Pebworth First and Blackminster Middle Schools Federation

eSafety Policy and Acceptable Use Agreement

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Approved by:	Governing Body
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Aspiration | Respect | Community | Excellence

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Introduction

The E-Safety Policy relates to other policies including, Computing/ICT; Child Protection and Safeguarding; Acceptable Use and Social Media.

- The school's e-safety co-ordinator, is also the Computing/ICT coordinator, as the roles overlap.
- This policy has been agreed by senior management and approved by governors. The E-Safety Policy and its implementation will be reviewed annually.

Teaching and Learning

Why internet and digital communications are important:

- The internet is continually used and is firmly embedded in our everyday practices. It is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- The school internet access is provided by WCC through a regional broadband contract, which 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.
- Pupils will be educated in the safe, effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be shown how to publish and present information appropriately to a wider audience.

Pupils will be taught how to evaluate internet content

- The school will seek to ensure that the use of internet derived materials by staff and by 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. Pupils will be taught how to report unpleasant internet content e.g. using the CEOP Report Abuse icon.
- For pupils whose parents lack economic resources, the school should build digital skills and resilience, acknowledging the lack of experience and internet at home.
- For children with social, familial or psychological vulnerabilities, further consideration should be taken to reduce potential harm.

Managing Internet Access

Information system security

- School ICT systems security will be reviewed regularly by the ICT technician.
- The Service Provider (WCC) filters information to ensure content is appropriate.
- WiFi access is password protected.

Managing filtering

- The school will work in partnership with WCC to ensure systems to protect pupils are reviewed and improved.

- If staff or pupils come across unsuitable on-line materials, the site must be reported to the E-Safety Coordinator and/or the ICT Technician and/or School Leader.
- Senior Leadership staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- A log of any incidents will be used to identify patterns and behaviours of the pupils.

E-mail

- Pupils and staff may only use approved 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.
- Staff to parent email (including Teacher2Parents/ScholarPack texting service) communication must only take place via a school email address or from within the learning platform and will be monitored.
- Incoming e-mail should be treated as possibly suspicious and attachments not opened unless the author is known.
- The forwarding of chain letters is not permitted.

Published content and the school web site

- The contact details on the website should be the school address, email and telephone number. Staff or pupils' personal information will not be published.
- The headteacher/school leader, and website administrators, will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupils' images and work

- Photographs that include pupils will be selected carefully based on context. The school will use photographs only when permission has been granted by the parent/carer and pupil.
- Pupils' full names will be avoided on the website or learning platform including in any blogs, forums or wikis, particularly in association with photographs.
- Written permission from parents or carers will be obtained as part of the admission process, before photographs of pupils are published on the school website or social media platform.

Social networking and personal publishing on the school learning platform

- Pupils will be advised never to give out personal details of any kind, which may identify them or their location.
- Pupils and parents will be advised of the age restrictions set for the use of social network spaces outside school.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones and associated cameras will not be used during lessons and formal school time unless permission has been granted by the Federation Leadership.

Protecting personal data

- Personal data will be processed in accordance with the requirements of GDPR legislation.
- See our data protection policy for details of this.

Policy Decisions

Authorising internet access

- All staff, governors, visitors and students must read (and discuss with an adult for Pebworth pupils) and sign the relevant acceptable use agreement in appendices 1-3.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor WCC can accept liability for the material accessed, or any consequences of internet access.
- The school will monitor ICT use to establish if the e-safety policy is adequate and that the implementation of the E-Safety Policy is appropriate and effective.

Handling e-safety complaints

- Any complaint about staff misuse must be referred to the Head teacher and/or school leader.
- Complaints of internet misuse will be overseen by a senior member of staff.
- Pupils and parents will be informed of consequences and sanctions for pupils misusing the internet, and this is in line with the school's Behaviour Policy.

Staff and the E-Safety Policy

- All staff will be advised of the school's E-Safety Policy and its importance explained.
- All staff will sign to acknowledge that they have read and understood the E-Safety Policy and agree to work within the stipulated guidelines.
- All staff will make reference to the Government Framework: Education for a Connected World (2020) when teaching E-Safety. https://www.gov.uk/government/publications/education-for-a-connected-world
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff will be advised on the use of social media, both at work and in their personal situation through the Social Media policy.
- Parents' and carers' attention will be drawn to the school's E-Safety Policy in newsletters and on the school website and updates will be given.
- Parents are offered e-safety training annually, with a focus on education and having an overview of tools to allow them to take control whilst not undermining trust.

Appendix 1 – Acceptable Use Agreement for staff, governors and visitors

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.

- Permission will be sought from students and parents before any photographs are published on a web site, blog or social media outlet.
- Images of children must not be published where it is possible to identify their names.
- Access must only be made via the authorised account and password, which must not be made available to any other person.
- All Internet use should be appropriate to staff professional activity or student's education. Sites and materials accessed must be appropriate to work in school. Users will recognise materials that are inappropriate and should expect to have their access removed.
- No hardware of software will be installed without the permission of the ICT lead and ICT Technician.
- Activity that threatens the integrity of the school ICT systems, or that attacks or corrupts other systems, is forbidden.
- Copyright of materials and intellectual property rights must be respected.
- All electronic communications with pupils/parents and staff must remain professional.
- Own personal details, such as mobile phone number and personal email address must not be given out to pupils.
- Personal data must be kept secure and used appropriately, whether in school, taken off school premises or accessed remotely.
- Any material that could be considered offensive, illegal or discriminatory must not be browsed, downloaded, uploaded or distributed.
- Internet access can be monitored and logged which can be made available, on request, to the federation leadership team.
- Support of the school to online safety must be respected by not deliberately uploading or adding any images, video, sounds or text that could upset or offend any member of the school community.
- Online activity, both in school and outside, will not bring the professional role into disrepute.
- Support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of computing and related technologies.

Appendix 2 - Pebworth Pupils Acceptable Use Agreement (EYFS and KS1)

In school, you are expected to use computer equipment responsibly to stay safe. We ask you to respect the equipment in school and be sensible when using it.

I agree to follow these rules when using the school network, learning platforms, email and internet facilities:

- I will always keep my passwords a secret – only the teacher will know it in case I forget it.
- I will not try to log on to another pupil's area.
- I will tell an adult if something I see upsets or worries me.
- I know that teachers can see how I use the computer.
- I am aware of the Hector's World CEOP report button and know when to use it.
- I will ask an adult before I use the printer.
- I will not play games on school computers, unless told to by an adult.
- I will tell an adult if someone is not following e-safety rules.
- I will always keep my name, birthday family information, journey to school private and never post these on a website.
- I will never meet an online friend without taking a responsible adult that you know with you, and I will not befriend people you do not know. Not everyone online is who they say they are.
- I will not post any pictures online that staff, or family may not think is sensible. If it is on the internet, I know it's not mine anymore.
- I will not respond to any messages that are mean or make me feel uncomfortable. I will tell an adult.
- I will be careful with ICT equipment. If I do, I understand that I may be charged for the cost of repairing or replacing the equipment, over and above whatever other sanctions are imposed.
- I will not bring a memory stick into school.
- I will not bring mp3 players, iPods, mobile phones etc. in to school. I know that these devices will be taken by a teacher if I bring them in.
- I will not use social networking sites to contact members of The Pebworth First or Blackminster Middle School staff (for example, Facebook, Twitter, etc…).
- I will not use Social Network Sites in school.
- I will check with a teacher before I use the internet to download files.
- I will not take information from the internet and say it is my own work.
- I will only use the internet for learning.
- I will tell an adult is someone tries to contact me by people outside the school community.

Appendix 3 - Pebworth Pupils Acceptable Use Agreement (KS2)

In school, you are expected to use computer equipment responsibly to stay safe. We ask you to respect the equipment in school and be sensible when using it.

I agree to follow these rules when using the school network, learning platforms, email and internet facilities:

- I will always keep my name, birthday family information, journey to school private and never post these on a website.
- I will never meet an online friend without taking a responsible adult that you know with you, and I will not befriend people you do not know. Not everyone online is who they say they are.
- I will not post any pictures online that staff, or family may not think is sensible. If it is on the internet, I know it's not mine anymore.
- I will not respond to any messages that are mean or make me feel uncomfortable. I will tell an adult.
- I will always keep my passwords a secret – only the teacher will know it as they set it.
- I will not attempt to gain unauthorised access to the school network or to any other computer system found on the Internet.
- I will not attempt to log on using another person's username and password with or without their permission. This also includes email.
- I will not attempt to access another person's files or personal information.
- I will not interfere with, damage or vandalise any ICT equipment. If I do, I understand that I may be charged for the cost of repairing or replacing the equipment, over and above whatever other sanctions are imposed.
- I will not attempt to upload unsuitable, illegal or unauthorised files onto the school network.
- I will not bring unsuitable, illegal or unauthorised files into school on any form of portable media storage device, including mp3 players, iPods, mobile phones etc. I accept that these devices will be taken by a teacher for the duration of the school day if I bring them in.
- I will ensure I have permission to use the printer.
- I will not use the school network to play games unless permitted by an adult,
- I will not download files or access inappropriate websites.
- I will not use social networking sites to contact members of The Pebworth First or Blackminster Middle School staff (for example, Facebook, Twitter, etc…).
- I will not use Social Network Sites in school.
- I will not take information from the internet and pass it off as my own work.
- I will only use the internet for educational purposes.
- I will report any misuse of the internet, unsuitable content or activities immediately to a member of staff.
- In the interests of my own e-safety, I will report any attempts to contact me by people outside the school community to a member of staff.
- I will not attempt to release viruses, or carry out any other malicious practice that contravenes the Computer Misuse Act 1990.
- I will abide by all other relevant government legislation concerning appropriate use of the internet.
- I understand that my computer access in school is routinely monitored. This also includes internet access and email.
- I am aware of the CEOP report button and know when to use it.

Appendix 4 – Acceptable Use Agreement for Blackminster Students

You are requested to use computer equipment in school responsibly and safely. We ask you to respect the equipment in school and be sensible when using it.

I agree to follow these rules when using the school network, learning platforms, email and internet facilities:

- I will always keep my passwords a secret.
- I will not attempt to gain unauthorized access to the school network or to any other computer system found on the Internet.
- I will not attempt to log on using another person's username and password with or without their permission. This also includes email.
- I will not attempt to access another person's files or personal information.
- I will not interfere with, damage or vandalise any ICT equipment. If I do, I understand that I may be charged for the cost of repairing or replacing the equipment, over and above whatever other sanctions are imposed.
- I will not attempt to upload unsuitable, illegal or unauthorised files onto the school network.
- I will not bring unsuitable, illegal or unauthorised files into school on any form of portable media storage device, including mp3 players, iPods, mobile phones etc. I accept that these devices may be confiscated if I am caught attempting to display, access or upload files of this nature
- I will ensure I have permission to use the printer.
- I will not use the school network to play games.
- I will not use the school network to access any unsuitable internet sites, including games websites (other than educational games when directed), proxy websites, pornographic websites, file download or shareware websites or social networking sites.
- I will not use social networking sites to contact members of The Pebworth First or Blackminster Middle School staff (for example, Facebook, Twitter, etc…).
- I will not use Social Network Sites in school.
- I will not use my school email address as a contact for social networking sites.
- I will take personal responsibility to check the copyright status of any material that I obtain from the internet, or post on to the internet.
- I will not take information from the internet and pass it off as my own work.
- I will only use the internet for educational purposes. I will not use it for financial gain, for gambling or for advertising.
- I will report any misuse of the internet, unsuitable content or activities immediately to a member of staff.
- In the interests of my own e-safety, I will report any attempts to contact me by people outside the school community to a member of staff.
- I will not attempt to release viruses, or carry out any other malicious practice that contravenes the Computer Misuse Act 1990.
- I will abide by all other relevant government legislation concerning appropriate use of the internet.
- I understand that my computer access in school is routinely monitored. This also includes internet access and email.
- I am aware of the CEOP report button and know when to use it.

Additionally, when using a computer:

- Always keep your personal details private (your name, family information, journey to school, are all examples of personal details) and never post these on a website.
- Never meet an online friend without taking a responsible adult that you know with you, and don't befriend people you do not know. Not everyone online is who they say they are.
- Do not post any pictures online that staff, or your parents may consider to be inappropriate. Remember, once you upload a picture on to the internet, most people will be able to see and download it. It's not yours anymore.
- Do not respond to any messages that are mean or in any way make you feel uncomfortable. Let a member of staff know if you are receiving such messages.

Sanctions

I recognise, understand, and agree to the following sanctions as consequences for unacceptable use of Pebworth First or Blackminster Middle Schools network, learning platforms, email and internet facilities.

1. A warning which may include a letter home and put on file as well as an appropriate sanction.
2. The suspension of all network, Internet and email privileges on a temporary or permanent basis.
3. Referral to a member of the Leadership Team (who will then decide on appropriate action) or to other relevant authorities including, where necessary, the Police.