E SAFETY POLICY

E Safety policy

<u>Introduction</u>

ICT is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Current and emerging technologies used in school, more importantly in many cases, used outside school by children include:

- Internet
- Email
- Instant messaging, often using simple webcams
- Blogs (online interactive diary)
- Podcast (audio broadcast downloaded to computer)
- Social networking sites e.g. Facebook, twitter
- Video broadcasting sites e.g. youtube.com
- Chatrooms
- Gaming sites
- Music download sites e.g. iTunes
- Mobile phones with camera/video functionality
- Smart phones with email/web functionality
- X Box, PlayStation gaming machines

The use of the above technologies offers exciting and valuable learning experiences both in and out of the context of education. All users need to be aware and educated on the potential risks associated with the use of these, as many internet based technologies are not consistently policed or monitored.

At Buckton Vale Primary School we believe that the educational benefits of internet access far outweigh the possible risks, good planning and management will ensure appropriate and effective pupil use. We understand the responsibility to educate our pupils in E-Safety issues, teaching then appropriate behaviours and crucial thinking to enable them to remain both safe and legal when using the internet and related technologies, both in and outside of the classroom.

This policy is written in accordance with the *Tameside Safeguarding Children Board* and focuses on all equipment within school such as computers, laptops, Interactive Whiteboards, digital cameras and video equipment. It also encompasses independently owned equipment brought onto school premises such as mobile phones, portable media players/storage and digital cameras.

<u>Procedures for use of a shared network</u>

All users of the school network including permanent staff, children, visitors and temporary staff must first be given permission from the Headteacher or IT Manager to access the network. They will be allocated their own logons and passwords, which must not be shared or disclosed. Staff must not allow other users to access their passwords or logins.

All users must respect confidentiality of others users and data contained on the network as defined in current data protection legislation (GDPR).

Software must not be installed without the consent of either the Headteacher or IT Manager.

Personal removable media (e.g. pen drives, memory sticks, CD ROM's, portable hard drives) must be scanned for viruses by the IT manager before being used on a school machine connected to the school network.

Any device not provided by school such as visiting laptops, computers, mobile devices and storage must first be fully checked for viruses/inappropriate material by the IT manager before access to the network is permitted.

Machines must never be left logged on or unattended. If a machine is to be left for a short while then it must be 'locked' (windows key + L, or 'lock' icon on desktop)

Machines must be logged off correctly and shut down after use.

Wireless network connection is securely password protected and monitored. Visiting staff/adults needing access will be given access to a 'guest' connection only.

<u>Procedures for use of the internet and email</u>

All users must agree to and sign an **Acceptable Use Agreement** <u>before</u> access to the internet and email is permitted at Buckton Vale Primary School.

Users must access the internet and email using their own logon/password and not attempt those of another individual.

All passwords must remain confidential to the user and must not be shared.

The internet and email must only be used for professional or educational purposes during teaching hours as defined in the acceptable use agreement.

Internet and email filtering software is installed in line with Tameside's regulations to restrict access as far as possible to inappropriate or offensive material.

Accidental access to inappropriate, abusive or racial material is to be reported without delay to IT Manager, and a note of the offending website address (URL) taken so that it can be blocked and, if necessary, reported to the appropriate authorities.

Internet and email use will be monitored regularly by the IT Manager as outlined in the acceptable user agreement.

Anti-virus software is used on all machines and this is regularly updated to ensure its effectiveness.

All email attachments must first be scanned before they can be opened.

Pupils must first seek permission from the adult in charge of the lesson or supporting adults involved before downloading any files from the internet.

All users will be made aware of the copyright law and will acknowledge the source of any text, information or images copied from the internet. Copyright material must not be used in curriculum work as this directly breaches the Copyright, Designs and Patents Act 1988.

Procedures for use of internet messaging (IM), chat and web blogs

The use of instant messaging is not permitted

The use of social networking websites (e.g. twitter, Facebook) is not permitted for use by pupils and is limited for staff as defined in the acceptable user agreement.

All users must not access public or unregulated chat rooms in school on a school device.

Procedures for use of cameras, video equipment and webcams

Permission will be obtained from a pupil's parent or carer before photographs and video footage can be taken, please refer to appendix for more detailed information.

Permission will be obtained from staff and visitors before photographs or video footage can be taken.

All photographs and video footage will be downloaded immediately and saved into a secure encrypted area, accessible only to authorised members of staff.

Any adult using their own camera, video recorder during a trip or visit must also follow the above procedure involving storage of photographs and video footage. Permission must first be granted by the IT Manager to use own equipment. NB mobiles phones with cameras must not be used by a member of staff in any circumstances.

Photographs and video footage stored will be deleted once the children/adults are no longer associated with the school.

Photographs taken by parents/carers for personal use

The school will ensure that parents are aware of their responsibilities. This will be done by announcing before the event, to remind parents that, any photographs or video footage taken are for private use/retention only and are not for publication in any manner including personal websites or social networking site.

Procedures to ensure safety of the Buckton Vale's Website

All content published to the Buckton Vale Primary School website will be carefully monitored and approved by the IT Manager to ensure suitability and compliance with policies and parental consents. This is subject to frequent checks to ensure that no material has been inadvertently uploaded, which might put pupils and staff at risk.

Copyright and intellectual property rights must be respected.

Permission must be obtained from parents/carers before any images of pupils can be uploaded onto the school website. This can be removed in <u>writing</u> at any time.

Permission must be obtained from staff and visitors before any personal images can be uploaded onto the school website. This can be removed in <u>writing</u> at any time.

Names must not be used to identify any children portrayed in images uploaded onto the school website.

Photographs used on the website must not have the pupils/staff members name as the file name.

Procedures for using mobile phones and personal digital assistants

Pupils are not permitted to carry or use mobile phones, smart phones or PDA's at any time during school hours. These must be handed into the school office on arrival and collected at the end of the day. Any device discovered will be kept by the Headteacher; she will then be responsible for its safety, return and resulting sanctions.

Staff are not permitted to use their phones during teaching time. Mobile phones must be kept on silent and always stored away from view during teaching hours.

Staff are not permitted to use their personal phones for taking photographs or video footage of pupils. Personal cameras may be used with prior permission from the IT Manager but all photographs must be removed and put onto a secure encrypted device when back at school.

Procedures for using wireless games consoles

The use of wireless games consoles is not permitted at any time at Buckton Vale Primary School unless the activity is supervised by an authorised adult.

Procedures for using Portable media players (e.g. ipods)

Pupils are not permitted to use portable media players during school hours

Staff may use portable media players only in an educational context e.g. when appropriate to a specific lesson such as music for a PE session or after school club during teaching time.

Assessing risks and E-Safety complaints

As a school we will take all reasonable precautions to ensure that all users access only appropriate materials in an appropriate manner. However due to the international scale and linked nature of the internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer.

All staff and children will receive E-Safety training periodically and will be asked to sign acceptable use agreements detailing clearly their responsibilities to ensure maximum understanding of the policy.

All staff and children are made aware that the internet and device usage will be monitored regularly and can be traced to an individual user; action will be taken if inappropriate use is discovered.

Any complaints of internet misuse will be dealt with by a senior member of staff or the headteacher.

Deliberate access to inappropriate material or misuse of school technology and equipment will be dealt with in line with the sanctions detailed below.

A laptop issued to staff or children remains the property of the school and users should therefore refer to the laptop agreement for use both in and out of school hours both at home and school.

Complaints of a child protection nature will be dealt with in accordance with the school child protection policy.

<u>Sanctions to be imposed if procedures are not followed</u>

Any breach of this policy for pupils will result in sanctions most appropriate to the offence, these will include
- Immediate removal from the computer, internet, equipment being used.
- Letter sent home/parents informed
- Discussions with class teacher/headteacher, and possible suspension of school equipment for a period of time.

Any breach of this policy for staff/adults will result in sanctions most appropriate to the offence, these will include
- Immediate removal from the computer, internet, equipment being used.
- Discussions with Headteacher, and possible suspension of school equipment for a period of time.
- Disciplinary action and reporting to headteacher, chair of governor and/or to Tameside MBC internal auditing department.
- Details may be passed to police in more serious cases.
- Legal action will be taken in more extreme circumstances which may result in dismissal.

The procedures in this policy are subject to ongoing review and modification in order to keep up with advances in technology.

Signed (Headteacher) _____Date_____

Signed (Chair of Governors) _____Date_____