St Bridget's C of E Primary School

E-Safety Policy
2012-2013

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What is E-Safety?

E - Safety encompasses Internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children and young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The Internet is an unmanaged, open communications channel. The World Wide Web, e-mail, blogs and social networking all transmit information using the Internet's communication infrastructure internationally at low cost. Anyone can send messages, discuss ideas and publish material with little restriction. These features of the Internet make it an invaluable resource used by millions of people every day.

Much of the material on the Internet is published for an adult audience and some is unsuitable for pupils. In addition, there is information on weapons, crime and racism access to which would be more restricted elsewhere. Pupils must also learn that publishing personal information could compromise their security and that of others.

The safety of children at St Bridget's C of E Primary School is of the utmost importance. Technology is changing at an unbelievable pace and it is our responsibility to ensure that our children have full access to this technology whilst remaining safe and secure. This policy outlines the ways in which we, as a school, advise, protect and safeguard our children, staff and parents from the dangers of technology.

Rationale

So as to keep our pupils safe, we at St Bridget's will be implementing this three step approach to E-Safety.

1. **Awareness** – ensuring staff, children and adults are aware of the risks that come with Internet technologies and electronic communications;
2. **Education** – providing staff, children and adults with the knowledge they need to protect themselves and others;
3. **Technology** – implementing systems to protect everybody at St Bridget's.

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Why is Internet use important?

The purpose of Internet use in school is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use. Our school has a duty to provide pupils with quality Internet access

Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

How does the Internet benefit education?

Benefits of using the Internet in education include:

- access to learning wherever and whenever convenient,
- access to world-wide educational resources, including museums and art galleries,
- educational and cultural exchanges between pupils world-wide,
- access to experts in many fields for pupils and staff,
- professional development for staff through access to national developments, educational materials and effective curriculum practice,.
- collaboration across support services and professional associations,.
- improved access to technical support including remote management of networks and automatic system updates, and
- exchange of curriculum and administration data with the Local Authority.

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How can Internet use enhance learning?

- The school Internet access will be designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupil' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

How will pupils learn to use and filter Internet content?

In a perfect world, inappropriate material would not be visible to pupils using the Internet, but this is not easy to achieve and cannot be guaranteed. It is a sad fact that pupils may occasionally be confronted with inappropriate material, despite all attempts at filtering. Pupils should be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example: to close the page and report the incident immediately to the teacher.

- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- The evaluation of on-line materials is a part of every subject.

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What are the risks?

The development in new technology means that unlike ever before children and young people have extensive access to content that could be harmful. The development of the internet has generated a wealth of opportunities for young people to communicate and take up leisure opportunities in a variety of ways e.g. MSN, chat rooms and online gaming. However, these opportunities also have in-built risks in the form of content, contact and conduct. The grid by Hasenbrink, Livingstone, Haddor, Kirwil and Ponte, 2007, as mentioned in the Byron Review, sets out the potentially broad ranging series of risks that the technology of the internet has.

	Commercial	Aggressive	Sexual	Values
Content (Child as recipient)	Adverts Spam Sponsorship Personal information	Violent and hateful	Pornographic or unwelcome sexual content	Bias Racist Misleading information or advice
Contact (Child as participant)	Tracking Harvesting Personal information	Being bullied, harassed or stalked	Meeting strangers, being groomed	Self harm Unwelcome persuasions
Conduct (Child as actor)	Illegal downloading Hacking Gambling Financial scams Terrorism	Bullying and harassing another	Creating and uploading inappropriate material	Providing misleading information and/or advice

These risks are all dependent upon the behavior of the pupil rather than the technologies themselves. Taking that into consideration, along with the four categories of risks outlined in the above diagram, we at St Bridget's have used this to form the basis for safeguarding our children. Our school Internet filtering system uses these categories when determining which sites are inappropriate. The filtering system is described in more detail in the next section within the policy.

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Precautions

The Internet is a wonderful tool that allows instantaneous communication. There are many benefits of having Internet available in school for both the pupils and the teachers. The Internet allows both to gain insight to resources and information that will help aid with teaching and gaining a better understanding of new subject matter. However, it is fraught with inappropriate material. In order to address this risk in school, the following precautions are taken:

Use of an Internet Filter
The filter is provided by Becta and enables schools full control over allowed and prohibited websites. The filter is pre-configured to prohibit access to any website that falls into one of the categories listed in the previous section. However, this does mean that from time to time, access to important websites that could enhance learning is prohibited. The Strategic Leaders for ICT have full control over the filter and are able to block (or unblock) sites. They have a responsibility to ensure that no inappropriate content is explicitly permitted.

We accept that some inappropriate content may appear no matter how strictly we monitor the filtering system. Due to this we have developed an "Acceptable Use Policy" which all parents, guardians and children will need to sign before access to the Internet is permitted. This document outlines the user's responsibility upon discovering inappropriate material.

As a continued visual reminder of the E-Safety rules, there will be a poster visible in each room where there is a computer; e.g. ICT suite, classrooms etc. As well as having the posters available within school an age appropriate copy will be sent home with the recommendation that parents/guardians discuss and reinforce these rules and if possible, display the poster in the area of the computer at home.

Monitoring
The use of the Internet can be monitored by the senior management and ICT Coordinator and technician. This will enable early notice of inappropriate use by individuals. In such cases, the issue will be dealt with in accordance with the school's behaviour policy.

Restricting Access
At any time, Internet access can be revoked, either individually or for the entire school. Although extreme, this is an essential feature of the network and safeguards against malicious attacks.

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Communication with children including the use of technology

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child/young person, other that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to children and young people including e-mail, home or mobile numbers, unless the need to do so is agreed with senior management and parents/carers. E-mail or text communications between an adult and a child/young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites .e.g. Facebook, MySpace and Twitter

Internal e-mail systems should only be used in accordance with the organisation's policy.

This means that adults should:
- Not give their personal contact details to children/young people, including their mobile number.
- Only use equipment e.g. mobile phones, provided by organisation to communicate with children, making sure that parents have given permission for this form of communication to be used.
- Only make contact with children for professional reasons and in accordance with any organisation.
- Recognise that text messaging is rarely an appropriate response to a child in a crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible..
- Not use internet or web-based communication channels to send personal messages to a child/young person.

(Information taken from 'Guidance for Safer Working Practice for Adults working with Children and Young People'.)

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Social Networking

At St Bridget's, we deny access to all social networking sites for both pupils and staff. The reasons for are as follows:

- Most networking sites have a live chat facility, as well as unfiltered access to potentially inappropriate content. All access is therefore prohibited.
- Children are taught about the risks associated with these sites in their ICT lessons. Many children have access to social networking sites from home. It is therefore essential that they are aware of how to use such sites with care.
- We do not tolerate children attempting to make contact with staff through Social Networking sites.

Advice given to pupils:

- Pupils will be advised never to give out personal details of any kind which may identify them or their location. The risks and dangers of doing this will be highlighted for them.
- Pupils will be advised not to place personal photos on any social network space
- Pupils will be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.
- Pupils will be encouraged to invite known friends only and deny access to others.

Advice given to staff:

- Staff are advised not to make contact with current or past pupils via social networking sites.
- To decline any offers of 'friendship' or similar connections on these websites.
- Staff should report to the E-Safety Coordinator or Headteacher if any children try to make contact.

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Digital Photographs and Videos

Aims
- At St Bridget's we enjoy taking lots of photographs and videos of the pupils going through their daily routine, for example, attending after school clubs, receiving awards, participating in visits or special events. These are then used by staff to celebrate our children's achievements as well as to enhance the school environment as displays.
- To allow activities and events which take place as part of the St Bridget's community to be recorded for posterity to the school and for personal records for parents.

Objectives
- To allow the taking of photographs and the use of videoing to record groups and individuals work and achievements.
- To allow the use of photographs and/or videos within the school premises.
- To allow the use of photographs and/or videos on the Schools VLE and for publicity purposes e.g. in the local paper.
- To have the consent of the parents for this purpose.

Procedure for School Use
- To ensure any photographs or video clips used for website purposes e.g. the newspaper, do not have the name of the child by their image.
- If names are used they are not to have the child's image adjacent to the picture for website purposes.
- Parents have the right to withdraw their child if they do not wish them to be included in any photographs and videos. This would include school performance, assemblies, concerts, sports days and any other school event.
- Only children to whom their parents have previously given permission may have their photographs used. Permission is granted through the 'Home School Agreement' completed on entry to the school.

Procedure for Commercial Use
- To ensure any photographs or video clips used for commercial purposes e.g. the newspaper, do not have the full name of the child by their image.
- If names are used they are not to have the child's image adjacent to the picture.
- Only children to whom their parents have previously given permission may have their photographs used. Permission is granted through the 'Home School Agreement' completed on admission to the school.

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Mobile Phones

Mobile phones pose a significant e-safety risk. This is due to their increasing capabilities to:

- Send MMS (multimedia messages);
- Send SMS (text messages);
- Send and receive video files and images;
- Access the full internet.

So as to minimize these risks, we at St Bridget's have devised a collection of rules and guidelines for pupils and staff.

Children:
Children are not permitted to bring mobile phones to school. The only exception to this rule applies to the children who have brought in written permission from their parents. The mobile phone should then be turned off and handed in to the class teacher so as it cannot be used throughout the school day. However, the school, and any member of staff, will not be held accountable for any damage, loss or theft of the phone whilst on the premises.

Staff and volunteers:
Adults in school may use mobile phones during non-directed time to make personal calls. Non-directed time includes: before school, at lunch-time and after school. Adults should not text or call during lessons/activities where they have a supervisory role. NOTE: Should a member of staff need to be reached, the most effective method is through calling the school office.

If mobile phones are used throughout the school day (for school related communication including Internet access and email) all costs and data charges will not be reimbursed as Internet access and telephones are provided throughout school.

Adults **must not** give out mobile phone numbers to parents on field or residential trips (except SEN reasons) but instead should provide the school office number. The school office will then contact the teacher or member of staff involved.

At no point should a personal mobile phone be used to record images (photograph or video) of a child or children. Instead, if an image or video is needed, a school digital camera must be used.

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Cyberbullying

"Cyberbullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor. Once adults become involved, it is plain and simple cyber-harassment or cyberstalking. Adult cyber-harassment or cyberstalking is NEVER called cyberbullying.

The continued targeting of a specific child or group of children by others through the use of ICT is cyberbullying. These actions and behaviours include:

> ➢ The use of Social Networking Sites to target children;
> ➢ The use of Instant Messaging such as MSN to target children;
> ➢ The use of mobile phones to send abusive or threatening messages (either SMS or MMS);
> ➢ The use of the Internet to post offensive or derogatory comments;
> ➢ Hacking or cracking another person's profile on a website and/or writing comments as though they were that person (fraping)

The E-Safety Coordinator and/or Headteacher must be notified of any occurrences of cyberbullying. It will be entered into the incident log and a formal report will then be made and any punishments will be dealt with in accordance with St Bridget's Anti-Bulling Policy.

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Communication of the policy

Pupils

- Rules for Internet access will be posted in the ICT classroom.
- Pupils will be informed that Internet use will be monitored.
- A list of child friendly sites will be made available, including appropriate search engines.

Staff

- All staff will be given the School E - Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

Parents

- Parents' attention will be drawn to the School E - Safety Policy in newsletters, the school brochure and on the school Web site.

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E-Safety Rules

These E-Safety rules help to protect pupils and the school by describing acceptable and unacceptable computer use.

- The school owns the computer network and can set rules for its use.

- It is a criminal offence to use a computer or network for a purpose not permitted by the school.

- Irresponsible use may result in the loss of network or Internet access.

- Network access must be made via the user's authorised account and password, which must not be given to any other person.

- All network and Internet use must be appropriate to education.

- Copyright and intellectual property rights must be respected.

- Messages shall be written carefully and politely, particularly as email could be forwarded to unintended readers.

- Anonymous messages and chain letters are not permitted.

- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.

- The school ICT systems may not be used for private purposes, unless the head teacher has given specific permission.

- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is not permitted.

The school will exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Staff Information Systems Code of Conduct

To ensure that staff are fully aware of their professional responsibilities when using information systems, they are asked to sign this code of conduct. Staff should consult the school's E - Safety policy for further information and clarification.

- The information systems are school property and I understand that it is a criminal offence to use a computer for a purpose not permitted by its owner.
- I will ensure that my information systems use will always be compatible with my professional role.
- I understand that school information systems may not be used for private purposes, without specific permission from the Headteacher.
- I understand that the school may monitor my information systems and Internet use to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an appropriate system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the school E - Safety Coordinator or the Designated Child Protection Coordinator.
- I will ensure that any electronic communications with students are compatible with my professional role.
- I will promote E - Safety with students in my care and will help them to develop a responsible attitude to system use and to the content they access or create.

The school may exercise its right to monitor the use of the school's information systems, including Internet access, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and agree with the Information Systems Code of Conduct.

Signed: ....

Printed: .... Date: ....

These rules help us to stay
safe on the Internet

Think then Click

We only use the Internet when an adult is with us.

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.

We always ask if we get lost on the Internet.

We can send and open emails together.

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

These rules help us to stay
safe on the Internet

Think then Click

We ask permission before using the Internet.

We only use websites our teacher has chosen.

We immediately close any webpage we don't like.

We only e-mail people our teacher has approved.

We send e-mails that are polite and friendly.

We never give out a home address or phone number.

We never arrange to meet anyone we don't know.

We never open e-mails sent by anyone we don't know.

We never use Internet chat rooms.

We tell the teacher if we see anything we are unhappy with.

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Incident Log

Date	Staff	Incident	Action

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Unblocking Websites

Website Address	Reason	Staff	Date	Agreed Y/N	Head's Sig

Responsible Use of the VLE and my E-Portfolio

- I will ask permission before entering any Web site, unless my teacher has already approved the site.

- I will use only **MY** own login and password, **WHICH I WILL KEEP SECRET.**

- I will only message people I know, or my teacher has approved.

- The messages I send will be polite and sensible.

- When sending a message or e-mail, I will not give my home address or phone number, or arrange to meet someone.

- I will ask for permission before opening an e-mail or attachment sent by someone I do not know.

- I will not use the Internet chat except if it is a discussion forum that has been set up by my teacher using the VLE.

- Any work I display using E-Portfolio will be work that I know I would want my family and friends to see.

- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

- I know that the school may check my computer files and may monitor the Internet sites I visit.

- I understand that if I deliberately break these, I will be stopped from using the Internet or computers for a period of time.

The school may exercise its right by electronic means to monitor the use of the school's computer system including the monitoring of web sites, the interception of e-mail and messages and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place.

Discussion forums will play a part in the type of discussion work your child will do in school. This filter is automatically set to allow discussion without an adult validating the messages. If your child misuses the discussion forum, they will be dealt with through our Anti-Bullying Policy, their account will be suspended and parents informed.

Responsible Use of the VLE and my E-Portfolio

Pupil: …………………………………………………………. Class: ………………………….

Pupil's Agreement

I have read and understood the school rules for Responsible Use of my E-Portfolio. I will use my E-Portfolio and the Internet in a responsible way and obey these rules at all times. In particular, **I will not share my password with anybody else**. I will not give out my name, home address or phone number in e-mail messages or write messages that I would not let my teachers and parents read. If I receive a message which upsets me or a message from somebody I do not know, I will tell my teacher immediately.

Signed: …………………………………………………………. Date: ………………………….

Parent's Consent for Internet Access to the VLE and E-Portfolio

I have read and understood the school rules for Responsible Use of the VLE and E-Portfolio and give permission for my son/daughter to access this via the Internet. 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 also agree that should my son/daughter need to access their E-Portfolio at home or anywhere else, I agree that I will take reasonable precautions to ensure my son/daughter cannot access inappropriate materials and that he/she will use their computer in an appropriate manner.

I will try to ensure that my child understands the importance of keeping their password a secret.

Signed: …………………………………………………………. Date: ………………………….

Parent's Consent for Web Publication of Work

I agree that my child's work may be published on the VLE and E-Portfolio.

Signed: …………………………………………………………. Date: ………………………….

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Permission/Agreement Form

Please complete and sign **all** sections of the
Permission/Agreement Form
And return it to your child's class teacher.

CHILD'S NAME:		YEAR:	CLASS:

**1. ST BRIDGET'S SCHOOL PARENT / PUPIL AGREEMENT
FOR USE OF INTERNET AND EMAIL**

In order that your child is able to have access to the Internet and Email in school,
the Local Education Authority requires parents and pupils to sign the agreement printed below.

As a parent / legal guardian / carer of the above named child, I acknowledge that my son/daughter
will have access to networked computer services (e.g. the Internet & Electronic mail).
I understand that some materials may be objectionable, but I accept that school will do
everything within its power to prevent my child from accessing such materials.

I also accept my responsibility for making sure that my son/daughter is aware that he/she must follow the
school's instruction and guidance, and he/she will report any questionable material encountered to their
teacher immediately.

Signed: …………………………………………………………………………………………………..… **Parent/Guardian**

Name: …………………………………………………………………………………………………. **Date:** …………………….

When using the Internet and electronic mail, I promise to follow the instruction and guidance given by my
parents, teachers and other adults in school.

Signed: ………………………………………………………………………………………………..… **Date**…………………

PTO……………

2. PHOTOGRAPH / VIDEO PERMISSION

A. Internal school use only

Occasionally, it is useful to be able to take photographs/ videos of pupils in school:

- Class / team / individual photographs for calendars, displays etc
- Team events and activities
- School performances
- School portfolios

I do/do not* give my permission for photographs to be taken of my child for the above purposes.

I do/do not* give my permission for videos to be taken of my child for the above purposes.
* delete as appropriate

Signed: ……… **Parent/Guardian**

Name: …………………………………………………………………………………………………….. **Date:** …………………….

B. External use

We have updated our school website (VLE) and would like the opportunity from time to time to display appropriate photographs of childrens' activities. Also, a number of parents have requested that we consider producing videos of childrens' performances – ie Christmas and summer - which we could sell to interested families. From time to time our pupils may be involved in an event, which could result in publicity with either the local authority or local press. I can assure parents that we will assess the risks of any event on an individual event basis. Please feel free to contact school if you have any concerns, which you need to discuss.

In order to help us plan for the above, could you please respond to the following:-

I do/do not* give my permission for an image of my child to be placed on the school website. (VLE)

I do/do not* give my permission for video footage of my child to be circulated.

I do/do not* give my permission for publicity photographs of my child to be taken
* delete as appropriate.

Signed: ……… **Parent/Guardian**

Name: …………………………………………………………………………………………………….. **Date:** …………………….

3. LOCAL WALKS 2010/2011

Throughout the year the children are likely to undertake short walks to local sites around West Kirby e.g. Ashton Park, for activities linked to the curriculum. In order to enable us to do this more easily, we are asking for your overall consent. We will inform you of the event, and of course they will be fully supervised as usual.

*I do / do not give my permission for my child to undertake walks around the local area during the coming academic year.
* delete as appropriate

Signed: ……… **Parent/Guardian**

Name: …………………………………………………………………………………………………….. **Date:** …………………….

Authored by Emma Johnson

Agreed by Headteacher: .... Date: ....

Agreed by Governors: .... Date: ....

Date to be reviewed: ....