The Swallowtail Federation of Church Federations

E- Safety policy – reviewed January 2018.

Contents:

The policy highlights the need to educate children and young people about the benefits and risks of using existing and new and emerging technologies both in and away from federation. It also provides safeguards and rules to guide staff, pupils and visitors in their online experiences.

The federation's e-safety policy operates in conjunction with others including policies for Pupil Behaviour, Curriculum, Child Protection and the Home-Federation Agreement.

Responsibility

The e-Safety Coordinators are Ms Jo Nutbeam and Ms Julie Wones who are also Designated Child Protection Leads as the roles overlap. The following outlines safe and acceptable use of ICT at the Swallowtail Federation.

Teaching and learning

Why the Internet and digital communications are important

The Internet is an essential element in 21st century life for education, business and social interaction. The federation has a duty to provide pupils with quality Internet access as part of their learning experience and Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

The statutory curriculum requires pupils to learn how to locate, retrieve and exchange information using ICT. Consequently, in delivering the curriculum teachers need to plan to integrate the use of communications technology such as web-based resources and email to enrich and extend learning activities.

Effective Internet use is an essential life skill for all pupils to master.

Internet use will enhance learning

• The federation's Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. Filtering is managed for us by Norfolk County Council.

• Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

• Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

• Pupils will be shown how to publish and present information to a wider audience. Pupils will be taught how to evaluate Internet content and about the role of CEOP and Childline.

• The federation will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.

• Pupils will be taught the importance of cross-checking information before accepting its accuracy.

• Pupils will be taught how to report unpleasant Internet content. Managing Internet Access- ie they **will immediately stop using the computer and report it to a**

member of staff who will log the incident, close down the page and report it to the e-Safety Coordinators.

- All pupils will have a yearly refresher lessons on e-safety at the beginning of the academic year.
- New pupils joining the federation mid-year will have e-safety rules explained to them.
- Parents are invited to e-safety sessions in the federation, as well as having to complete the e-safety learning agreement (see appendix).

To ensure information system security

• The federation's ICT systems security will be reviewed regularly.

• Virus protection will be updated regularly.

• Security strategies will be discussed with the Local Authority.

E-mail

• Pupils may only use approved e-mail accounts on the federation system.

• Pupils must immediately tell a teacher if they receive offensive e-mail.

• In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.

• Whole-class or group e-mail addresses will be used instead of individual pupil addresses.

• Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

• The federation should consider how e-mail from pupils to external bodies is presented and controlled.

• The forwarding of chain letters is not permitted.

Published content and the federation website

• Staff or pupil personal contact information will not generally be published. The contact details given online should be the federation office.

• The Headteachers will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

(See Norfolk County Council 'Safe use of Images' guidelines and recommendations for more information attached to this policy)

• Photographs that include pupils will be selected carefully so that individual pupils cannot have their image misused.

• Pupils' full names will not be used anywhere on a federation website or other online space, particularly in association with photographs.

• Photographs of pupils will only be published on the federation website if permission of the parents or carers has been obtained through the 'Parent's Consent for Web Publication of Work and Photographs' agreement. (See Appendix)

• Pupil image file names will not refer to the pupil by name.

• Parents should be clearly informed of the federation policy on image taking and publishing, both on federation and independent electronic repositories

Social networking and personal publishing

• The federation does not allow access to social networking sites, but will educate pupils in their safe use (see e-learning).

• Newsgroups will be blocked and not approved.

• Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.

• Pupils and parents will be advised that the use of social network spaces outside federation brings a range of dangers for primary aged pupils.

• Pupils will be advised to use nicknames and avatars when using social networking sites.

Managing filtering

• The federation will work with Norfolk County Council (ICT Solutions) to ensure systems to protect pupils are reviewed and improved.

• If staff or pupils come across unsuitable on-line materials, the site must be reported to the e-Safety Coordinators who in turn will inform ICT Solutions.

• Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing video conferencing & webcam use

• Videoconferencing should use the educational broadband network to ensure quality of service and security.

• Pupils must ask permission from the supervising teacher before making or answering a videoconference call.

• Videoconferencing and webcam use will be appropriately supervised for the pupils' age.

Managing emerging technologies

• Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in federation is allowed.

• The Senior Leadership Team should note that technologies such as mobile phones with wireless Internet access can bypass federation filtering systems and present a new route to undesirable material and communications.

• Pupil mobile phones are not allowed on federation premises and off site visits. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden.

• The use by pupils of cameras in mobile phones is not allowed.

• Staff must not use their personal mobile phones to capture photographs of pupils.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998. (See also Freedom of Information policy)

Policy Decisions

Authorising Internet access

• All staff are authorised to use the federation's ICT facilities, under their personal federation log in and are also required to read and sign the 'Staff Code of Conduct for ICT' before using any federation ICT resource. Any misuse will be dealt with by the Headteacher and may lead to disciplinary action being taken by the federation. (See Appendix 2)

• The federation will maintain a current record of all staff and pupils who are granted access to federation ICT systems.

• At Key Stage 1, access to the Internet will be by adult demonstration or with directly supervised access to specific, approved on-line materials.

• At Key Stage 2, general surfing of the Internet for information (although a skill which needs to be taught) isn't always productive and is difficult to supervise, so access to the Internet will be organised by the class teacher using specific, approved (by the teacher) on-line materials. Pupils can then search the site for information safely.

• If pupils and adults require photographs or pictures for their work in federation they may use www.picsearch.com (recommended by ICT Solutions) but they must still monitor its use as no Internet picture site can be considered safe.

• Parents and pupils will be asked to sign and return a consent form acknowledging their understanding of the federation's e-Safety policy and 'Rules for Responsible Computer and Internet use'. The federation will keep a record of all staff and pupils who are granted Internet access. The record will be monitored by the e-Safety Co-ordinators.

• Any person not directly employed by the federation will be asked to sign an 'Acceptable Use of federation ICT Resources' before being allowed to access the internet from the federation site.

Assessing risks

The federation will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a computer connected to the federation network. Neither the federation nor NCC can accept liability for any material accessed, or any consequences of Internet access.

• The federation audits ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

Handling e-safety complaints

• Complaints of Internet misuse will be dealt with by a senior member of staff.

• Any complaint about staff misuse must be referred to the Headteacher.

• Complaints of a child protection nature must be dealt with in accordance with federation child protection procedures.

• Pupils and parents will be informed of the complaints procedure (see federations complaints policy)

• Pupils and parents will be informed of consequences for pupils misusing the Internet.

Communications Policy

Introducing the e-safety policy to pupils

• E-Safety rules will be posted around the federation and discussed with pupils regularly.

• Pupils will be informed that network and Internet use will be monitored and appropriately followed up.

• Pupils are taught about e-Safety on an annual basis.

• E-Safety training will be embedded within the Personal Social Health Education (PSHE) curriculum.

Staff and the e-Safety policy

• All staff will be given the Federation e-Safety Policy and its importance explained.

• Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.

• Staff that manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues.

• Staff will always use a child friendly safe search engine when accessing the web with pupils.

• If staff or pupils discover unsuitable sites, the URL (address) and content must be reported immediately to ICT Solutions via the e-Safety Co-ordinators.

Enlisting parents' and carers' support:

• Parents and Carers attention will be drawn to the Federation e-Safety Policy in newsletters, the federation brochure and on the federation website.

• The federation will maintain a list of e-safety resources for parents/carers.

• The federation will ask all new parents to sign the parent /pupil agreement when they register their child with the federation.

Appendix 1

Swallowtail Federation Parent and Pupil's Acceptance of the Federation's e Safety Policy and Rules for Responsible Computer and Internet use.

Please complete and return this form to the federation office.

Pupil's agreement:

- I have read and understood the federation 'Rules for Responsible Computer and Internet Use'.
- I will use the computer system and Internet in a responsible way and obey these rules at all times.
- I understand that if I break these rules then I may not be allowed to use the Internet.

Pupil's signature _____ Date ___/___/___

Parent's/Guardian's acknowledgement:

- I have read and understood the federation's e-Safety policy and 'Rules fo Responsible Computer and Internet Use' and give permission for my child.
- I understand that the federation will take all reasonable precautions to ensure that pupils cannot access inappropriate materials.
- I understand that the federation cannot be held responsible for the nature or content of materials accessed through the Internet.
- I understand that the federation is not liable for any damages arising from the use of Internet facilities.

Parent's/Guardian's signature _____ Date ___/___/___

Federation:

The federation acknowledges the above signatures and therefore grants Internet access.

Signed _____(Headteacher)

Record of children who are in breach of the agreement

For a child in breach of the agreement the log below will be kept by the federation.

Name   Action   Date

Swallowtail Federation

Rules for Responsible Computer and Internet Use:

The following rules apply to all pupils:

<u>Using the computers</u>

• I may not log onto a computer unless permission has been given.

• I will only access the computer system with the login and password I have been given;

• I will not look at or delete other people's files.

• I will not bring in memory sticks or any other portable device which can be hooked up to a federation computer or CDs from outside federation and try to use them on the federation computers without permission.

Using the internet

• I will ask permission from a teacher before using the internet.

• I will ask permission before entering any web site, unless my teacher has already approved that site.

• If I see anything unpleasant or something I am unhappy with, I will tell a teacher immediately because this will help protect other pupils and myself.

• I will not use or try to use Internet chat rooms or similar sites.

• I understand that the federation may check my computer files and may monitor the internet sites I visit.

• I will not complete and send forms without permission from my teacher and if sanctioned I will not give my full name, my home address, telephone number or any other personal information.

• I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

<u>Sanctions</u>

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.

2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

3. When applicable, police or local authorities may have to be involved.

Appendix 2

Staff Code of Conduct for ICT

To ensure that all staff are fully aware of their professional responsibilities when using information systems and when communicating with pupils, they are asked to sign this code of conduct. Members of staff should consult the federation's safety policy for further information and clarification.

• I understand that it is a criminal offence to use a federation ICT system for a purpose not permitted by its owner.

• I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for federation business.

• I understand that federation information systems may not be used for private purposes without permission from the Headteachers.

• I understand that my use of federation information systems, Internet and email may be monitored and recorded to ensure policy compliance.

• I will respect system security and will not disclose passwords or security information to anyone other than an authorised manager.

• I will not install any software or hardware without permission.

• I will ensure that personal data is stored securely and is used appropriately, whether in federation, taken off the federation premises or accessed remotely.

• I will respect copyright and intellectual property rights.

• I will ensure that electronic communications with pupils including email, and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted.

• I will promote e-safety with pupils in my care and will help them to develop a responsible attitude to system use, communications and publishing. The federation may exercise its right to monitor the use of the federation's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the federation's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept the Staff Code of Conduct for ICT.

Signed: …………………………............ Date: ………............

Acceptable Use of Federation ICT Resources

Any person not directly employed by the federation will be asked to sign an 'Acceptable Use of federation ICT Resources' before being allowed to access the internet from the federation site. This includes community use.

• I understand that it is a criminal offence to use a federation ICT system for a purpose not permitted by its owner.

• I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices.

• I understand that federation information systems may not be used for private purposes without specific permission from the Headteacher.

• I understand that my use of federation information systems, Internet and email may be monitored and recorded to ensure policy compliance.

• I will respect system security and not try and access others peoples accounts.

• I will not install any software or hardware without permission.

• I will ensure that no personal data is stored on the federation ICT systems.

• I will respect copyright and intellectual property rights.

• I will report any incidents of concern regarding children's safety to the e-Safety Coordinators or the Designated Child Protection Leads.

• I will ensure that no electronic communications including email, Instant Messaging (IM) and social is undertaken using the federation ICT systems. The federation may exercise its right to monitor the use of the federation's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the federation's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Failure to comply or a breach in these rules will result in an immediate ban from using all federation ICT systems.

I have read, understood and accept the Acceptable Use of Federation ICT Resources:

Signed: ……………………………… Print Name…………………………….

Accepted for federation: ………………….... Position………………………………

Appendix 3

Safety online resources for teachers

BBC Stay Safe: www.bbc.co.uk/cbbc/help/safesurfing

Becta: http://federations.becta.org.uk

Chat Danger: www.chatdanger.com

Child Exploitation and Online Protection Centre: www.ceop.gov.uk

Childnet: www.childnet.com

Know It all: www.childnet.com/kia

Cyber Café: http://thinkuknow.co.uk/8_10/cybercafe/cafe/base.aspx

Digizen: www.digizen.org

Kidsmart: www.kidsmart.org.uk/teachers

Think U Know: www.thinkuknow.co.uk

Safer Children in the Digital World: www.dfes.gov.uk/byronreview

E-Safety online resources for parents

Care for the family:

www.careforthefamily.org.uk/pdf/supportnet/InternetSafety.pdf

Childnet International "Know It All" CD (available to order

http://publications.teachernet.gov.uk or view online at www.childnet.com/kia

Family Online Safe Institute: www.fosi.org

Internet Watch Foundation: www.iwf.org.uk

Parents Centre: www.parentscentre.gov.uk

Internet Safety Zone: www.internetsafetyzone.com