



# The Canons CE Primary School

## E-Safety & Acceptable Use Policy



# Keeping Pupils Safe

## Stop, think .... before you click

The use of ICT including the Internet, email, learning platforms and today's mobile technologies are integral elements of learning in our school. To make this as successful and as beneficial as possible for all learners, we expect all the pupils to act safely and responsibly when using technology both within and outside of the school environment.

All pupils use computer facilities including internet access as an essential part of learning, as required by the National Curriculum. In order to ensure the safety of all pupils and staff, The Canons Primary School has an 'Acceptable Use Policy' for Information and Communication Technology (ICT) equipment in school.

Our Acceptable Use Policy (AUP) reflects the changing nature of ICT. Your support in achieving these aims is essential and we therefore ask that you please read and discuss the Safety rules in the AUP with your child, and sign the 'Consents & Agreements' section of the Data Checking form provided.

Signing the School's E-Safety Agreement helps us to maintain responsible use of ICT and safeguards the pupils in school.

In the future, you will only receive a copy of the E-Safety Rules if there are any changes to the rules or the APU.

If you have any questions about E-Safety, please don't hesitate to contact the school.

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum.

Both pupils and their parents/carers are asked to sign to show that the e-safety rules have been understood. The rules are contained in the Acceptable Use Policy. Please read this carefully.

# Acceptable Use Policy

## Introduction

The school has provided computers for use by pupils and teachers. They offer access to a vast amount of information for use in studies, acting like an enormous extension to the school library and offering great potential to support the curriculum. This policy applies to staff and pupils alike.

The computers are provided and maintained for the benefit of all staff and pupils, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a corridor. Remember that access is a privilege, not a right, and inappropriate use will result in that privilege being withdrawn.

## Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media (CDs, USB drives etc.) until they have been checked with antivirus software, and been found to be free of viruses.
- Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, PDAs etc.) until they have been checked with antivirus software, and been found to be free of viruses.
- Do not eat or drink near computer equipment.

## Security and privacy

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet your home address, your telephone number, any details about The Canons CE Primary School, or send them your picture.
- Do not use the computers in a way that harasses, harms, offends or insults others.
- Respect, and do not attempt to bypass, security in place on the computers, or attempt to alter the settings.
- Staff may review files and communications to ensure that users are using the system responsibly.

## **Internet**

- The Internet should only be used for study or for school authorised/supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the school, as well as other pupils or staff. This includes abiding by copyright laws.
- Do not engage in 'chat' activities over the Internet. This takes up valuable resources which could be used by others to benefit their studies.
- Never arrange to meet anyone via the Internet. People you contact online are not always who they seem.

## **Email**

- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed.
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which could destroy information and software on the computers.
- The sending or receiving of emails containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.

## **Enforcement**

This document is to be read carefully by all staff and pupils. If any pupil or staff member violates these provisions, access to the Internet will be denied and disciplinary action will be taken. Where appropriate, the police may be involved, or other legal action taken.

For pupils, additional action may be taken by the school in line with existing policy regarding school behaviour. For serious violations, suspension or expulsion may be imposed.

# **Acceptable use of Internet and email facilities for children and staff**

## **Rationale**

The Canons CE Primary School has the opportunity to enhance education and help children to fulfil their potential and raise standards with ICT. However, we also have a duty of care and must ensure that we are able to safeguard children and staff, so it is also important that children learn how to be safe when they are using new technologies. Whilst blocking and banning is part of our policy, we believe a more sustainable approach is required. We will equip the children with the skills and knowledge they need to use the Internet safely and responsibly, managing the risks wherever and whenever they go online; to promote safe and responsible behaviours in using technology both at school and in the home and beyond.

## **Risks**

The Byron Review (Safer Children in a Digital World 2008) classified the risks as relating to content, contact and conduct. The risk is often determined by behaviours rather than the technology itself.

- Commercial
- Aggressive
- Sexual
- Values
- Content (child as recipient)
- Adverts, spam, sponsorship
- Personal Information
- Violent/hateful content
- Pornographic or unwelcome sexual content
- Bias, racist and/or misleading information/advice
- Contact (child as participant)
- Tracking
- Harvesting personal information
- Being bullied, harassed or stalked
- Meeting strangers
- Being groomed
- Self-harm
- Unwelcome persuasions
- Conduct (child as actor)
- Illegal downloading
- Hacking
- Gambling
- Financial scams
- Terrorism
- Bullying or harassing one another
- Creating and uploading inappropriate material
- Providing misleading information/advice

## **Principles for acceptable use of the Internet**

Staff are only permitted to use the Internet for personal use (this includes email) outside of their normal working hours (use is permitted during staff break and lunchtimes). Online activities which are encouraged include:

- The use of email and computer conferencing for communication: between colleagues, between pupils(s) and teacher(s), between pupil(s) and pupil(s), between schools and industry.
- Use of the Internet to investigate and research school subjects, cross-curricular themes or topics related to social and personal development.
- The development of pupils' competence in ICT skills and their general research skills.

Online and other activities which are not permitted include:

- Searching, viewing or retrieving materials that are not related to the aims of the curriculum or future careers.
- Copying, saving or redistributing copyright-protected material, without approval.
- Subscribing to any services or ordering goods or services, unless specifically approved by the school.
- Playing computer games or using other interactive 'chat' or 'social' sites unless specifically approved by the school.
- Using the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages).
- Publishing, sharing or distributing any personal information about a user (such as: home address; email address; phone number; etc).
- Downloading software.
- Taking and storing images of children using mobile phones.
- Any activity that violates a school rule.

During your child's journey at The Canons Primary School: -

The school will:

- Use a firewall to filter and monitor access.
- Ensure virus and anti-malware protection is installed and updated regularly.
- Regularly discuss acceptable use with children and remind them of the school's policy and rules (this will include acceptable use of texting).
- Support parents and the community in safe use of the Internet and other technologies.
- Ask parents to give consent for their children to use the Internet.
- Ensure teachers guide pupils toward appropriate materials on the Intranet/Internet.
- Appoint an e-safety co-ordinator (the Headteacher) with responsibility for child protection/safeguarding.
- Ensure only those people with authorised access can access the school's IT network.
- Guest logons are to be given to supply teachers and other occasional staff where necessary.

Children will (although not necessarily in every year group):

- Have equal access to school-controlled email in a safe and secure environment.
- Have equal access to a variety of approved websites via the Internet.
- Be taught all the skills in order to use Internet and email as an ICT tool.
- Know how to report any concerns they may have.
- Use Internet and email to support, enhance and develop all aspects of the curriculum.
- Develop Internet and email skills at the appropriate level regardless of race, gender, intellect and emotional or physical difficulties.

Staff will:

- Ensure they keep data safe and secure.
- Conduct themselves professionally online; they must not allow children access to their own data through social networking sites such as Facebook; class teachers are advised to block children from their class and school.
- Inform the e-safety co-ordinator (the Headteacher) of any issues of concern.

## **Useful Websites**

- [www.teachernet.gov.uk](http://www.teachernet.gov.uk)
- [www.thinkuknow.co.uk/teachers](http://www.thinkuknow.co.uk/teachers)
- [www.childnet.com](http://www.childnet.com)
- [www.kidsmart.org.uk](http://www.kidsmart.org.uk)
- [www.ceop.gov.uk/reportabuse/index.asp](http://www.ceop.gov.uk/reportabuse/index.asp)
- [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)
- [www.nen.gov.uk/hot\\_topic](http://www.nen.gov.uk/hot_topic)

## **Monitoring, evaluation and review**

Monitoring and evaluation are essential to any effective policy and provide essential feedback for the development of policy and procedures. For this reason, the school will periodically ask staff and children how this policy is performing and how it can be altered to help and protect all users.

**Please note that not all information contained in this policy is relevant to each year group, however all of the policy is relevant to your child throughout their journey at The Canons CE Primary School.**