



E-Safety Policy

New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times. The ultimate responsibility for ensuring the safe use of technology within Buckland Newton Primary School lies with the head teacher. The creation and daily management of the e-safety policy resides with the IT co-ordinator

This Acceptable Use Policy is intended to ensure:

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

Buckland Newton Primary School will try to ensure that staff, pupils and volunteers have good access to ICT in order to enhance learning opportunities and they will expect staff, pupils and volunteers to agree to be responsible users. Regular IT training opportunities and assemblies will be organised by the IT co-ordinator. The aim of these will be to promote safe e-practice and embed the use of IT within our curriculum. Each class teacher will be expected to discuss and explain to their pupils how to stay safe on line. A letter will also be sent out at the beginning of the academic year explaining to / or reminding the parents how to keep their children safe online.

Acceptable Use Agreement for all staff/Work Place Students/Volunteers

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 and will ensure that students / pupils receive opportunities to gain from the use of ICT. 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 Buckland Newton Primary School will monitor my 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. i pads, laptops, email) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal/recreational use within the school's guidance.
- 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 understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to a member of the SLT.

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 communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- 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 (eg on the school website or blog) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity, in particular reference to social media sites, that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the School:

- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email
- I will ensure that my data is regularly backed up, in accordance with relevant School guidance.
- I will not 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 install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed.
- 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 pupil 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. All data gathered and stored about pupils or their parents/ carers will only kept on School devices, servers and School cloud based storage.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

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 the School:

- I understand that this Acceptable Use Agreement 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 off the premises and my use of personal equipment on the premises or in situations related to my employment by the School
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could include a warning/suspension/referral to Governors or Head Teacher and in the event of illegal activities the involvement of the police.

I have read and understood the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school within these guidelines.

To be signed by all staff/work place students/ volunteers and visitors. (If appropriate) All new staff / work place students / volunteers to be inducted on e-safety before starting work / placement

Pupil Acceptable Use Agreement

In order to stay safe when using IT equipment at school and at home:-

I will ask a teacher/parent/carer if I want to use the computers or any IT equipment.

I will only use an app that a teacher/parent/carer has told me to or allowed me to use.

I will take care of the computer and other IT equipment in school.

I will ask for help from a teacher/parent/carer if I am not sure what to do or if I think I have done something wrong.

I will tell a teacher/parent/carer if I see something that upsets me on the screen or I think/know is inappropriate.

I will never arrange to meet a person I have met online or share my name, address or telephone number.

I will always ask permission before taking someone's picture or filming them.

I will never cyberbully another person using IT equipment at school or at home

I know that if I break the rules I might not be allowed to use a computer, iPad or any other IT equipment at school or at home.

Signed.....

Date:.....

Discuss in class as often as appropriate so children are very aware of the agreement, (at least half termly). All children need to sign and new children will be inducted on e-safety by the class teacher on entry. Please display so it is easily visible to children in class.

Policy Reviewed: March 2015

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