

St Anthony's Primary School

Date Ratified by Board of Governors: _____

Date Policy to be reviewed: _____

Signature of Chair of Governors: _____

Signature of Principal: _____

E-Safety Policy And Acceptable Use Agreement



2023-24

ICT

The term, Information and Communications Technology (ICT) covers a range of resources from traditional computer-based technologies to the fast evolving digital communication technologies.

Some of the Internet-based and electronic communications technologies which children are using, both inside and outside of the classroom, are:

- Websites
- Learning Platforms / Virtual Learning Environments
- Email and Instant Messaging
- Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting - Skype/Facetime
- Music Downloading
- Gaming
- Mobile/Smart phones with text, video and/or web functionality
- iPads and other tablet devices with internet access

While these ICT resources can be exciting and beneficial both in and out of the context of education, all users need to be aware of the range of risks associated with their use.

E Safety

E-safety encompasses internet technologies and electronic communications via mobile phones, games consoles and wireless technology. It highlights the need to educate children and young people about the benefits, risks and responsibilities of using information technology.

- E-Safety concerns safeguarding children and young people in the digital world.
- E- Safety emphasises learning to understand and use new technologies in a positive way.
- E-Safety is less about restriction and more on education about the risks as well as the benefits so pupils can feel confident online.
- E-Safety is concerned with supporting children and young people to develop safer online behaviours both in and out of school.

In **St. Anthony's** we understand our responsibility to educate pupils in e-Safety. We aim to teach children appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Risks and Responses

The Internet is an exciting resource. It brings the world into the classroom by giving children access to a global network of educational resources. There is no doubt that the use of the Internet is an essential skill for children as they grow up in the modern world. The Internet is, however, an open communications' channel, available to all. Anyone can send messages, discuss ideas and publish materials with little restriction. This brings young people into contact with people from all sectors of society and with a wide variety of materials some of which could be unsuitable. Key Concerns are:

Potential Contact

Children may come into contact with someone on-line who may wish to harm them. Some adults use social networks, chat rooms or e-mail to communicate with children for inappropriate reasons

In our school children will be taught:

- That people are not always who they say they are.
- That "Stranger Danger" applies to the people they encounter through the Internet.
- That they should never give out personal details
- That they should never meet alone anyone contacted via the Internet, and
- That once they publish information (e.g. send inappropriate photographs) it can be disseminated with ease and cannot be destroyed.

Inappropriate Content

Through the Internet there are unsuitable materials in many varieties. Anyone can post material on the Internet.

Some material is published for an adult audience and is unsuitable for children e.g. materials with a sexual content.

Materials may express extreme views. E.g. some use the web to publish information on weapons, crime and racism which would be restricted elsewhere.

Materials may contain misleading and inaccurate information. E.g. some use the web to promote activities which are harmful such as anorexia or bulimia.

In our school children will be taught:-

- That information on the Internet is not always accurate or true.
- To question the source of information.
- How to respond to unsuitable materials or requests and that they should tell a teacher/adult immediately.

Cyber Bullying

We are very aware of the potential for pupils to be subjected to cyber bullying via e.g. email, text or social networking sites. If it takes place within school, cyberbullying will be dealt with in line with the school's overall anti-bullying policy, discipline policy and pastoral services.

In our school children will be taught:

- If they feel they are being bullied by e-mail, through social networking sites, text or online they should always tell someone they trust.
- Not to reply to bullying, threatening text messages or e-mails as this could make things worse.
- Not to send or forward abusive texts or e-mails or images to anyone.
- Keep abusive messages as evidence.

Children will be encouraged to report incidents of cyber-bullying to parents and the school to ensure appropriate action is taken.

Children will be encouraged to use websites such as www.thinkuknow.co.uk to learn how to deal with cyberbullying incidents which may take place in or outside of school.

Children will avail of E-Safety online assemblies and follow up lessons using Google's Be Internet Legends scheme.

We will keep records of cyber-bullying incidents, if they have occurred within school, to monitor the effectiveness of preventative activities, and to review and ensure consistency in investigations, support and sanctions.

Roles and Responsibilities

As e-Safety is an important aspect of strategic leadership within the school, the Principal and Board of Governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. It is the role of the ICT Co-ordinators to keep abreast of current E- safety issues and guidance through organisations such as CEOP (Child Exploitation and Online Protection) and Childnet. Miss Lawson and Mr McAnallen have responsibility for leading and monitoring the implementation of e-safety throughout the school.

Writing and Reviewing the e-Safety Policy

This policy, supported by the school's Acceptable Use Agreement for staff, governors, visitors and pupils, is to protect the interests and safety of the whole school community. It is linked to other school policies including those for ICT, Behaviour, Health and Safety, Child Protection, and Anti-bullying.

It has been agreed by the Senior Management Team, Staff and approved by the Governing Body. The e-Safety Policy and its implementation will be reviewed as and when new issues arise and such changes will be passed on to all members of staff.

E-Safety Skills' Development for Staff

- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any member of the school community.
- All teachers are encouraged to incorporate e-Safety activities and awareness within their lessons using the Google Be Internet Legends Scheme.

E-Safety Information for Parents/Carers

Parents/carers have an important role to play in promoting e-Safety. We encourage all parents/carers to become involved in e-Safety discussions and activities with their child.

- The school communicates relevant e-Safety information through newsletters, assemblies and the school website.
- Parents/carers are asked to read through and sign the Acceptable Use Agreement with their child.

- Parents/carers are required to give written consent to images of their child being taken/used on the school website.

Parents are reminded regularly that it is important to promote e-Safety in the home and to monitor Internet use. The following guidelines are provided:

- Keep the computer in a communal area of the home.
- Be aware that children have access to the internet via gaming stations and portable technologies such as smart phones.
- Monitor on-line time and be aware of excessive hours spent on the Internet.
- Take an interest in what children are doing. Discuss with the children what they are seeing and using on the Internet.
- Advise children to take care and to use the Internet in a sensible and responsible manner. Know the SMART tips.
- Discuss the fact that there are websites/social networking activities which are unsuitable.
- Discuss how children should respond to unsuitable materials or requests.
- Remind children never to give out personal information online.
- Remind children that people online may not be who they say they are.
- Be vigilant. Ensure that children do not arrange to meet someone they meet online.
- Be aware that children may be using the Internet in places other than in their own home or at school and that this internet use may not be filtered or supervised.

Teaching and Learning

Internet use:

- Teachers will plan for and provide opportunities across the curriculum for children to develop their e-Safety skills.
- Educating children on the dangers of technologies that may be encountered outside school is done informally, when opportunities arise, and as part of the E-Safety curriculum.
- Children are made aware of the impact of online bullying and know how to seek help if these issues affect them. Children are also made aware of where to seek

advice or help if they experience problems when using the Internet and related technologies; i.e. parent/carer, teacher.

- The school Internet access is filtered through the C2k managed service using a Websense filtering solution.
- Websense assesses all websites based on their content and adds them to a category. (Green – available, Red – unavailable) All users are given access to a core group of green sites. The school has the facility to customise security options where need arises. Access to the most inappropriate sites, including those on the Internet Watch Foundation banned list will always remain blocked.
- No filtering service is 100% effective; therefore, all children's use of the Internet is supervised by an adult.
- Use of the Internet is a planned activity. Aimless surfing is not encouraged. Children are taught to use the Internet in response to a need e.g. a question which has arisen from work in class.
- Children are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Children are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Children are taught to be Internet Wise. Children are made aware of Internet Safety Rules and are encouraged to discuss how to cope if they come across inappropriate material.

E-mail:

- Pupils may only use C2k 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.
- Forwarding chain letters is forbidden.
- Sending or displaying insulting or offensive messages/pictures is forbidden.
- Using obscene language is forbidden.

Social Networking:

- Through the C2k system our school currently blocks access to social networking sites.
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils. However, we accept that some pupils will still use them; they will be advised never to give out personal details of any kind, which may identify them or their location.
- Pupils are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.
- Our pupils are asked to report any incidents of bullying to the school.
- School staff will not add children as 'friends' if they use these sites.

Portable Technologies:

- The use of portable devices such as memory sticks and external hard drives will be monitored closely as potential sources of computer virus and inappropriate material.
- Staff should only temporarily store pupils' work and photographs on memory sticks for the purposes of correcting work and printing. Personal data should not be stored.
- Pupils are not allowed to use personal mobile phones during class.
- Staff should not use personal mobile phones during designated teaching sessions.

iPads, tablets, Chrome Books and Laptops

iPads, tablets, Chrome Books and laptops are used for digital storytelling, internet research, and to support learning and teaching across the curriculum via the use of a range of appropriate apps. When using these devices, children will be reminded to be Internet Wise and apply the Internet safety rules.

They will not be allowed to use any device to:

- Take photos of pupils/staff without permission or direction from the teacher.
- Take videos of pupils/staff without permission or direction from the teacher.

Managing Video-conferencing:

- Videoconferencing will be via the C2k network to ensure quality of service and security.
- Videoconferencing will be appropriately supervised.

Publishing Pupils' Images and Work

- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website. This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue.
- Parents/carers may withdraw permission, in writing, at any time.
- 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 School Website, particularly in association with photographs.
- Pupil's work can only be published by outside agencies with the permission of the pupil and parents.

Policy Decisions:

Authorising Internet access

- Pupil instruction in responsible and safe use should precede any Internet access and all children must sign up to the Acceptable Use Agreement for pupils and abide by the school's e-Safety rules. These e-Safety rules will also be displayed clearly in all rooms.
- Access to the Internet will be supervised.

- All parents/guardians will be asked to sign the Acceptable Use Agreement for pupils giving consent for their child to use the Internet in school by following the school's e- Safety rules and within the constraints detailed in the school's e-Safety policy.
- All staff must read and agree in writing to adhere to the Acceptable Use Agreement for Staff before using any school ICT resource.

Password Security:

- Adult users are provided with an individual login username and password, which they are encouraged to change periodically. Login details should not be shared with pupils.
- All pupils are provided with an individual login username and password. They are encouraged to keep details of usernames and passwords private.
- Pupils are not allowed to deliberately access files on the school network which belong to their peers, teachers or others.
- Staff are aware of their individual responsibilities to protect the security and confidentiality of the school network, MIS systems.

Handling e-Safety Complaints:

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Deliberate access to inappropriate materials by any user will be reported to the principal and parent/ carer.
- As part of the Acceptable Use Agreement children will know that if they deliberately break the rules they could be stopped from using the Internet/E-mail and that parents/carers will be informed.
- Complaints of a child protection nature will be dealt with in accordance with school child protection procedures.
- Complaints regarding cyberbullying will be dealt with in line with the school Anti-Bullying Policy.
- Pupils and parents will be informed of the complaints' procedure.
- Any complaint about staff misuse must be referred to the Principal and governors.

Parental Contact

Class Dojo is being used throughout the school with those parents/carers who have signed up. This provides a safe way for teachers and parents to stay in close contact should issues arise or indeed to share details of classroom activities etc. It is not to be used as a forum for the discussion of a child's behaviour.

E-Safety - Useful Websites

For Children

www.thinkuknow.co.uk includes sections for teachers, parents, children
www.bbc.co.uk/cbbc/help/web/staysafe
www.kidsmart.org.uk – includes sections for teachers, parents, children

For Teachers

www.childnet-int.org/kia/primary/
www.learn-ict.org.uk/primary.asp
www.childnet-int.org/publications/resources.aspx

For Parents/Carers

www.childnet-int.org/kia/parents/
www.google.co.uk/goodtoknow/online-safety
www.kidsmart.org.uk/parents
www.bbc.co.uk/webwise/
www.bbc.co.uk/cbeebies/grownups/help/social-media
www.bbc.co.uk/online-safety/

Communicating the Policy:

Introducing the e-Safety Policy to pupils

- e-Safety rules will be displayed in all classrooms and the ICT suite and discussed with the pupils at the start of each year. Specific lessons will be taught by class teachers at the beginning of every year and at relevant points throughout e.g. during PDMU lessons/circle times/anti-bullying week/Safer Internet Day / E-Safety Week
- Pupils will be informed that network and Internet use will be monitored.

Staff and the e-Safety Policy:

- All staff will be involved in discussions regarding e-Safety and will have a copy of the e-Safety Policy.
- Staff will be aware that Internet use can be monitored and traced to the individual. Professional conduct is essential.
- A laptop/iPad/ Surface Pro issued to a member of staff remains the property of the school. Users of such equipment should therefore adhere to school policy regarding appropriate use with regard to Internet access, data protection and use of software, both in and out of school.
- Staff are advised not to use their own personal phones or devices for contacting pupils and their families within or outside of the setting in a professional capacity. Staff will have the use of a school phone where contact with pupils or parents is required.

Staff should follow the guidelines below:

- Never communicate with pupils outside of school via social networking sites and chat rooms.
- Never respond to informal, social texts from pupils
- Never use personal technology to take images or videos of children

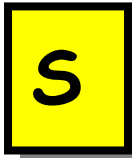
Monitoring and review:

This policy is implemented on a day-to-day basis by all school staff and is monitored by the ICT Co-ordinators.

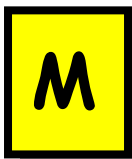
This policy is the governors' responsibility and they will review its effectiveness do this through liaison with the school principal.

Safety Rules for Children

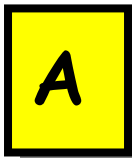
Follow These SMART TIPS



Secret - Always keep your name, address, mobile phone number and password private – it's like giving out the keys to your home!



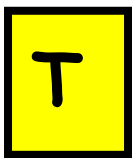
Meeting someone you have contacted in cyberspace can be dangerous. Only do so with your parent's/carer's permission, and then when they can be present.



Accepting e-mails or opening files from people you don't really know or trust can get you into trouble – they may contain viruses or nasty messages.



Remember someone on-line may be lying and not be who they say they are. Stick to the public areas in chat rooms and if you feel uncomfortable simply get out of there!



Tell your parent or carer if someone or something makes you feel uncomfortable or worried.

SMART Tips from: – Helping your parents be cool about the Internet,
produced by: Northern Area Child Protection Committee

An Acceptable Use of the Internet

Please discuss this Acceptable Use Agreement with your child.

Information for Pupils;

- I understand that St. Anthony's will monitor my use of the systems, devices and digital communications.
- I will keep my usernames and passwords safe.
- I will not share personal information about myself or others when online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I will respect other people's work and property.
- I will be polite and responsible when I am communicating with others online.
- I will not take photos or share photos of others unless I have permission.
- I will look after the equipment and tell the teacher if there is something wrong.
- I will only use things I find on the internet if I have permission and I will check the information is accurate.
- I know that if I don't follow these rules, I might not be able to use any devices and the consequences of the school's behaviour policy will be followed.
- I understand that I must use school ICT systems in a responsible way. This ensures that there is no risk to my safety or to the safety and security of the ICT systems and other users.

*This was discussed during E-Safety Week throughout the school.

Parental agreement

As a parent or legal guardian, I give permission for my son or daughter to use the Internet, including email and Google Classroom.

I take responsibility for my child's positive engagement in online lessons. I understand that pupils will be held accountable for their own actions.

I also understand that some of the materials on the Internet may be unsuitable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information.

If you do not agree with the information above, please contact the school office.

This was forwarded to parents via the school app during E- Safety week.

OUR PRIMARY SCHOOL

Acceptable Use Agreement or Staff

The computer system is owned by the school and is made available to staff to enhance their professional activities including teaching, research, administration and management. The school's e-Safety Policy has been drawn up to protect all parties – the children, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Staff should sign a copy of this Acceptable Internet Use Statement and return it to the Principal.

- Internet use should be appropriate to staff professional activity or the pupils' education
- Access should only be made via the authorised C2K/Classnet account and password, which should not be made available to any other person
- The C2k email account should be used for professional purposes.
- Users are responsible for all e-mail sent and for contacts made that may result in e- mail being received
- Posting anonymous messages and forwarding chain letters is forbidden
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media
- Use of the network to access or send inappropriate materials such as pornographic, racist or offensive material is forbidden
- Use for personal financial gain, gambling, political purposes or advertising is forbidden
- Copyright of materials must be respected
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden