



Bromesberrow St Mary's C of E
(VA) Primary School and Pre School

E-Safety/Acceptable User Policy
June 2017

This policy to be read in conjunction with *Remote Learning Policy
2020 and the Safeguarding Policy

The designated member responsible for Internet safety in the school is the Head teacher and the ICT Coordinator Sue Thornley and Emma Aston

The aims of this Acceptable use Policy

- Ensure that pupils benefit from all learning opportunities offered by the internet resources provided by the school in a safe and controlled manner
- Ensure that all staff and pupils have clear guidance on safe and acceptable use
- Provide guidance to staff and pupils about the acceptable use of mobile technologies, both the school's and personal items that are brought into school if applicable

Bromesberrow St Mary's ICT Vision

- At BSM we will develop the learning environment to provide a range of ICT opportunities and tools. This will empower our children to make relevant and safe choices and be flexible as they develop their personalised learning, in line with our school's vision

General

- Virus protection software is used and updated on a regular basis
- The ICT Coordinator and Headteacher are responsible for the school's e-safety.
- The school will work with GCC, BECTA and SWGfL to ensure systems to protect pupils are subject to regular checks to ensure that filtering methods are appropriate, effective and reasonable.

Pupils' Access to the Internet

- BSM uses The South West Grid for Learning "filtered" Internet Service, which will minimise the chances of pupils encountering undesirable material.
- BSM staff will only allow children to use the Internet when there is a responsible adult present to supervise
- Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils acceptable use and risks
- Teachers will have access to pupils' emails and other Internet related files, (Merlin My Spaces etc) and will check these on a regular basis to ensure expectations of behaviour are being met

Expectations of Pupils using the School Internet

- Pupils and staff using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils or staff encounter any such material accidentally, they are expected to report it immediately to the ICT Coordinator or Headteacher, so that the Service Provider can block further access to the site
- Pupils are expected to contact only people they know or those the teacher has approved
- They have been taught the rules of etiquette in email and are expected to follow them. Eg Pupils may only use the approved RM Easymail e-mail accounts on the school system.
- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it
- Pupils and Staff should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses
- No programs on disc or CD Rom should be brought in by pupils from home for use in school although staff can seek permission from the Head. This is for both legal and security reasons
- No personal information such as phone numbers and addresses should be given out
- Pupils and Staff consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school.
- Uploading and downloading of non-approved software will not be permitted
- There will be no access to social networking/gaming from school equipment.
- Pupils are advised that the use of social networking sites outside of school are inappropriate. This is reinforced with educational materials.

Expectations of all staff using internet inside/outside school premises.

- All staff are asked to read and sign the ' Staff - E – Safety/Acceptable Use Policy Code of Conduct form'. (Attached) - copies kept in safeguarding file.

School Website

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff
- The publication of children's work will be decided by a teacher
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Photographs and video focusing on individual children will not be published on the school website without parental permission.
- The school website will avoid publishing the full names of individuals in a photograph
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names if published on the web

Remote Learning

*Please read this policy in conjunction with our Remote Learning Policy

Personal Devices

- Personal and mobile devices will be placed in a bag or a cupboard during lesson times.. Staff understand that failure to comply with this is a breach of our acceptable user policy.

Sanctions

- Persistent Misuse of The Internet will result in reducing access to the Internet

Pupil Internet and ICT Agreement

- Parents are required to inform to the school if they have any objections to their child's work or photographs to be published. If the parent has not specified a wish for their child to be excluded it will be assumed we have the parents' permission

Bromesberrow St Mary's C of E Primary School
E-Safety/Acceptable Use Policy
Staff Form - Code of Conduct

Covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will only use the approved, secure email system(s) for any school business (currently Outlook and SWGfL web-mail).
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will ensure all documents are saved, accessed and deleted in accordance with the school's network security and confidentiality protocols.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's recommended system.
- I will not give my personal mobile no. out to any children I work with.
- I will not use personal digital cameras or camera phones for transferring images of pupils or staff without permission. Any photos of children are not to be taken home on cameras. All children's images should be kept at school and not taken home for website work or printing.
- I will use the school's Learning Platform in accordance with school / and South West Grid for Learning advice.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute too are not confused with my professional role. I will not invite children I work with onto a social networking site as friends or contacts.

- Staff are reminded that children under the age of 14 are not permitted to use social networking sites and no contact should be established with minors.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue & Customs.
- I will ensure that I follow LA / school data security protocols when using any confidential data at any location and ensure if ever data is taken off the network, it is protected by encryption.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my (classroom) practice.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.
- Personal mobile technology/phones need to be in a bag or a cupboard and on silent during lessons.

User Signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent E-Safety/Acceptable Use Policy (normally an annual revisit).

I agree to abide by the school's most recent Acceptable Use Policy.

I wish to have an email account; be connected to the Intranet & Internet; be able to use the school's ICT resources and systems.

I understand that all school communication will be done via my school e mail address.

Signature Date

Full Name(printed)

Job title

School

Authorised Signature (Head Teacher)

**Bromesberrow St. Mary's C of E Primary School and Pre
E-safety home/school agreement**



Parent/ Guardian name: _____

Pupil name: _____

E-safety agreement: As the parent or carer of the above pupil, I grant my permission for my child to have access to use of the Internet, school approved e-mail account and other ICT facilities at school.

I know that my child has signed an e-safety agreement form and have read or had read to them the 12 Rules for Responsible ICT use.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access e-mail, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit, and that if they have concerns about their e-safety or e-behaviour that they will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent/ guardian signature: _____

Date: _____

Bromesberrow St. Mary's C of E Primary School
12 Rules for Responsible ICT Use

Keeping safe: stop, think, before you click!

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

- I will only use the school's computers for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will not bring files into school without permission.
- I will ask permission from a member for staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people my teacher has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give out personal information – such as my name, address, phone number, or e-mail – or send photographs or videos to people I don't know and trust.
- I will not arrange to meet someone I have only been in touch with online, unless I have my parent's or carer's permission and they can be present.
- I will keep all my login and password details secret.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher/ responsible adult.

Child's name: _____

Signature: _____

Policy for the Use of Mobile Phones and Cameras (EYFS) (Includes Photography Policy)

Policy Statement:

Bromesberrow St. Mary's Primary School and Preschool takes steps to ensure that there are effective procedures in place to protect children in our care from the unacceptable use of mobile phones and cameras in the setting.

This policy has regard to the '*Statutory Framework for the Early Years Foundation Stage Safeguarding and Welfare Requirement: Child Protection (3.4 'The safeguarding policy and procedures must ...cover the use of mobile phones and cameras in the setting.'*) and ISI Regulation E255: '*...policies in schools with EYFS must also include the school's policy on the use of mobile phones and cameras in the setting..'*

Personal Mobile Phones:

- Parents and visitors are alerted to the fact that Bromesberrow St. Mary's is a mobile phone-free zone through clear signage to this effect. Visitors using a mobile phone will not be allowed access to the premises until it is switched off and put away;
- Personal mobile phones belonging to members of staff are not used during lessons. The exception to this is in an emergency, when mobile phones may be used
- All personal mobile phones are stored in a bag or a cupboard during lessons.
- Preschool staff use a designated mobile phone when taking children off-site for trips or any visits
- Members of staff do not use their personal mobile phones to take photographs of children on outings or trips. We have tablets for each staff member, which are kept in school at all times for the purposes of this. See Photography section below.

Cameras and Use of Photographs:

- Members of staff are instructed not to bring their own camera into the Preschool;
- Photographs taken of children at the Preschool are taken for valid reasons: for the recording of curriculum activities in action, recording of the learning and development of pupils for observation records and profiles and for evidence for Ofsted and ISI Inspections. We also use photographs for displays within the setting;
- The permission of parents and carers will always be sought before any images are used in outside promotional materials;
- Parents are reminded that photographing or recording of their own children at special events should not include other children, unless permission is sought from those parents;
- Parents are strongly advised not to place photos of other people's children on social media sites (e.g. Facebook) without the express permission of the parents concerned.
- Staff are aware of their responsibilities under the 'Data Protection Act' and follow the guidelines laid out in the '**Data Protection Policy and Code of Conduct for Staff**. Images are stored on-site. No external access is available. Staff are discouraged from taking documents including photographs off-site. Should they do so, for example, for the purposes of working at home, they are aware that they must take precautions to ensure the security of any such documentation.