



Lynch Hill School Primary Academy

E-Safety Policy -2015

E-Safety encompasses Internet technologies and electronic communications such as mobile phones, smart phones and tablets. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

This e-Safety Policy

- replaces the previous Internet Policy which has been revised and renamed as the School's e-Safety Policy to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole;
- will operate in conjunction with other school policies including those for ICT, Behaviour, Child Protection, Curriculum Planning, and Health & Safety; and
- has been written by the school, based on a template provided by Slough Borough Council which itself is based on government guidance and is considered a model of good practice nationally.

Further information can be found at:

<http://www.becta.org.uk/schools/esafety>

<http://www.ceop.gov.uk/>

The school will appoint an e-Safety Coordinator .

This e-Safety Policy and its implementation will be reviewed annually.

Teaching and Learning

Why is use of the Internet so important?

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students 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 purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management functions.
- Pupils use the internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

What are the benefits of using the Internet for the education of our children?

- 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;
- staff professional development through access to national developments, educational materials and good curriculum practice;



- communication with support services, professional organisations and colleagues;
- improved access to technical support including remote management of networks and networks and automatic system updates.
- exchange of curriculum and administrative data at both local and national government levels.
- Access to learning wherever and whenever convenient.

How will Internet use enhance the learning of pupils?

- The school Internet access will be designed expressly for pupil use and will include appropriate filtering.
- 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 and analytical thinking.
- Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

How will pupils will be taught to evaluate Internet content?

- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- The evaluation of on-line materials is a part of every subject.

Managing Internet Access

Information system security

- School ICT systems capacity and security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the Governing Body.
- Data storage devices will not be used without having them first checked for viruses.
- Do not install any additional programs (.exe files) or include them as e-mail attachments to pupil's work areas, without first seeking consent from the E-Safety Co-ordinator.
- Files held on the school's network will be regularly checked.
- The ICT co-ordinator and Technician will review system capability regularly.

E-mail

- Pupils 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 must use the school E-mail account for communicating electronically regarding school business.
- The use of School E-Mail is solely for professional use.
- E-Mails sent to an external organisation should be written carefully and checked before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.
- Access by pupils to external personal E-mail accounts whilst in school will not be permitted.
- Staff must follow additional steps to ensure sensitive data is secure when sending information via E-mail.

Published content and the school web site

- The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.
- The Executive Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate. (In practice monitoring may be delegated to appropriate members of staff).

Publishing pupil's images and work

- Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified by name.
- Pupils' full names will not be used anywhere on the Web site or Blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
- Pupil's work can only be published with the permission of the pupil and parents.
- Staff should refer to the Photography Guidance document

Social networking and personal publishing

- The school will block access to social networking sites including chat-rooms (for all users) and filter access to You-Tube for staff.
- Pupils will be advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, telephone numbers, school attended, Instant Messaging, E-Mail addresses, specific interests, clubs etc.
- Staff are advised not to run social network spaces for student use on a personal basis.
- Staff will be advised not to include work related contacts (parents, pupils or ex-pupils) on their social network space.
- The discussion of work related matters by staff, on a social network site is forbidden and would become a disciplinary matter for those who breached this principle. This applies to access being gained via the school network, laptops or personal communication devices.



- Staff may not upload school images of pupils onto their social network site, and would become a disciplinary matter for those who breached this principle.
- Staff must be aware that information stored, displayed or discussed on social networking sites are in the public domain.
- Pupils and parents will be advised about the risks of using of social network spaces outside school and taught not to publish specific and detail private thoughts.
- Parents, pupils and staff should be aware that bullying can take place through social networking sites.
- Pupils must ask for permission to access gaming, music and video sites.

Managing filtering

- The school will work with the LA and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the Internet Service Provider via the ICT Technician or e-Safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Any material that the school believes is illegal must be reported to appropriate agencies (such as IWF, CEOP).

Managing videoconferencing

- Parents and guardians should agree for their children to take part in videoconferences.
- Pupils should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the pupils' age.
- Videoconferencing is a challenging activity with a wide range of learning benefits. Preparation and evaluation are essential to the whole activity.
- Staff will establish dialogue with other conference participants to make an assessment of the risk, before taking part in a videoconference. If it is a nonschool site it is important to check that they are delivering material suitable for the class.
- All videoconferencing equipment in the classroom must be switched off when not in use and not set to answer.

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 will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.



- All data that contains sensitive information, be it personal information or work related information (eg documents about pupils) needs to be encrypted to ensure its safety. This applies whether data is on a hard drive or portable storage device.
- Users must securely delete personal or sensitive data when it is no longer required.
- Any personal data transferred electronically should be encrypted or password protected.

Policy Decisions

Authorising Internet access

- All staff and pupils must read and sign the 'Acceptable ICT Use Agreement' before using any school ICT resource.
- Parents of pupils will be asked to sign and return a consent form.
- The school will keep a record of all staff and pupils who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

Assessing risks

- In common with other media such as magazines, books, videos and DVDs, some material available via the Internet is unsuitable for our pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access.
- The school will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.
- Methods to identify, assess and minimise risks will be reviewed regularly.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Executive Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Parents and pupils will be informed of the complaints procedure.
- Sanctions within the school discipline policy include: informing parents or carers; removal of internet or computer access for a period.

Community use of the Internet

- The school will liaise with local organisations to establish a common approach to e-safety
- The school will be sensitive to Internet related issues experienced by pupils out of school, eg social networking sites, and offer appropriate advice.



Communications Policy

Introducing the e-safety policy to pupils

- E-safety rules will be posted in all networked rooms and discussed with the pupils at the start of each year.
- Pupils will be informed that network and Internet use will be monitored and can be traced to the individual user.
- An e-safety training programme will be introduced to raise the awareness and importance of safe and responsible internet use.
- Instruction in responsible and safe use should precede Internet access.
- An e-safety module will be included in the PSHE, Citizenship or Computing programmes of study, covering both school and home use.

Staff and the e-Safety policy

- At the start of each academic year, 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 training in safe and responsible Internet use and on the school e-safety Policy will be provided as required.

Enlisting parents' support

- Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Web site.
- Internet issues will be handled sensitively, and parents will be advised accordingly.
- A partnership approach with parents is encouraged. This includes parent meetings with demonstrations and suggestions for safe home internet use.



Summary of Guidelines for Pupils

Lynch Hill School has developed a set of guidelines to enable safe use of the Internet by pupils. It will be made available to all pupils and kept under constant review.

All members of staff are responsible for explaining the rules and their implications. All members of staff need to be aware of possible misuses of on-line access and their responsibility towards pupils.

- Pupils are responsible for good behaviour on the internet.
- The use of the internet is provided for pupils to conduct research and communicate with others via e-mail.
- Parental permission is required before use can be granted.
- Access is a privilege and requires responsibility.
- Individual users of the internet are responsible for their behaviour and communications over the network.
- Users will comply with school standards and will honour the agreements they have signed.
- Staff may review files and communications to ensure users are using the system responsibly.
- Staff will guide pupils towards appropriate materials. Outside of school, families bear responsibility for guidance.

Pupils must not disclose any of the following information via electronic telecommunications (electronic mail or internet):

- Full Names
- Address
- Telephone numbers
- Family Details (names, interests, holidays or destinations)
- School Name
- Passwords

and must check with the teacher before sending **any** personal information.

Also students must not:

- Send or display offensive messages or pictures
- Use obscene language
- Damage computers, computer systems or computer networks
- Use other's passwords

Sanctions

If rules are broken as well as general school discipline procedure being applied, a temporary or permanent ban from the internet may follow. Incidents will be reported to the Executive headteacher, Head of School or member of SLT.



Dear Parents

As part of the school's teaching and learning methods, as well as the computer curriculum, we offer pupils access to the internet. You will find a slip attached to allow you to accept or withdraw your child from this service. Before being allowed on the internet, all pupils must sign a form to show they have read and accepted school rules based on this matter.

Access to the internet will allow pupils to explore thousands of libraries and other information available throughout the world. However, you should be aware that some material available is offensive. The school has taken measures to reduce the possibility of children encountering this information and will provide guidance to children.

We believe that the benefits to pupils from access to the internet outweigh any disadvantages.

We would be grateful if you could read the enclosed guidance documents and then complete the attached permission forms.

Yours sincerely

Mrs G Coffey OBE
Executive Headteacher



Pupil Rules for Responsible Internet Use

The school has installed computers with internet access to help our learning. These rules will help keep us safe and help us be fair to others.

Using the computers:

- I will treat computers, computer systems and networks with respect
- I will only access the computer system with the login and password I have been given;
- I will not share my password with other people and will let my teacher know if someone has learned my password.
- I will let a teacher know if I find a computer logged on.
- I will not access other people's files;
- I will not bring in USB sticks from outside school and try to use them on the school computers (without permission from Mr Bowen).

Using the Internet:

- I will ask permission from a teacher before using the internet;
- I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the internet sites I visit;
- I will not complete and send forms without permission from my teacher;
- I will not give my full name, my birthday, my home address, telephone number, family details, school details or passwords when completing forms.
- I will not download or upload files, unless I have been given permission from my teacher.
- I will not access any sites which are inappropriate, (such as chat rooms).
- I will ask for permission from my teacher, to access game, music or video sites. If permission is given I will make sure that the content is appropriate.

Using school approved e-mail:

- I will ask permission from a teacher before checking the e-mail;
 - I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself;
 - I understand that e-mail messages I receive or send may be read by others;
 - The messages I send will be polite and responsible;
 - I will only e-mail people I know, or my teacher has approved;
 - I will sign e-mails with my first name;
 - I will only send an e-mail when it has been checked by a teacher;
 - I will not give my full name, my home address or telephone number, family details or passwords
-
- I will not use e-mail to arrange to meet someone outside school hours.

(continued overleaf)



Using Social Media:

- School will teach me about the laws and how to stay safe when using internet and email.
- I know that because I am under 13, I should not have a Facebook, Twitter, Snapchat or other social media account.
- I am aware that disputes that take place over social media, texts or other computer systems and cause difficulties in school, will be investigated by school teachers.
- If school have any concerns about my use of the computer, they will contact my parents.

PUPIL

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 follow all the restrictions explained to me by the school.

Pupil's Signature _____ Date _____

PARENT

As the child's parent/carer/guardian, I will encourage my child to follow the principles of safe internet use. I agree to support the school in their approach to teaching children safer internet use too.

I will encourage my child to use the network in a responsible way and follow all the restrictions explained by the school.

Parent's Signature _____ Date _____



Internet Permission Form

Academic Year 2014/2015

Please complete the relevant section, sign and return this form to the class teacher.

PARENT

Part A: Acceptance

As the parent or guardian of the pupil signing below, I allow my child to use electronic mail and the internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the internet may be offensive and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information. I have read and discussed with my child, the pupil's responsibilities for using the internet and computers.

Parent's Signature _____ Date _____

Name of Child _____ Class _____

OR

Part B: Withdrawal

I wish to withdraw my child from internet use.

Parent's Signature _____ Date _____

Name of Child _____ Class _____



PUPIL

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 follow all the restrictions explained to me by the school.

Pupil's Signature _____ Date _____

Media/Electronic Release Form

Academic Year 2014/2015

Please complete the relevant section, sign and return this form to the class teacher

- My child's work, if selected, may/ may not be published on the Internet.
- Still or video images, of my child may/ may not* be published on the Internet.

Please note named images will NEVER be published.

- My child may/ may not take part in Internet / video conferencing between the school and another institution.

Please note that this form does not refer to newspaper publicity.

Parent's Name _____ Parent's Signature _____

Name of Child _____ Class _____

Date _____



Additional Guidelines for Parents

As you are aware, increased access to technology has changed the way we can communicate with one another. Lynch Hill School takes it role to alert children to the possible dangers of the internet very seriously. We acknowledge that our approach (which follows national guidance) may contradict parental approaches. We request that you:

Social Media:

- Please consider very carefully when sanctioning your child to have access to their own Social Media account. Guidelines are 13 and to set-up these accounts, means that the Date of Birth, is altered.
- Electronic communications (including Cyber-bullying), stemming from text messages, Social Media accounts (Instagram, Facebook, Twitter, Snapchat, BBM, WhatsApp, X-Box etc) often filter into school. We have a duty to investigate these and will contact you if concerned. We would like to encourage parents to periodically monitor their children's communications, to check that they are keeping themselves safe.

Complaints:

- Despite our best efforts, we are aware that there will be times when you (as a parent) may feel disgruntled with school. At these times, we ask that you share your concerns with school staff, rather than sharing your complaint on Social Media sites.
- We believe that by being able to discuss a concern, the matter can be positively resolved. Any concerns you may have must be made through the appropriate channels by speaking to a relevant member of staff: The class teacher, year leader, member of the Leadership Team or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned. Should you also choose, there is a complaints procedure, which is published on the school website. Rest assured, we take all complaints seriously.
- We are happy to discuss with you any concerns you may have. Parents who have an urgent reason to contact their child's teacher first thing in the morning must do so through the office and not go into the classroom before school. We are more than happy to receive emails – the office address is office@lynchhillschool.co.uk), alternatively class teachers can be contacted using their school emails (initial.surname@lynchhillschool.co.uk), eg.l.tomlinson@lynchhillschool.co.uk. Teachers will respond to emails in a formal manner.

Recording & Sharing School Events:

- We understand, that during school events, you wish to film or record your child. We are happy for you to do this. However, please be mindful when posting photographs or videos of your children that clearly have other children in the picture. To safeguard all pupils, we would request that parents / carers do not post pictures or videos of pupils other than their own child on social networking sites (*unless prior permission has been sought*). Cropping a photograph can help overcome this issue.
- We also request that when 'capturing the moment', your phone, tablet or camcorder is not held up high, so as to restrict the views of other parents.

Please feel free to contact a member of staff, to discuss this further.

We thank you for your support in this matter.



E-Safety Contacts

BBC Chat Guide

<http://www.bbc.co.uk/chatguide/>

Becta

<http://www.becta.org.uk/schools/esafety>

Childline

<http://www.childline.org.uk/>

Child Exploitation & Online Protection Centre

<http://www.ceop.gov.uk>

Grid Club and the Cyber Cafe

<http://www.gridclub.com>

Internet Watch Foundation

<http://www.iwf.org.uk/>

Internet Safety Zone

<http://www.internetsafetyzone.com/>

Kidsmart

<http://www.kidsmart.org.uk/>

NCH – The Children’s Charity

<http://www.nch.org.uk/information/index.php?i=209>

NSPCC

<http://www.nspcc.org.uk/html/home/needadvice/needadvice.htm>

Stop Text Bully

www.stoptextbully.com

Think U Know website

<http://www.thinkuknow.co.uk/>

Virtual Global Taskforce – Report Abuse

<http://www.virtualglobaltaskforce.com/>