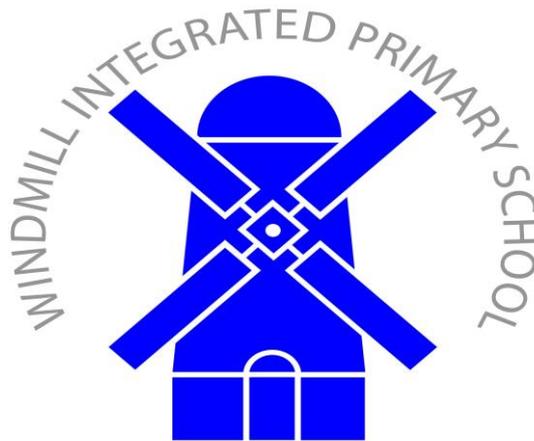


# ***Windmill Integrated Primary School and Nursery Unit***

## **E-Safety Policy And Acceptable Use Agreement**



**Review Date:** \_\_\_\_\_

**Chairperson:** \_\_\_\_\_

**Next Review Date:** \_\_\_\_\_

## **Rationale**

Information and Communications Technology (ICT) covers a wide range of resources including web-based and mobile learning. Currently the internet technologies children and young people are using, both inside and outside of the classroom, include:

- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/Smart phones with text, video and/or web functionality
- Other mobile devices with web functionality

Whilst these ICT resources can be exciting and beneficial both in and out of the context of education, all users need to be aware of the range of risks associated with the use of Internet technologies.

## **E Safety**

E-safety encompasses internet technologies and electronic communications via mobile phones, games consoles and wireless technology. It highlights the need to educate children and young people about the benefits, risks and responsibilities of using information technology.

- E-Safety concerns safeguarding children and young people in the digital world.
- E- Safety emphasises learning to understand and use new technologies in a positive way.
- E-Safety is less about restriction and more on education about the risks as well as the benefits so pupils can feel confident online.
- E-Safety is concerned with supporting children and young people to develop safer online behaviours both in and out of school.

## **Aims**

In *Windmill integrated Primary and Nursery School* we understand the responsibility to :

- Educate our pupils and staff in e-Safety issues.
- We aim to teach children appropriate behaviours and critical thinking to enable them to become responsible Digital Citizens to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

## **Risks and Responses**

The Internet is a unique and exciting resource. It brings the world into the classroom by giving children access to a global network of educational resources. There is no doubt that the use of the Internet is an essential skill for children as they grow up in the modern world. The Internet is, however, an open communications' channel, available to all. Anyone can send messages, discuss ideas and publish materials with little restriction. This brings young people into contact with people from all sectors of society and with a wide variety of materials some of which could be unsuitable. Key Concerns are:

### **Potential Contact**

Children may come into contact with someone on-line who may wish to harm them. Some adults use social networks, chat rooms or e-mail to communicate with children for inappropriate reasons

Children will be taught:

- That people are not always who they say they are.
- That "Stranger Danger" applies to the people they encounter through the Internet.
- That they should never give out personal details or
- That they should never meet alone anyone contacted via the Internet, and
- That once they publish information it can be disseminated with ease and cannot be destroyed.

### **Inappropriate Content**

Through the Internet there are unsuitable materials in many varieties. Anyone can post material on the Internet.

Some material is published for an adult audience and is unsuitable for children e.g. materials with a sexual content.

Materials may express extreme views. E.g. some use the web to publish information on weapons, crime and racism which would be restricted elsewhere.

Materials may contain misleading and inaccurate information. E.g. some use the web to promote activities which are harmful such as anorexia or bulimia.

### **Cyber Bullying**

We are very aware of the potential for pupils to be subjected to cyber bullying via e.g. email, text or social networking sites. If it takes place within school, cyberbullying will be dealt with in line with the school's overall anti-bullying policy, discipline policy and pastoral services.

In our school children will be taught:

- If they feel they are being bullied by e-mail, through social networking sites, text or online they should always tell someone they trust.
- Not to reply to bullying, threatening text messages or e-mails as this could make things worse.
- Not to send or forward abusive texts or e-mails or images to anyone.
- Keep abusive messages as evidence.

Children will be encouraged to report incidents of cyber-bullying to parents and the school to ensure appropriate action is taken.

Children will be encouraged to use websites such as [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) to learn how to deal with cyberbullying incidents which may take place in or outside of school

We will keep records of cyber-bullying incidents, if they have occurred within school, to monitor the effectiveness of preventative activities, and to review and ensure consistency in investigations, support and sanctions.

Children will be taught:

- That information on the Internet is not always accurate or true.
- To question the source of information.
- How to respond to unsuitable materials or requests and that they should tell a teacher/adult immediately.

### **Excessive Commercialism**

The Internet is a powerful vehicle for advertising. In visiting websites children have easy access to advertising which is very persuasive.

Children should be taught:

- Not to fill out forms with a lot of personal details.
- Not to use an adult's credit card number to order online products.

If children are to use the Internet in places other than at school e.g. – libraries, clubs and at home, they need to be educated about how to behave on-line and to discuss problems. There are no totally effective solutions to problems of Internet safety. Teachers, pupils and parents must be vigilant.

### **Roles and Responsibilities**

As e-Safety is an important aspect of strategic leadership within the school, the Principal and Board of Governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. It is the role of the ICT Co-ordinator to keep abreast of current e-safety issues and guidance through organisations such as CEOP (Child Exploitation and Online Protection) and Childnet. The ICT Co-ordinator has responsibility for leading and monitoring the implementation of e-safety throughout the school.

The Principal/ICT Co-ordinator update Senior Management and Governors with regard to e-safety and all governors have an understanding of the issues at our school in relation to local and national guidelines and advice.

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

This policy, supported by the school's Acceptable Use Agreement for staff, governors, visitors and pupils, is to protect the interests and safety of the whole school community. It is linked to other school policies including those for ICT, Positive Behaviour, Health and Safety, Child Protection, and Anti-bullying. PDMU- Keeping Safe Programme.

It has been agreed by the Senior Management Team, Staff and approved by the Governing Body. The e-Safety policy and its implementation will be reviewed annually.

### **E-Safety Skills' Development for Staff**

- All staff receive regular information and training on e-Safety issues through the co-ordinator and ICT Technician at staff meetings and INSET.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any member of the school community.
- New staff members receive information on the school's Acceptable Use Agreement as part of their induction.
- All staff are encouraged to incorporate e-Safety activities and awareness within their lessons.
- All classes will have a set of E-Safety Rules. This will be displayed clearly.

### **E-Safety Information for Parents/Carers**

- Parents/carers are asked to read through and sign the Acceptable Use Agreement on behalf of their child.
- Parents/carers are required to make a decision as to whether they consent to images of their child being taken/used on the school website or publications including newspaper reports-other agencies.
- The school website contains useful information and links to sites like CEOP's Thinkuknow, Childline.
- The school will communicate relevant e-Safety information through newsletters/letters, and the school website.
- Internet safety/safety awareness workshops will be held in school.

Parents should remember that it is important to promote e-Safety in the home and to monitor Internet use.

- Keep the computer in a communal area of the home.

- Be aware that children have access to the internet via gaming stations and portable technologies such as smart phones.
- Monitor on-line time and be aware of excessive hours spent on the Internet.
- Take an interest in what children are doing. Discuss with the children what they are seeing and using on the Internet.
- Discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when, how long and what constitutes appropriate use.
- Advise children to take care and to use the Internet in a sensible and responsible manner. Know the SMART tips.
- Discuss the fact that there are websites/social networking activities which are unsuitable.
- Encourage their children not to respond to any unwelcome, unpleasant or abusive messages and discuss how they should respond to such unsuitable materials or requests. If the message comes from an Internet service connection provided by the school they should immediately inform the school.
- Remind children never to give out personal information online.
- Remind children that people on line may not be who they say they are.
- Be vigilant. Ensure that children do not arrange to meet someone they meet on line.
- Be aware that children may be using the Internet in places other than in their own home or at school and that this internet use may not be filtered or supervised.
- Avail of the 'Keeping Safe Programme' resources.
- Consider using appropriate Internet filtering software for blocking access to unsavoury materials. Further information is available from Parents' Information Network (address below).

Further advice for parents is available from the following sources:

- <http://www.thinkuknow.co.uk> Thinkuknow (a mock cybercafé which uses online role-play to help children from 5 to 16+ explore a range of issues)
- <http://www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf> (Aimed at parents and carers, there is a great deal of very clear information about chat rooms, social networking sites, email and much more)
- <http://www.parentscentre.gov.uk/usingcomputersandtheinternet> (A very comprehensive site aimed at parents and carers. Includes many articles and external links to other helpful sites)
- <http://www.bbc.co.uk/webwise> (Includes an 'Internet for Beginners' course and a tool for answering your internet related questions)
- <http://www.kidsmart.org.uk/> (Explains the SMART rules for safe internet use and lots more besides)

- <http://www.ceop.gov.uk/> (The government's Child Exploitation and Online Protection Centre (CEOP))
- <http://www.parents.vodafone.com> (Vodafone's site is designed to help parents and carers develop an understanding of their child's internet use)

## **Teaching and Learning**

### **Internet use:**

- The school will plan and provide opportunities within a range of curriculum areas to teach e-Safety. (Keeping Safe Programme)
- Educating pupils on the dangers of technologies that may be encountered outside school is done informally when opportunities arise and as part of the e-Safety curriculum. Windmill also provides annual E-safety sessions for pupils with our local Community Police Officer and pupils also attend E-safety events at the annual Bee-Safe Event. e.g. Internet Safety Week.
- Pupils are made aware of the impact of online bullying and know how to seek help if these issues affect them. Pupils are also made aware of where to seek advice or help if they experience problems when using the Internet and related technologies; i.e. parent/carer, teacher/trusted member of staff, or an organisation such as Childline/CEOP.
- The school Internet access is filtered through the C2k managed service.
- No filtering service is 100% effective, therefore all children's use of the Internet is supervised by an adult.
- Use of the Internet is a planned activity. Aimless surfing is not encouraged. Children are taught to use the Internet in response to a need e.g. a question which has arisen from work in class.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Children are taught to be Internet Wise. Children are made aware of Internet Safety Rules and are encouraged to discuss how to cope if they come across inappropriate material.

### **E-mail:**

- Pupils may only use C2k e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- The forwarding of chain mail is not permitted.
- Children are not always given individual e-mail addresses. In some instances children may have access to a group e-mail address to communicate with other children as part of a particular project. Messages sent and received in this way are supervised by the teacher.
- Sending or displaying insulting or offensive messages/pictures is forbidden.
- Individual e-mail accounts are usually made active for the purposes of exchanging information, relevant to ICT accreditation tasks, between Windmill Integrated Primary School pupils and fellow school pupils and/or Teachers.
- Using offensive language is forbidden.

#### **Social Networking:**

- The school C2k system will block access to social networking sites.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils. However, we accept that some pupils will still use them; they will be advised never to give out personal details of any kind, which may identify them or their location.
- Pupils are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.
- Our pupils are asked to report any incidents of bullying to the school.
- School staff will not add children as 'friends' if they use these sites.
- Staff using Social networking for personal use should never undermine the school, its staff, parents or children.

#### **Mobile Technologies/ gaming devices:**

- The use of portable media such as memory sticks and external hard drives will be monitored closely as potential sources of computer virus and inappropriate material.
- Pupils are not allowed to use personal mobile devices/phones gaming devices in school.
- Staff should not use personal mobile phones during designated teaching sessions.

#### **iPads**

iPads are used for digital storytelling, internet research, and to support learning and teaching across the curriculum via the use of a range of appropriate apps. When using iPads, children will be reminded to be Internet Wise and apply the Internet safety rules. They will not be allowed to use iPads to:

- Take photos of pupils/staff without permission or direction from the teacher.

- Take videos of pupils/staff without permission or direction from the teacher.

### **Managing Video-conferencing:**

- Videoconferencing will be via the C2k network to ensure quality of service and security.
- Videoconferencing will be appropriately supervised.

### **Publishing Pupils' Images and Work**

- Written permission from parents or carers will be obtained before photographs/work of pupils are published on the school Website or any other websites or publication promoting educational activities undertaken by the school. This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue.
- Parents/carers may withdraw permission, in writing, at any time.
- Photographs that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the School Website, particularly in association with photographs.
- Pupil's work can only be published by outside agencies with the signed permission of the parents as above.
- There are a number of digital cameras within the school. Staff are responsible for the safe storage and use of these cameras.
- Children should only use school equipment under the supervision of a teacher or classroom assistant. E.g. cameras, ipads, flipcams, webcams and other school devices with camera facilities.

### **Policy Decisions:**

#### **Authorising Internet access**

- Pupil instruction in responsible and safe use should precede any Internet access and all children must sign up to the Acceptable Use Agreement for pupils and abide by the school's e-Safety rules. These e-Safety rules will also be displayed clearly in all rooms.
- Access to the Internet will be supervised.
- All parents/guardians will be asked to sign the Acceptable Use Agreement for pupils giving consent for their child to use the Internet in school by following the school's e-Safety rules and within the constraints detailed in the school's e-Safety policy.
- All staff must read and agree in writing to adhere to the Acceptable Use Agreement for Staff before using any school ICT resource.

#### **Password Security:**

- Adult users are provided with an individual login username and password, which they are encouraged to change periodically. Login details should not be shared with pupils.
- All pupils are provided with an individual login username and password.
- Pupils are not allowed to deliberately access files on the school network which belong to their peers, teachers or others.
- Staff are aware of their individual responsibilities to protect the security and confidentiality of the school network, MIS systems.

### **Handling e-Safety Complaints:**

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the ICT Co-ordinator /ICT Technician and recorded in the e-Safety incident logbook.
- Any complaint about staff misuse must be referred to the Principal and Governors.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of the complaints' procedure.

### **Communicating the Policy:**

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

- e-Safety rules will be displayed in all classrooms in the school and the ICT suite and discussed with the pupils at the start of each year. Specific lessons will be taught by class teachers at the beginning of every year and at relevant points throughout e.g. during PDMU lessons/circle times/anti-bullying week/Internet Safety Awareness Days, Keeping Safe Programme.
- Pupils will be informed that network and Internet use will be monitored.

#### **Staff and the e-Safety Policy:**

- All staff will be given the School e-Safety Policy and its importance explained.
- Any information downloaded must be respectful of copyright, property rights and privacy.
- Staff should be aware that Internet traffic could be monitored and traced to the individual user. Discretion and professional conduct is essential.
- All digital devices issued to a member of staff remains the property of the school. Users of such equipment should therefore adhere to school policy regarding appropriate use with regard to Internet access, data protection and use of software, both in and out of school.
- Staff are advised not to use their own personal phones or devices for contacting pupils and their families within or outside of the setting in a professional capacity. Staff will have the use of a school phone where contact with pupils or parents is required.

Residential Trips/any trip of usual hours: in the event of an emergency, the teacher will have a list of the pupils' home contact numbers and contact will be made using the School mobile/teachers'/supervisors' phones or via the school office. Should a teacher or supervisor need to use their own phone to contact parents they should key in "141" before the parent contact number to ensure that their personal telephone number remains private and confidential.

Staff should follow the guidelines below:

- Never communicate with pupils outside of school via social networking sites and chat rooms.
- Never respond to informal, social texts from pupils
- Never use personal technology to take images or videos of children

### **Monitoring and review:**

This policy is implemented on a day-to-day basis by all school staff and is monitored by the ICT Co-ordinator.

This policy is the Governors' responsibility and they will review its effectiveness annually. They will do this during reviews conducted between the ICT Co-ordinator and Designated Child Protection Co-ordinator.

## Safety Rules for Children

Follow These SMART TIPS

**S** **Secret** - Always keep your name, address, mobile phone number and password private – it's like giving out the keys to your home!

**M** **Meeting** someone you have contacted in cyberspace can be dangerous. Only do so with your parent's/carer's permission, and then when they can be present.

**A** **Accepting** e-mails or opening files from people you don't really know or trust can get you into trouble – they may contain viruses or nasty messages.

**R** **Remember** someone on-line may be lying and not be who they say they are. Stick to the public areas in chat rooms and if you feel uncomfortable simply get out of there!

**T** **Tell** your parent or carer if someone or something makes you feel uncomfortable or worried.

SMART Tips from: – Helping your parents be cool about the Internet,  
produced by: Northern Area Child Protection Committees

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### **An Acceptable Use of the Internet**

Children should know that they are responsible for making an Acceptable Use of the Internet. They must discuss and agree rules for this Acceptable Use. Parents are also asked to be aware of the code of Acceptable Use and confirm that their children will follow these rules.

- On the network, I will only use my own login username and password.
- I will keep my username and password private.
- I will not access other people's files without their permission.
- I will not change or delete other people's work/files.
- I will ask permission before entering any website, unless my teacher has already approved that site.
- I will use the Internet for research and school purposes only.
- I will only send e-mail which my teacher has approved. I will make sure that the messages I send are polite and responsible.
- I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using e-mail etc.
- When using the internet I will not give my name, address or phone number or arrange to meet anyone.
- I understand that I am not allowed to enter Internet Chat Rooms while using school computers.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher/member of staff immediately.
- I will not bring in memory sticks or CD Roms from home to use in school unless I have been given permission by my class teacher.
- I understand that the school may check my computer files/Emails and may monitor the Internet sites that I visit.
- I understand that if I deliberately break these rules I could be stopped from using the Internet/E-mail and my parents/carers will be informed.

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### Acceptable Use Agreement For Pupils

Please complete and return this form to your child's class teacher

<b>Pupil's Name</b>		<b>Class Teacher</b>	
As a school user of the Internet, I agree to follow the school rules on its' use. I will use the network in a responsible way and observe all the restrictions explained to me by my school.			
<b>Pupil Name (print)</b>			
<b>Pupil Signature</b>		<b>Date</b>	

<b>Parents Name</b>			
As the parent or legal guardian of the pupil above, I give permission for my son or daughter to use the Internet, including Email. I understand that pupils will be held accountable for their own actions. I also understand that some of the materials on the Internet may be unsuitable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information.			
<b>Parents Name (print)</b>			
<b>Parents Signature</b>		<b>Date</b>	

## Windmill Integrated Primary School

### Acceptable Use Agreement For Staff( including temporary 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's Internet Access Policy has been drawn up to protect all parties – the students, 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.

Staff should sign a copy of this Acceptable Internet Use Statement and return it to the Principal.

- All Internet activity should be appropriate to staff professional activity or the pupils' education
- Access should only be made via the authorised account and password, which should not be made available to any other person
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden
- Users are responsible for all e-mail sent and for contacts made that may result in e-mail being received
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Copyright of materials must be respected
- Posting anonymous messages and forwarding chain letters is forbidden
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material is forbidden.
- Activity that threatens the integrity of the school, its staff, parents or children is forbidden.

<b>Name</b>		
<b>Date</b>		<b>Signed</b>

