

St Michael's RCP School
Policy for E-Safety and Acceptable Usage

The internet offers children the opportunity for a separate identity in which they can be whoever they wish and take risks they would never countenance offline. It is often where these two worlds meet that children suffer most at the hands of those wishing to do them harm. That a child's internet presence is now so inextricably linked to their real world identity can only increase the impact of any exploitation they suffer.

***CEOP Threat Assessment of Child
Sexual Exploitation and Abuse, 2013***

Introduction

Today, more than ever before, the internet and its associated technology, is an integral part of life for the whole school community. Many children have a "digital tattoo" before they even start in nursery; parents and carers use services like text message or email to communicate with schools; and social lives are organised, celebrated and sometimes damaged through the internet.

Education is enhanced and supported by technology, and at St Michael's RC Primary School, we recognise that learning is life-long, and that e-learning is an integral part of this process. Ensuring that we provide pupils with the skills to make the most of information and communication technologies is an essential part of our curriculum.

The school is committed to the continuing development of our ICT infrastructure and embracing new technologies so as to maximise the opportunities for all pupils, staff, parents and the wider community to engage in productive, cooperative and efficient communication and information sharing. However, we acknowledge that as with any other aspect of human activity, there are risks as well as benefits.

This policy sets out our ethos, expectations and intent with regard to the use of the internet, both as part of school life and the lives of those who attend, work or send their children here.

This policy sets out clearly our expectations of pupils, staff, parents and members of the wider community, and how we will work to ensure best practice in the field of internet safety.

Physical Safety:

- All electrical equipment in the school is tested annually to ensure that it is safe to use. *Pupils are taught about the dangers of electricity as part of the science and PSHE curriculum. We expect pupils to behave appropriately near electrical sockets and appliances.*
- All the projectors in our school have maximum light levels below the government's health and safety guidance. *Pupils are taught that they should not look directly at strong light sources such as the sun, lasers or data projectors. We expect all users to not look directly into the light beam when working on the interactive whiteboards.*
- Workstations are cleaned and sanitised regularly. *Pupils are taught to avoid taking food and liquids anywhere near the computers. We expect all users to refrain from eating and drinking when working at a computer.*
- Health and safety guidance states that it is not healthy to sit at a computer for too long without breaks. *Pupils are taught correct posture for sitting at a computer and that sitting for too long at a computer can be unhealthy. We expect all users to take responsibility for their own physical well-being by adopting good practices. We will carry out appropriate risk assessments for any user who has a physical disability or problem which may affect the way in which they can use computers safely.*
- Computers and other ICT equipment can be easily damaged. *Pupils are taught the correct way to use ICT equipment. We expect pupils to respect ICT equipment and take care when handling and using any item.*

Network Safety:

- All users need to log on using a username and password. *Pupils are taught that they should only access the network using that particular log in. We expect all users to only logon using the username and password they have been allocated by IT staff Pupils may not use personal or family login details on school equipment. .*
- Each user is given an allocation of disk space for the storage of their work. *Pupils are taught how to save their work into their "My documents" area. We expect pupils to save and keep their work to build up a portfolio of evidence.*
- Access to other users' "My documents" areas are restricted by the network. *Pupils are taught not to access another user's work without permission. We expect pupils to respect the privacy of all other users and to make no attempt to access or interfere with another user's work.*

- On the network there are “shared resource” areas where many different groups of users can save work so that it is available to others. *Pupils are taught how to access and save to these shared resource areas. We expect pupils to respect the contributions of others, not to delete or alter others’ work and to ensure that they only save work to shared areas with permission*
- The network software prevents changes being made to computer settings. *Pupils are taught that making changes may prevent the computer from working properly. We expect all users to make no attempt to alter the way the computer is set up.*
- Only the network administrators are permitted to install software on to computers. *Pupils are taught that the network or an application may not function properly if programmes are installed. We expect all users to make no attempt to load or download any programme onto the network.*
- All users of the network can be monitored remotely by the network administrators. *Pupils are taught that their use of the network can be monitored. We expect all users to understand that their use is subject to monitoring.*

Breaches of password and login rules will be dealt with under our behaviour policy. Plagiarism and interference with the work of others will be dealt with under our teaching and learning and behaviour policies.

Internet Safety:

- When using a network workstation all access to the Internet is protected by a number of different filters. These filters are designed to prevent accidental or deliberate access to unsuitable materials. In addition, the network administrators can manually add site addresses which are considered to be unacceptable. However, no system is 100% safe and we expect users to behave responsibly. *Pupils are taught that the Internet contains many websites that are useful but that there are also websites that are unpleasant, offensive, not child-friendly or can damage your computer. We expect pupils to make no attempt to access a website that they know to be unsuitable and to always tell an adult if they access anything that makes them feel uncomfortable or if they access inappropriate material.*
- Pupils accessing the Internet at home are subject to the controls placed upon them by their parents or carers. We provide regular e safety training and advice to parents and carers, as well as to school staff, to ensure that adults are aware of the potential hazards facing children online and to make clear their own responsibilities whilst using the internet. Any member of our school community found to be posting offensive, derogatory or inappropriate material will

be asked to remove the content and if necessary a report will be made to the relevant authorities, All staff are expected to comply with the social media code of conduct. **We expect all members of our school community to behave as positive ambassadors of the school in all school related activities made through the Internet.**

- The school website contains school policies, newsletters and other information. **We expect all persons accessing the school web site to treat the content with respect and make no attempt to reproduce, use or alter any part in any way with malicious intent. No part can be reproduced for commercial reasons without written permission from the school.**

Email Safety:

- Pupils have a school email address which they can use for sending messages to other classes, schools and other appropriate recipients. *Pupils are taught that emails sent from their school email should have a clear learning purpose and be written in a polite style which is appropriate to the person that will receive it.* **We expect all users to communicate appropriately through email.**
- Some pupils will have their own webmail accounts at home. As these are independent of the school they do not necessarily come with the safeguards that we set for email usage. Therefore we do not permit the use of personalised email accounts by pupils at school or at home for school purposes. *Pupils are taught that using a personalised webmail account in school or for school use is not permitted.* **We expect pupils to use school issued email accounts only.**

Digital Images:

- Digital still and video cameras are used for recording special events as well as being essential tools for everyday learning experiences across the curriculum. As part of pupil induction, parents and carers are asked to sign a consent form for images of their children to be used for school purposes. Some images celebrating the work of pupils involved in everyday and special event activities may be selected to be shown on the school website. On the website we never state a child's full name with their image. **The school will happily remove any image of a child on the school website at their parent/carer's request.**
- Digital images may be shared with partner schools and organisations as part of collaborative learning projects. This can include live-video conferencing. All such use is monitored and supervised by staff. *Pupils are taught to seek permission before copying, moving, deleting or sending any images taken within school.* **We expect all pupils to seek permission from staff before sharing images outside of the school environment.**

Cyberbullying:

- The school takes bullying very seriously and has robust procedures for identifying and dealing with it. Cyberbullying is the use of any communication medium to offend, threaten, exclude or deride another person or their friends, family, gender, race, culture, ability, disability, age or religion. *Pupils are taught about bullying as part of the PSHE curriculum.* **We expect all members of our community to communicate with each other with respect and courtesy. Bullying of any type will not be tolerated by the school and will be dealt with under the procedures within the Whole School Policy on Behaviour, including bullying.**

Mobile Phones:

- Pupils are not permitted to have mobile phones upon their person in school. We recognise that our oldest pupils may walk on their own to and from school and parents may wish them to have a mobile phone for emergencies. Phones in this instance should be handed into the office where they will be kept safe until the end of the day. *Pupils are taught that they should not have a mobile phone on their person in school and that any phone brought in must be handed to the office for the duration of the day.* **We expect pupils not to carry a mobile phone in school.**
- Staff may only use personal mobile phones in the staffroom. No personal device should be used to take photographs or record images of children
- Staff should never use their personal phones to contact parents or carers. School phones should be used for this purpose, in order to protect staff privacy and dignity.

Other technologies:

- **Podcasting** – Some pupils will be given opportunities to create oral recordings. Some of these recordings may be made available as podcasts through the Internet so that they can be shared with interested members of the school community.
- **iPod** – Pupils may be given opportunities to access , music and other appropriate educational applications.
- **Kindles** - Pupils may be given the opportunity to enjoy reading and learning texts at the touch of a button.
- **iPad** – Pupils may be given the opportunity to navigate educational applications using the Apple operating system.

Data Protection Act:

- The Data Protection Act 1998 gives you the right to access information held about you or your child by the school. The school has the right to charge for supplying this information.

E-Safety Rules

Pupils are regularly reminded on how to keep safe when using ICT. Each classroom displays an 'E-Safety Rules' poster. These rules remind pupils of how to stay safe when using the internet and when to ask for help. Pupils also attend E-safety assemblies throughout the year. All staff are made aware of procedures and rules and raising awareness of internet safety is embedded across the curriculum.

**For all aspects of children's e-safety parents can visit;
www.thinkyouknow.co.uk or speak to a member of staff who will be able to advise them.**

Miss M King
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