internet use is supervised and monitored.

If pupils or staff discover an unsuitable site, they follow the school Internet rules, as detailed in the key stage appropriate 'Acceptable Use' statements. The URL (address) and content are reported to ONEIT via the Computing Leaders or Head Teacher. Any material that the school suspects is illegal or inappropriate will be referred to ONEIT, who will liaise with Northern Grid.

When using forms of electronic communication, such as e-mail, pupils follow the school Internet rules, as detailed in the age appropriate 'Acceptable Use' statements. Pupils are made aware that the writer of a message or the author of a Web page might not be the person claimed. They must tell a teacher immediately if they encounter any material that makes them feel uncomfortable. Pupils are taught about appropriate use and know that their e-mails are filtered. They are taught about responsible use and that sent e-mails are public, meaning that the sender has no control over what happens to the e-mail once it as been sent. Pupils are also taught about password security.

Pupils are made aware of the dangers in releasing personal information and are taught to assess risk. They are made aware that once something is posted on the Internet it is very difficult to remove and they are taught to keep their information safe. Pupils may create online profiles in secure third party places that have been approved by school e.g. the school learning platform. Pupils are made aware of age restrictions in relation to social networking sites/apps and inappropriate contact and content on social media sites.

Authorising computer and Internet access

All staff, pupils and their parents/carers sign an 'Acceptable Use' statement annually. The 'Acceptable Use' statements detail the Acceptable Use Rules and are age and role appropriate:

- Acceptable Use Statement – Staff/Visitors
- Acceptable Use Statement – KS1 and EYFS
- Acceptable Use Statement – KS2

In addition, each user has a personal user ID and password, meaning that all their computer activities are monitored by staff and the LA. Additional network user IDs and passwords are requested through the ICT Subject Leaders and are created by ONEIT.

Copies of all the Acceptable Use statements are given in the appendix.

Transgressions of the Acceptable Use Rules
Transgressions of the Safe Internet Use / Acceptable Use Rules can include minor incidents as well as the potentially serious incidents.
- All incidents must be dealt with promptly

- All incidents must be reported to the Computing leaders and logged. The logging form is saved in Staff shared /ICT/ incident loggings. These must be filled out and email to both ICT leaders and a copy kept by the teachers/adult and on staff shared, ICT, Incident reports and password protected when required.
- If the incident involves inappropriate use or inappropriate / explicit websites are accessed, the incident must be reported to the Headteacher, who will then contact the relevant authorities as appropriate.
- The pupil(s) may have message services, Internet or computer access denied for a period of time depending on the nature of the incident;
- All sanctions must comply with the school's behaviour policy

Parent/carers Support

Internet use in pupils' homes is increasing rapidly. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. The school aims to support parents who are allowing their children Internet and electronic communication access at home by:

- Encouraging pupils to be responsible when using computers both at school and at home;
- Organising informative parent support / advice sessions on issues such as use of chat rooms and text messaging;
- Issuing guidelines on issues such as safe Internet use and literature from trusted child safety partners;
- Providing links to websites about safe Internet use on the school website and ensuring that parents know where to go online for advice.

COVID 19

In the event of home learning, parents will be responsible for delivering work set by school. Parents will be asked to sign a home agreement outlining acceptable use of the internet and that they will safeguard their child and be vigilant in regards to e safety.

School Website

The Pentland Primary School website will celebrate pupils' work, promote the school and may be used to publish resources for projects or homework. It will also used to communicate with parents, both current and prospective.

As the school's Web site will be accessed by anyone on the Internet, the security of staff and pupils will be considered carefully.

- Home information or individual e-mail identities will not be published;
- Only pupils who have permission to use their images will have photographs/videos published to the website (a copy of the 'Pupil Image Permission' sheet is given in the appendix)
- Full names will not be used anywhere on the Web site
- All publishing rules will apply (copyright, author's recognition, teacher's permission needed before publishing).

<u>Appendices</u>

Pentland Primary School
Pentland Avenue
Billingham
TS23 2RG

Telephone: 01642 559609
Fax: 01642 360235

Headteacher: Mrs D. Dacombe

Dear Parents/Carers,

At Pentland we recognise the amazing educational benefits that the Internet has to offer. In school all pupils use our computer facilities, including Internet access, as an essential part of their learning, as required by the National Curriculum.

We also recognise that the Internet can present dangers to children and we do everything that we can in school to minimise these risks. Our school network is password protected and is managed by Stockton Borough Council, who work with the Internet service providers to strictly filter internet access in school.

As part of our Computing lessons we talk to children about online safety and also discuss their online responsibilities.

Below are our Key Stage 1 rules for responsible internet use. Please take the time to read through them and discuss them with your child before signing and asking your child to sign the bottom of the form.

Please sign both forms and keep one at home. The other needs to be returned to school as soon as possible.

If you have any questions or concerns about internet access in school please do contact us.

Yours Sincerely,

Mrs Henderson
Computing Leader

EYFS and Key Stage 1 Internet Safety Rules

Think then Click
These rules help us to stay safe on the Internet

We only use the Internet when an adult is with us

We only click on the buttons or links when we are asked by our teachers or parents/carers.

We know how to report anything that we see or hear on line that upsets us by telling a trusted adult and using the CEOP button.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

We can send and open messages together.

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

I agree to follow these internet safety rules when I am in school and at home. I understand that they are very important.

Signed

_____(Child)

_____ (Child's Name)

_____ (Parent's/Carer's Signature)

_____(Date)

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As part of our Computing lessons we talk to children about online safety and also discuss their online responsibilities.

Below are our Key Stage 2 rules for responsible internet use. Please take the time to read through them and discuss them with your child before signing and asking your child to sign the bottom of the form.

Please sign both forms and keep one at home. The other needs to be returned to school as soon as possible.

If you have any questions or concerns about internet access in school please do contact us.

Yours Sincerely,

Mrs Henderson
Computing Leader

Key Stage 2 Internet Safety Rules

Think then Click
E-Safety Rules for Key Stage 2

- We ask permission before using the Internet.

- We tell a trusted adult if we see anything we are uncomfortable with.

- We know how to report anything that upsets or is inappropriate using the CEOP button.

- We immediately close any webpage that displays inappropriate material.

- We only messages people an adult has approved.

- We send messages that are polite and friendly.

- We never give out personal information or passwords.

- We only arrange to meet anyone we know.

- We only open messages sent by people we know.

- We only use Internet discussion forums, approved by our teachers.

In the above we following the SMART rules (see poster)

I agree to follow these internet safety rules when I am in school and at home. I understand that they are very important.

Signed

_____(Child)

_____ (Child's Name)

_____ (Parents Signature)

_____(Date)

ACCEPTABLE INTERNET USE
STATEMENT FOR ALL SCHOOL STAFF

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school has an Acceptable Use Policy drawn up to protect all parties - the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

- Access should only be made via the authorised account and password that should not be made available to any other person.

- The security of the ICT system must not be compromised whether owned by the school, by Stockton Borough Council or any other organisation or individual.

- Sites and materials accessed must be appropriate and legal to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.

- Users should not deliberately seek out inappropriate or offensive materials on the Internet (LA's recommended guidelines will be followed if needed).

- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received.

- The same professional levels of language and content should be applied as for letters or other media, particularly as e-mail is often forwarded.

- Posting anonymous messages and forwarding chain letters is forbidden.

- Copyright of materials and intellectual property rights must be respected.

- **Anything transferred from the school network with sensitive data in it i.e. children's names and dates of birth must be password protected. This includes e.mails and the learning platform.**

- **The Learning Platform should be used whenever possible for the transfer of planning and resources, so that they may be worked on offsite.**

- **Only school equipment is to be used on the school network and internet system. Personal laptops and other mobile devices including 3G mobile phones are not to be connected to the school system.**

- All Internet use should be appropriate to staff professional activity or to student's education. However please note that:-

  ➢ The school's ICT system may be used to follow legitimate private interests, providing school use is not compromised.

  ➢ Use for personal financial gain, gambling, political purposes or advertising is forbidden.

Members of staff are reminded that they should not deliberately seek out inappropriate / offensive materials on the Internet and that they are subject to the LA's recommended disciplinary procedures should they do so.

Staff should sign a copy of this Acceptable Internet Use Statement and return it to their Team Leader. Team Leaders are accountable for collecting all signatures from their Team Members

Full name   ……………………………   post   ……………………………….

Signed   ………………………………   date   ……………………………….

Pentland Primary School
Pentland Avenue
Billingham
TS23 2RG

(01642) 559609

Headteacher: Mrs D. Dacombe

Dear Parents/Carers,

We will soon be reviewing our school website and would like to publish pupil images on it. Hence, we are updating our records regarding the publishing of pupil images.

In addition to the website, we use pupil images in a number of publications, e.g. the school prospectus, newsletters etc. Sometimes, we make videos or webcam recordings, e.g. for monitoring or other educational purposes. From time to time, our school may be visited by the media who will take photographs or film footage, which may appear in local or national newspapers, or on televised news programmes.

Please complete the form below and return it to school as soon as possible.

Yours faithfully,
 Mrs Henderson and Miss Dobson,
ICT Leaders

1. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards? _No names will be printed._	**Yes / No**
2. May we use your child's image on our website? _No names will be printed._	**Yes / No**
3. May we record your child's image on video or webcam?	**Yes / No**
4. Are you happy for your child to appear in the media? _No names will be given without your permission,_	**Yes / No**
Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.	
This form is valid for the period of time your child attends this school. The consent will automatically expire after this time. We will not re-use any photographs or recordings after your child leaves this school.	
Parent's or guardian's signature:	Date:
Child's Name :	