



Kington St Michael CE Primary School

E-Safety Policy

The internet is now regarded as an essential resource to support teaching and learning. The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan to integrate the use of communications technology such as web-based resources and e-mail and mobile learning, such as phones. Computer skills are vital to access life-long learning and employment; indeed ICT is now seen as an essential life-skill.

Young people have access to the internet from many places - home, school, friends' homes, libraries and in some cases, mobile phones. Schools have a number of services to help ensure that curriculum use is safe and appropriate, however, access out of school does not usually have these services and has a range of risks associated with its use. Schools are ideally placed to help young people learn to become E-safe.

In line with school policies that protect pupils from other dangers, there is a requirement to provide pupils with as safe an internet environment as possible and a need to teach them to be aware of, and respond responsibly to, the risks.

Core Principles of Internet Safety

The internet is becoming as commonplace as the telephone or TV and its effective use is an essential life-skill. Unmediated internet access brings with it the possibility of placing pupils in embarrassing, inappropriate and even dangerous situations.

Our E-Safety Policy is built on the following five core principles:

Guided educational use

Significant educational benefits should result from curriculum internet use including access to information from around the world and the ability to communicate widely and to publish easily. Curriculum internet use should be planned, task-orientated and educational within a regulated and managed environment. Directed and successful internet use will also reduce the opportunities for activities of dubious worth.

Risk assessment

21st century life presents dangers including violence, racism and exploitation from which children and young people need to be protected. At the same time they must learn to recognise and avoid these risks – to become 'internet wise'. Pupils need to know how to cope if they come across inappropriate material.

Responsibility

Internet safety depends on staff, schools, governors, advisers, parents and, where appropriate, the pupils themselves, taking responsibility for the use of internet and other communication technologies such as mobile phones. The balance between educating pupils to take a responsible approach and the use of regulation and technical solutions must be judged carefully. There are a number of technical solutions to help limit internet access, although it is the appropriateness and consistency of the school's e-safety policy that is of overriding importance.

Regulation

The use of a finite and expensive resource, which brings with it the possibility of misuse, requires regulation. In some cases, access within schools must simply be denied. For instance, unmoderated chat rooms present immediate dangers and are banned. Fair rules, clarified by discussion and prominently displayed at the point of access help pupils make responsible decisions.

Appropriate strategies

This document describes strategies to help to ensure responsible and safe use. They are based on limiting access, developing responsibility and on guiding pupils towards educational activities. There are no straightforward or totally effective solutions and staff, parents and the pupils themselves must remain vigilant.

Why is internet use important?

- The purpose of internet use in school is to raise educational standards, to promote pupil achievement, wellbeing, to support the professional work of staff and to enhance the school's management information and business administration systems.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- 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.

How will internet use enhance learning?

- Pupils will learn appropriate internet use and be given clear objectives for internet use.
- The school internet access will be designed expressly for educational use and will include filtering appropriate to the age of pupils.
- Staff will guide pupils in online activities that will support the learning outcomes planned for the pupils' 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 internet access be authorised?

Internet access for pupils should be seen as an entitlement on the basis of educational need and an essential resource for staff. Parental permission will be sought at the start of each Key Stage. Oakford Technologies Ltd proactively monitors internet usage for illegal (attempted access of child abuse and incitement for racial hatred) websites and will notify the local police and Local Authority in these instances.

- Primary pupils will not be issued individual email accounts, but will be authorised to use a group/class email address under supervision.
- Parents will be asked to sign an agreement that will include the acceptable use policy and guidance for video, sound and images for web publication.
- 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.
- At Key Stage 1, access to the internet will be by adult demonstration with directly supervised access to specific, approved online materials.
- Parents will be informed that pupils will be provided with supervised internet access.

How will filtering be managed?

Despite careful design, filtering systems cannot be completely effective due to the speed of change of web content.

Levels of access and supervision will vary according to the pupil's age and experience. Internet access must be appropriate for all members of the school community from youngest pupil to staff.

Wiltshire LA, in conjunction with the Internet Watch Foundation (IWF) has implemented Netsweeper. This service filters internet access by cross-referencing all website requests against a banned list which is continually updated.

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to the internet Service Provider Oakford Technologies Ltd via the ICT co-ordinator.
- The school will work in partnership with parents; Wiltshire County Council, DCFS and the Internet Watch Foundation (IWF) to ensure systems to protect pupils are reviewed and improved.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable. Historical reports of internet usage are sent on a monthly basis to admin@ksm.wilts.sch.uk for monitoring.
- Any material that the school believes is illegal must be referred to the Internet Watch Foundation (IWF).

How will the risks be assessed?

As the quantity and breadth of the information available through the internet continues to grow it is not possible to guard against every undesirable situation.

- In common with other media such as magazines, books and video, some material available via the internet is unsuitable for 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. Neither the school nor Wiltshire County Council can accept liability for the material accessed, or any consequences of internet access.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The headteacher will ensure that the internet policy is implemented and compliance with the policy monitored.

Managing Content

How will pupils learn to evaluate internet content?

Pupils need to understand that some content is deliberately misleading, while some is/may be unsuitable from purely a reading age perspective. Ideally, inappropriate material would not be visible to pupils using the web 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 URL to the teacher for inclusion in the list of blocked sites. More often, pupils will be judging reasonable material but need to select that which is relevant to their needs, for instance to answer a question. Pupils should be taught research techniques and encouraged to question the validity, currency and origins of information – looking for the author's name, date of revision and whether there are other links to the site. Pupils should also use alternative sources of information for comparison purposes. Effective, guided use should also reduce the opportunity pupils have for exploring undesirable areas.

Access to sensitive sites, for example those that record the Holocaust, may be required for the duration of a specific educational activity by supervised pupils of appropriate age. The school has the ability to permit and deny websites and specific content through our own local filtering. Using internet derived materials in pupils' own work requires at least an understanding that straight copying is worth little without a commentary that demonstrates the selectivity used and evaluates significance. Respect for copyright and intellectual property rights, and the correct usage of published material needs to be taught.

- If staff or pupils discover unsuitable sites, the URL (address) and content must be reported to Oakford Technologies Ltd: 01380 888088 or email: itsupport@ksm.wilts.sch.uk
- Schools should ensure that the use of internet derived materials by staff and by pupils complies with copyright law.
- Specific lessons will be included within the ICT Scheme of Work that teaches all pupils how to read for information from web resources.
- The Headteacher will be responsible for permitting and denying additional websites as requested by colleagues.

How should website content be managed?

- The point of contact on the website should be the school address, school e-mail and telephone number. Staff or pupils' home information will not be published.
- Website photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- The headteacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.

Communication

Managing e-mail

The government encourages the use of e-mail as an essential means of communication for both staff and pupils. Directed e-mail use can bring significant educational benefits and interesting projects between schools. However, the use of e-mail requires that the implications for the school and for the pupils have been thought out and that appropriate safety measures have been put in place.

- 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 details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone.
- Whole-class e-mail addresses should be used.
- Pupils should use email in an acceptable way. Sending images without consent or messages that cause distress and harassment to others are considered significant breaches of school conduct and will be dealt with accordingly.
- Access in school to external personal e-mail accounts is blocked.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

On-line communications and social networking.

All of these services are filtered by Oakford Technologies Ltd. These are banned from pupil access while at school, but are likely to be accessible from home. Schools have a key role to teach young people about the importance of keeping personal information safe, not posting comments and pictures of other people that may cause upset and to communicate in an appropriate manner.

- Students/pupils will be taught about how to keep personal information safe when using online services. Each year group will have specific ICT lessons dedicated to e-safety.
- The use of online chat is not permitted in school.
- Please refer to our Facebook Policy

Mobile 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 are not permitted for children in school.

Introducing the Policy to Pupils

- Rules for internet access will be posted in all rooms where computers are used.
- A module on responsible internet use and e-safety will be included in the curriculum covering both school and home use. This will include the necessity of keeping personal information safe, how to use mobile technologies appropriately and using online communication appropriately.
- Instruction on responsible and safe use should precede internet access.
- Pupils will be informed that internet use will be monitored.
- All Key Stage 2 pupils will use the e-safety activities from the Wiltshire primary schools ICT Scheme of Work to help teach internet Safety

Parents and E-Safety

- Parents' attention will be drawn to the School E-Safety Policy in newsletters, the school brochure and on the school Website.
- Information will be provided to parents about how to ensure they can work with the school to ensure this resource is used appropriately both within school and home.
- A partnership approach with parents will be encouraged and suggestions for safe internet use at home provided.
- Interested parents will be referred to organisations such as PIN, Parents Online and NCH Action for Children.
- All parents will receive support information as and when available.
- The school takes no responsibility for the security of pupils carrying out school based activities on home computers.

Consulting with Staff and their inclusion in the E-safety Policy

All school staff need to be aware that they are subject to the same conditions as any Wiltshire County Council employee on internet misuse. Clearly checking a website for a holiday weather forecast is unlikely to be an issue, but the use of a school email address to send racist jokes could be grounds for misconduct.

Internet use is widespread and all staff including administration, governors and helpers should be included in appropriate awareness-raising and training. Any groups using the school's ICT facilities and in particular the internet should sign a copy of the acceptable use policy before being provided with access. Internet use should be included in the induction of new staff.

- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the School internet Policy, and its importance explained.
- The school's consequences for internet misuse will be clear so that all teachers are confident to apply this should the situation arise.
- All staff must accept the terms of the 'Responsible internet Use' statement before using any internet resource in school.
- Staff should be aware that internet traffic is monitored and reported Oakford Technologies Ltd and can be traced to the individual user. Discretion and professional conduct is essential.
- Community users of the school's ICT facilities must sign the acceptable user policy before being granted access.
- The school will adopt the Council's e-mail and internet user policy.
- Staff development in safe and responsible internet use and on the school internet policy will be provided as required.

How will complaints be handled?

Parents and teachers must know how and where to report incidents. Prompt action will be required if a complaint is made. The facts of the case will need to be established, for instance whether the internet use was within or outside school. A minor transgression of the rules may be dealt with by the teacher as part of normal class discipline. Other situations could potentially be serious and a range of sanctions will be required, linked to the school's behaviour policy. All record of the incident should be kept e.g. e-mails saved or printed, text messages saved etc. Complaints of a child protection nature must be dealt with in accordance with the LA Child Protection procedures.

- Responsibility for handling incidents will be delegated to the Headteacher.
- Any complaint about staff misuse must be referred to the headteacher.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.

Useful contact details:

Oakford Technologies Limited - (including the registering of inappropriate content needing to be filtered).

Telephone: **01380 888088**

E-mail: itsupport@ksm.wilts.sch.uk

Our e-safety has been written by the school, building on the Wiltshire e-safety template policy and government guidance. It has been agreed by the senior management and approved by governors and the PTA. It will be reviewed annually.

Policy Approved by: _____S+C Committee_____

Policy Approval Date: _____November 2016_____

Policy Review Date: _____November 2017_____

Kington St Michael CE Primary School

Responsible Internet Use

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using the internet.
- I will use only my class network login and password, which is secret.
- I will only open or delete my own files.
- I understand that I must not bring into school and use software or files without permission.
- I will only e-mail and open attachments from people I know, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my home address or phone number, or arrange to meet someone.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files, e-mails I send and the internet sites I visit.
- I understand that if I deliberately break these rules, I may not be allowed to use the internet or computers.

The school may 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 is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound. Oakford Technologies Ltd monitors all internet use and will notify the police and Local Authority if an illegal website is accessed.



Kington St. Michael C.E. Primary School

A National Support School

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Dear Parents

Responsible Internet Use

As part of your child's curriculum, and the development of ICT skills, Kington St Michael CE Primary School provides supervised access to the internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible internet Use and sign and return the consent form so that your child may use the internet at school.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school internet provider, Oakford Technologies Ltd operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the internet. The School will not be liable for any damages arising from your child's use of the internet facilities.

Should you wish to discuss any aspect of internet use please contact us.

Yours sincerely

Miss T Cornelius
Headteacher

Kington St Michael CE Primary School

Responsible Internet Use

Please complete, sign and return to the school office

Pupil:

Class:

Pupil's Agreement

I have read and I understand the school rules for Responsible internet Use. I will use the computer system and internet in a responsible way and follow these rules at all times.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school rules for responsible internet use and give permission for my child to access 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 agree that the school is not liable for any damages arising from use of the internet facilities.

Signed:

Date:

Please print name:

Laptop policy for Kington St Michael school staff

1. The laptop remains the property of KSM School.
2. The laptop is allocated to a named member of staff and is their responsibility. If another member of staff borrows it, the responsibility still stays with the teacher allocated. Only KSM School Staff should use the laptop.
3. On the teacher leaving the school's employment, the laptop is returned to KSM School. Staff on extended leave of 4 weeks and over should return their laptops to the school (other than by prior agreement with the headteacher).
4. When in school and not being used, the laptop must be kept in an office, locked room or drawer. It must not be left in an unlocked, unattended classroom.
5. Whenever possible, the laptop must not be left in an unattended car. If there is a need to do so it should be locked in the boot.
6. The laptop must not be taken abroad, other than as part of a school trip and its use agreed by prior arrangement with the headteacher with evidence of adequate insurance.
7. Staff may load their own software onto the laptop but it must be fully licensed and not corrupt any software or systems already installed on the laptop.
8. Any software loaded must not affect the integrity of the school network.
9. If any removable media is used then it must be checked to ensure it is free from any viruses.
10. It will be the responsibility of the member of staff to ensure virus protection software that has been installed on the laptop is kept up to date.
11. Staff must use their laptop in school on the network at least once a week to ensure virus protection is automatically updated.
12. Staff should not attempt to significantly alter the computer settings other than to personalise their desktop working area.
13. Students must never use the laptop.
14. If any fault occurs with the laptop, it should be referred immediately to the ICT subject leader.
15. When being transported, the carrying case supplied must be used at all times.
16. The laptop would be covered by normal household insurance. If not it should be kept in school and locked up overnight.

Online Safety: Staff, Governors and Volunteers Responsible Use Agreement

This Responsible Use Agreement is part of the school's Online Safety Policy and must therefore be adhered to at all times. The agreement is intended to ensure that:

- All staff, governors and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational and personal use.
- The school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- Staff, governors and volunteers are protected from potential risk in their use of ICT in their everyday work.

Responsible Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor the use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (e.g. laptops, email etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incidents I become aware of, to the e-safety co-ordinator.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will not delete any resources produced for whole department use unless they have been updated.
- I will communicate with others in a professional manner. I will not use aggressive or inappropriate language.
- I will ensure that when I take and/or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital/video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will not use social networking sites in school.
- I will only communicate with students and parents/carers using official school systems. Any such communication will be professional in tone and manner. I will not give students my personal email address.
- I will only give students my personal mobile phone number if authorised (for example on a school trip) and will tell students to delete any staff numbers once they are no longer needed.
- I will not contact any students via a social networking site and will ensure that there is nothing inappropriate on the public profile of my social networking site.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal hand held/external devices (tablets/laptops/mobile phones/USB devices etc.) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up.

- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on any machine, or store programmes on a computer, nor will I try to alter computer settings without the permission of the Network Manager.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I understand that data protection policy requires that any staff or student data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will encrypt any data that is determined to be personal or sensitive in nature if transporting it (e.g. on a USB stick).
- I will not store any data which includes details of students on any personal devices.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Responsible Use Policy, referral to Governors and/or the Local Authority and in the event of illegal activities the involvement of the police.

Name.....

Signature:

Date: