

Dream, Believe, Succeed

St Barnabas CE First & Middle School



E-Safety Policy and Acceptable Use of ICT Agreements 2020

1. Introduction

At St Barnabas First and Middle School we understand the responsibility we have to educate our pupils on E-Safety issues; teaching them appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

St Barnabas First and Middle School has a whole school approach to the safe use of ICT and creating this safe learning environment includes three main elements:

- an effective range of technological tools
- policies and procedures, with clear roles and responsibilities
- a comprehensive E-Safety programme for pupils, staff and parents.

This policy has been contributed to by the whole school and ratified by the local academy board.

This policy is to be read in conjunction with all other policies particularly: Behaviour Policy, Safeguarding Policy and Child Protection Policy, Code of Conduct Policy and Equal Opportunities Policy.

2. Roles and Responsibilities

E-Safety is recognised as an essential aspect of strategic leadership at St Barnabas First and Middle School. Stephen Booth, our E-Safety Coordinator has received CEOP (Child Exploitation and Online Protection) training.

Stephen Booth (Headteacher) has overall responsibility. Tamzin Richards (Deputy Headteacher) is the named staff for children to report any concerns.

It is the role of these staff members to keep abreast of current issues and guidance through organisations such as CEOP (Child Exploitation and Online Protection), Saferinternet.org and Child Net. The Head teacher ensures Senior Leadership and Governors are updated as necessary. All teachers are responsible for promoting and supporting safe behaviours in their classrooms and follow school e-safety procedures.

All staff should be familiar with the school's policy including:

- safe use of e-mail
- safe use of the Internet
- safe use of the school network, equipment and data
- safe use of digital images and digital technologies, such as mobile phones and iPads
- publication of pupil information/photographs on the school website
- procedures in the event of misuse of technology by any member of the school community (see appendices)
- their role in providing E-Safety education for pupils.

Staff are reminded/updated about E-Safety regularly and new staff receive information on the school's acceptable use policy as part of their induction. Supply Teachers must sign an acceptable use of ICT agreement before using technology equipment in school (see appendix 3 for staff acceptable use agreement).

Managing the school E-Safety messages

- We endeavour to embed E-Safety messages across the curriculum whenever the internet and/or related technologies are used.
- The E-Safety policy will be shared with new staff, including the acceptable use policy as part of their induction.
- E-Safety posters will be prominently displayed.

3. Curriculum

Computing and online resources are increasingly used across the curriculum. We believe it is essential for E-Safety guidance to be given to the pupils on a regular and meaningful basis. We continually look for new ways to promote E-Safety.

- We provide opportunities within a range of curriculum areas to teach about E-Safety.
- Educating pupils on the dangers of technologies that may be encountered outside school is done informally, when opportunities arise and as part of the curriculum.
- Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modelling, and activities as part of the Computing curriculum.
- We regularly plan E-Safety lessons with our pupils to monitor their understanding of E-Safety.
- Pupils are aware of the impact of online bullying through PSHE and know how to seek help if they are affected by these issues. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies.
- Pupils are taught to critically evaluate materials and learn good searching skills through via the Computing curriculum

4. Managing Internet Access

The internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education as well as a potential risk to young people.

Students will have supervised access to Internet resources through the school's fixed and mobile internet technology.

Staff will preview any recommended sites before use.

Raw image searches are discouraged when working with pupils.

If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents re-check these sites and supervise any further research.

Our internet access is controlled through the Capita IBS web filtering service.

Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required.

If staff or pupils discover an unsuitable site, the screen must be switched off/closed and the incident reported immediately to the E-Safety coordinator and an email sent to the network manager so that they can block the site.

It is the responsibility of the school, by delegation to the network manager, to ensure that anti-virus protection is installed and kept up-to-date on all school machines.

Any changes to filtering must be authorised by a member of the senior leadership team.

5. Security and Data Protection

The school and all staff members comply with the Data Protection Act 2018. Personal data will be recorded, processed, transferred and made available according to the act. Password security is essential for staff, particularly as they are able to access and use pupil data. Staff have secure passwords which are not shared with anyone. All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's E-Safety Policy.

All concerns regarding GDPR should be addressed to Stephen Booth (Headteacher) who is the school's Data Protection Officer (DPO). All breaches of GDPR will be reported to the DPO of the Diocese of Worcestershire Multi-Academy Trust (DoWMAT) Claire Roberts.

6. E-Safety Complaints/Incidents

As a school we take all precautions to ensure E-Safety at all times. However, due to the international scale and linked nature of internet content, the availability of mobile technologies and the speed of change, it may mean that unsuitable material may briefly appear on a computer or mobile device. The school cannot accept liability for material accessed or any consequences of this. Complaints should be made to the Headteacher. Incidents will be logged in accordance with the school's safeguarding policy. It is important that we work in partnership with pupils and parents to educate them about Cyber bullying and children, staff and families need to know what to do if they or anyone they know are a victim of Cyberbullying.

We hold annual E-Safety meetings for parents and carers as well as updating parents and carers throughout the year with any concerns we may have about device mis-use or specific websites and Apps.

7. Review of Policy

This policy needs to be reviewed every 12 months and consideration given to the implications for future whole school development planning. The policy will be amended if new technologies are adopted or any guidance or orders are updated.

Appendix

1. Primary Pupil Acceptable Use of ICT Agreement/E-Safety Rules
2. Parent Internet use form/letter
3. Staff, Governor and Visitor Acceptable Use Agreement

Appendix 1

St Barnabas First and Middle School Pupil Acceptable Use of Computing & Digital Equipment Agreement/E-Safety Rules

- I will only use ICT in school for school purposes.
- I will only use my class e-mail address or my own school e-mail address when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my ICT passwords.
- I will only open/delete my own files.
- I will not bring software, CDs or ICT equipment into school without permission.
- I will only use the Internet after being given permission from a teacher.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be upsetting or not allowed at school. If I accidentally find anything like this, I will close the screen and tell a teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not use technology in school time to arrange to meet someone unless this is part of a school project approved by a teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that the school may check my use of ICT and monitor the Internet sites I have visited, and that my parent/carer will be contacted if a member of school staff is concerned about my eSafety.

Appendix 2

Letterhead

Dear Parents/Carers,

Computing, including the internet, e-mail and mobile digital technologies, has become an important part of learning in schools. We expect all our pupils to be safe and responsible when using any of the various digital technology that we have here at St Barnabas.

Please read and discuss with your child the E-Safety rules and Acceptable Use of Computing & Digital Technology Agreement overleaf. If you have any concerns or would like some explanation please contact your child's class teacher.

Please read the pupil and parent/carer statements at the bottom of this letter. By default, unless you contact us, we will assume that you understand and agree with these statements. If you have any issues with accepting these agreements then please contact Mr Booth to discuss your concerns.

This Acceptable Use of Computing & Digital Equipment Agreement is a summary of our E-Safety Policy which is available in full on our website or as a hard copy in our Office.

Yours sincerely,

Stephen Booth
Acting Headteacher

Pupil

I have read, understood and agree with the Rules for Acceptable use of ICT. I understand that if I do not follow the rules of this agreement then I might not be able to use any of the computing equipment at school.

Parent's/Carer's Consent for Internet Access

I have read and understood the school rules for Acceptable Use of ICT and give permission for my son / daughter to access the Internet in school. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.

I agree that should my son/daughter need to access the internet at home or anywhere else, that I will take all reasonable precautions to ensure he/she cannot access inappropriate materials and that he/she will use the all internet connected devices in an appropriate manner.

Appendix 3

St Barnabas First and Middle School Staff, Governor and Visitor Acceptable Use Agreement / Code of Conduct

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily 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 sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with a member of the Senior Leadership team.

- I will only use the school's email / Internet / Intranet / Cloud Based Services and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Local Academy Board.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held within the school's Management Information System) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body.
- I will not use or install any hardware (including USB sticks) or software without permission from the Senior Leadership Team.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes inline with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Head teacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request by the Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's E-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will ensure that only children whose parents have given permission for them to use the Internet and ICT are enabled to do so at school.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT/Computing throughout the school.

Signature Date

Full Name (printed)

Job title: