PALM BAY PRIMARY SCHOOL

Providing the keys to success for every child

Whole School Policy on:

E-Safety

Acting Head Teacher: Mrs J Ross **Kent County Council**

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Prepared by:	**Mrs V A Solly**
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1 Introduction

"The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and students learn from each other. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Students with internet access are more confident and have been shown to produce better-researched, more effective and well-presented projects. The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound." (BECTA)

Children are growing up as 'digital natives' in a rapidly changing world of information communication technology. Their use of the internet and digital technologies not only supports and enhances their learning, but is becoming a part of their social toolkit. It is essential that as a school we have an infrastructure in place to educate and enable the children in our care to use these technologies in a safe, appropriate and responsible manner. Becoming e-aware and e-safe is as much about education as it is about acquiring life skills and this policy has been written bearing this in mind.

1.1 Writing and reviewing the E-Safety Policy

The E-Safety Policy is part of the School Development Plan and relates to other policies including those for Computing, bullying and for child protection.

The school's E-Safety Co-ordinator is a shared role between Mrs V A Solly and Mrs J Ross, who is the Designated Child Protection Co-ordinator.

Our E-Safety Policy has been written by the school, building on the Kent E-Safety Policy and government guidance. It has been agreed by senior management after consultation with all stakeholders and approved by Governors.

The E-Safety Policy was revised by: Mrs V A Solly.

It was approved by the Governors on: 13th November 2014.

The next review date is (at least annually): Summer Term 6, 2015.

2 Teaching and Learning

2.1 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 school has a duty to provide pupils with quality Internet access as part of their learning experience. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.

2.2 Internet use will enhance learning

The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. This is done at a county level by the schools internet provider. WebSense automatically blocks all inappropriate content.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. E-safety posters are displayed in the school at all points where there is internet access. Parents/carers will be given copies of these for use at home.

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

The school will invite trained professionals to deliver e-safety talks to Upper Key Stage 2 pupils, parents/carers and staff on an annual basis; this may be primarily members of staff who have received appropriate e-safety training.

Pupils will be shown how to publish and present information to a wider audience, using educationally appropriate online spaces such as Making the News and Flash Meeting.

2.3 Pupils will be taught how to evaluate Internet content

The school 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 and a log will be kept by the E-safety Co-ordinators of any incidents in school where pupils have encountered unpleasant Internet content.

3 Managing Internet Access

3.1 Information systems security

School computing systems security will be reviewed regularly.

Virus protection will be updated regularly.

Security strategies will be discussed with the Local Authority.

3.2 Email

Within school, pupils use email in a controlled environment that remains in a closed 'virtual space' through software that emulates email.

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

Pupils must immediately tell a teacher if they receive offensive e-mail. This will be logged in the e-safety file and dealt with appropriately.

In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission. Advice about what information should not be shared in electronic communication is included on the E-safety posters displayed in school. This is also made available to parents/carers for use at home and is covered in the delivery of e-safety teaching.

Incoming email should be treated as suspicious and attachments not opened unless the author is known.

Staff will only use official school provided email accounts to communicate with pupils and parents/carers/carers, as approved by the Senior Leadership Team. Staff email accounts are to be used for work related communication only.

3.3 Published content and the school website

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

The Head teacher will take overall editorial responsibility for any online publishing and ensure that content is accurate and appropriate.

3.4 Publishing pupil's images and work

Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused. Consider using group photographs rather than full-face photos of individual children.

Pupils' full names will not be used anywhere on a school Web site or other on-line space, particularly in association with photographs.

Written permission from parents/carers or carers will be obtained before photographs of pupils are published on the school Web site.

Work can only be published with the permission of the pupil and parents/carers/carers.

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

Parents/carers should be clearly informed of the school policy on image taking and publishing, both on school and independent electronic repositories.

3.5 Social networking and personal publishing

The school will control access to social networking sites, and consider how to educate pupils in their safe use. Pupils will not be permitted to access social networking sites within school.

Newsgroups will be blocked unless a specific use is approved.

Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location. This advice is visibly displayed in the school at all points where there is internet access. Copies of this are available to parents/carers for use at home.

Ideally pupils would use only moderated social networking sites, e.g. SuperClubs Plus.

Pupils and parents/carers will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils. Parents/carers are provided with e-safety DVD-Roms which cover the use of social networking sites and the school will provide annual e-safety events for parents/carers.

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

3.6 Managing filtering

The school will work with the Kent Community Network, ASK and Becta 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 Co-ordinator, with the incident logged in the E-safety file.

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

3.7 Managing videoconferencing and 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.

3.8 Managing emerging technologies

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

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

Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden. Should any incidents of abusive or inappropriate text messages occur, they will be logged in the e-safety file and dealt with accordingly.

The use of cameras in mobile phones by staff or pupils is forbidden.

Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. Care is required in any use in school or other officially sanctioned location.

The school uses a Learning Platform at a staff level and wider use of Learning Platforms and Virtual Learning Environments within the school community will be reviewed as the technology becomes available within the school.

3.9 Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

4 Policy Decisions

4.1 Authorising internet access

All staff must read and sign the "*Staff Code of Conduct for computing*" before using any school computing resource.

The school will maintain a current record of all staff and pupils who are granted access to school computing systems.

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

Parents/carers will be asked to sign and return a consent form.

Any person not directly employed by the school will be asked to sign an "acceptable use of school computing resources" before being allowed to access the internet from the school site.

4.2 Assessing risks

The school 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 school network. Neither the school nor KCC can accept liability for any material accessed, or any consequences of Internet access.

The school should audit computing use to establish if the E-safety Policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

4.3 Handling E-Safety complaints

Complaints of Internet misuse will be dealt with by a senior member of staff, in the first instance with the E-safety Co-ordinator.

Any complaint about staff misuse must be referred to the Head teacher.

Complaints of a child protection nature must be dealt with in accordance with school child protection procedures (See Appendix 1).

4.4 Cyberbullying

Cyberbullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school's policy on anti-bullying and anti-social behaviour.

There are clear procedures in place to support anyone in the school community affected by cyberbullying.

All incidents of cyberbullying reported to the school will be recorded.

There will be clear procedures in place to investigate incidents or allegations of Cyberbullying.

5 Communications Policy

5.1 Introducing the E-Safety Policy to pupils

E-Safety rules will be posted in all rooms where computers are used and discussed with pupils regularly.

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

A programme of training in e-Safety will be developed, based on the materials from CEOP. This will also include an annual e-safety information session for parents/carers.

E-Safety training will be embedded within the computing scheme of work or the Personal Social and Health Education (PSHE) curriculum.

5.2 Staff and the E-Safety Policy

All staff will be given the School E-Safety Policy and its importance explained.

Staff will be supported in their knowledge and understanding of e-Safety through regular training and development. They will also be given a copy of the KCC 'Safe Practice with Technology Document'.

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 computing 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.

5.3 Enlisting parents and carers' support

Parents and carers' attention will be drawn to the School e-Safety Policy in newsletters, the School Brochure and on the school Web site.

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

The school will ask all new parents/carers to sign the Parent/Pupil Agreement when they register their child with the school.

The school will provide e-safety information sessions for parents/carers.

6 Policy Review

This policy will be reviewed (at least) annually during Summer Term 6.

The next review of this policy is due: Summer Term 6, 2015.

7 Appendices

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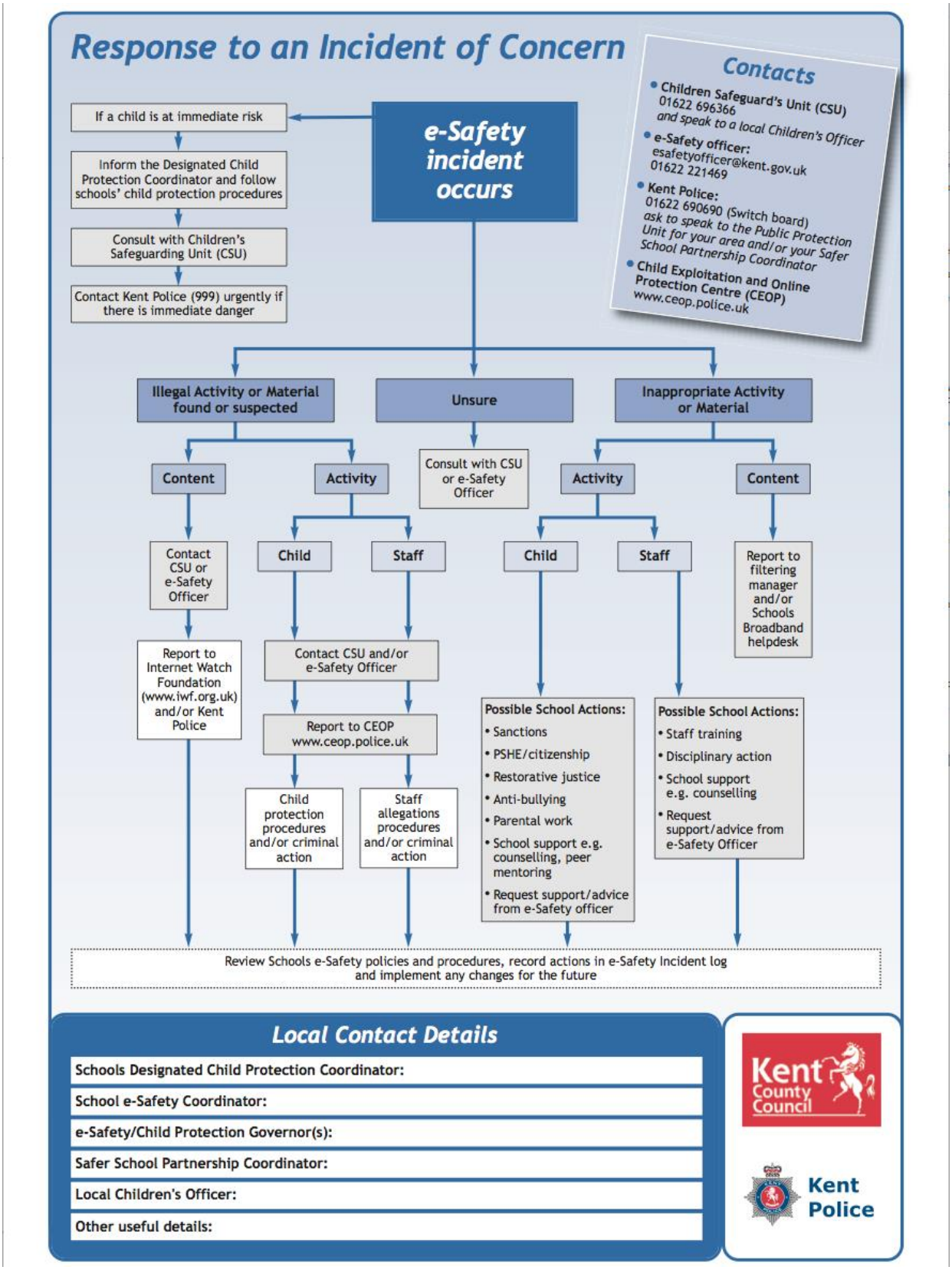
Appendix 1: Response to an incident of concern



Appendix 2: E-Safety posters

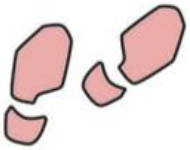
These rules help us to stay
safe on the Internet

Think then Click

We only use the Internet when an adult is with us.

We can click on the buttons or links when we know what they do.

We can search the Internet with an adult.



We always ask if we get lost on the Internet.

We can send and open emails together.

We can write polite and friendly emails to people that we know.

Kent Community Network | Advisory Service Kent ASK Learning Together | Kent County Council

B. Stoneham & J. Barrett

Think then Click

We ask permission before using the Internet.

We only use websites our teacher has chosen.

We immediately close any webpage we don't like.

We only e-mail people our teacher has approved.

We send e-mails that are polite and friendly.

We never give out a home address or phone number.

We never arrange to meet anyone we don't know.

We never open e-mails sent by anyone we don't know.

We never use Internet chat rooms.

We tell the teacher if we see anything we are unhappy with.

Kent Community Network

J. Barrett & H. Barton

Kent County Council

Appendix 3: Pupil/Parent/Carer Agreement

Palm Bay Primary School

E-Safety Rules

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/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil:	***Form:***

Pupil's Agreement

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed:	***Date:***

Parent/Carer's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Parent/Carer's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:	***Date:***

Please print name:

Please complete, sign and return to the school secretary

Appendix 4: Using Images Consent Form

Using Images of Children – PC1

Date

Consent form for use by Kent County Council Schools, settings and KCC services

To Name of the child's parent or guardian

Name of child:

School / setting or KCC Service / other organisation

This letter explains why we need to ask you for your consent to any photographs of your child or young person while at school / setting or youth establishment. When you have read the letter, you should fill in and return the form attached to let us know your wishes.

Generally, photographs for school and family use, and those that appear in the press are a source of pleasure and pride. We believe they can enhance self esteem for children and young people as well as their families and so are to be welcomed.

In an age in which digital technology has vastly increased the use and potential misuse of photography and there has been publicity surrounding concern about filming school events we believe you should understand the risks and weigh the chances of a child being identified by a photograph in the local press or on a web site and as a result being targeted for abuse.

On advice from the Kent Police, the Kent Local Authority and others, we have taken the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph, and to protect the full name and contact details of children, the practice of photography for school events by families and the media, should continue. In any case, the widespread use of mobile telephones as digital cameras would make banning virtually impossible to impose and police.

The DCSF broad rule of thumb for schools is that "if the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil". For our own school publications, we will follow this advice for photographs to be used for circulation beyond the school. The press however like to reflect the local community by naming children who appear, and may decline to photograph events if this facility is denied to them.

We are mindful of the fact that for some families, there may be reasons why a child's identification is a matter of particular anxiety, and if you have special circumstances either now, or at any time in the future which would affect or change your consent on this issue, you need to let your child's class teacher know.

If your child is old enough to express their own view, you may want to consult with them about the categories of consent, and we invite you to use this letter to explore their feelings about being photographed at school. **Please complete the form attached. Talk to the supervisor, teacher or KCC staff member if you are unclear.**

Using images of children **October 2008 rev. – PC2**

Consent form for use by Kent County Council schools, settings and KCC staff

To Name of the child's parent or guardian: _____

Name of child: _____

School/ setting or youth organisation _____

Occasionally, we may take photographs of the children. We may use these images in our publicity or the schools/setting prospectus or in other printed publications as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our establishment / school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, websites or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 4 below, then sign and date the form where shown.
PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL SETTING OR SERVICE AS SOON AS POSSIBLE.

	Please circle your answer
1. May we use your child's photograph (unidentified) in the school prospectus and other printed publications that we produce for promotional purposes?	**Yes / No**
2. May we use your child's image (unidentified) on our website?	**Yes / No**
3. May we record your child's image (unidentified) on video or webcam?	**Yes / No**
4. Do you consent to your child being photographed or filmed in press events agreed by the school?	**Yes / No**
5. Do you consent to your child's full name being published with a press photograph? (At the present time, some local newspapers will not agree to publish a photograph without a full name)*** **Please see notes at end of document** ***	**Yes / No**

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Unidentified above means we will only use the first name
Please also note that the conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use on the back of this form.

Young person to sign if 16 or over / Parent's or guardian's signature for younger children: _____ Date: _____

Name (in block capitals): _____

Conditions of school use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends this school or setting. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your agreement at any time.
2. We, the school, setting or service, will not use the personal details or full names (which means first name **and** surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption, unless we have your agreement.
5. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. **As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only.** I/we understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1998 if we used our recordings for any wider purpose.

Appendix 5: Staff Acceptable Use Policy and Agreement

Staff COMPUTING Acceptable Use Policy 2013

As a professional organisation with responsibility for children's safeguarding it is important that all staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. All members of staff have a responsibility to use the school's computer system in a professional, lawful, and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using Information Communication Technology and the school systems, they are asked to read and sign this Acceptable Use Policy.

This is not an exhaustive list and all members of staff are reminded that COMPUTING use should be consistent with the school ethos, other appropriate policies and the Law.

- I understand that Information Systems and COMPUTING include networks, data and data storage, online and offline communication technologies and access devices. Examples include mobile phones, PDAs, digital cameras, email and social media sites.
- School owned information systems must be used appropriately. I understand that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised access to computer material with intent to commit or facilitate commission of further offences or to modify computer material without authorisation.
- I understand that any hardware and software provided by my workplace for staff use can only be used by members of staff and only for educational use. To prevent unauthorised access to systems or personal data, I will not leave any information system unattended without first logging out or locking my login as appropriate.
- I will respect system security and I will not disclose any password or security information. I will use a 'strong' password (A strong password has numbers, letters and symbols, with 8 or more characters, does not contain a dictionary word and is only used on one system).
- I will not attempt to install any purchased or downloaded software, including browser toolbars, or hardware without permission from the system manager.
- I will ensure that any personal data of pupils, staff or parents/carers/carers is kept in accordance with the Data Protection Act 1988. This means that all personal data will be obtained and processed fairly and lawfully, only kept for specific purposes, held no longer than necessary and will be kept private and secure with appropriate security measures in place, whether used in the workplace, hosted online (only within countries or sites with suitable data protection controls) or accessed remotely. Any data which is being removed from the school site (such as via email or on memory sticks or CDs) will be encrypted by a method approved by the school. Any images or videos of pupils will only be used as stated in the school image use policy and will always take into account parental consent.
- I will not keep professional documents which contain school-related sensitive or personal information (including images, files, videos etc.) on any personal devices (such as laptops, digital cameras, mobile phones), unless they are secured and encrypted. Where possible I will use the School Learning Platform to upload any work documents and files in a password protected environment. I will protect the devices in my care from unapproved access or theft.
- I will not store any personal information on the school computer system that is unrelated to school activities, such as personal photographs, files or financial information.
- I will respect copyright and intellectual property rights.

- I have read and understood the school's e-Safety policy which covers the requirements for safe computing use, including using appropriate devices, safe use of social media websites and the supervision of pupils within the classroom and other working spaces.
- I will report all incidents of concern regarding children's online safety to the Designated Child Protection Co-ordinator (Mrs J Ross) and/or the e-Safety Co-ordinator (Mrs V Solly) as soon as possible. I will report any accidental access, receipt of inappropriate materials, filtering breaches or unsuitable websites to the e-Safety Co-ordinator or the designated lead for filtering as soon as possible.
- I will not attempt to bypass any filtering and/or security systems put in place by the school. If I suspect a computer or system has been damaged or affected by a virus or other malware or if I have lost any school related documents or files, then I will report this to the Computing Support Provider/Team (Mrs V Solly) as soon as possible.
- My electronic communications with pupils, parents/carers/carers and other professionals will only take place via work approved communication channels e.g. via a school provided email address or telephone number. Any pre-existing relationships which may compromise this will be discussed with the Senior Leadership team.
- My use of COMPUTING and information systems will always be compatible with my professional role, whether using school or personal systems. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. My use of COMPUTING will not interfere with my work duties and will be in accordance with the school AUP and the Law.
- I will not create, transmit, display, publish or forward any material that is likely to harass, cause offence, inconvenience or needless anxiety to any other person, or anything which could bring my professional role, the school, or the County Council, into disrepute.
- I will promote e-Safety with the pupils in my care and will help them to develop a responsible attitude to safety online, system use and to the content they access or create.
- If I have any queries or questions regarding safe and professional practise online either in school or off site, then I will raise them with the e-Safety Co-ordinator or the Head Teacher/Deputy Head Teacher.
- I understand that my use of the information systems, Internet and email may be monitored and recorded to ensure policy compliance.

The School may exercise its right to monitor the use of information systems, including Internet access and the interception of e-mails in order to monitor compliance with this Acceptable Use Policy and the School's Data Security Policy. Where it believes unauthorised and/or inappropriate use of the service's information system or unacceptable or inappropriate behaviour may be taking place, the School will invoke its disciplinary procedure. If the School suspects that the system may be being used for criminal purposes or for storing unlawful text, imagery or sound, the matter will be brought to the attention of the relevant law enforcement organisation.

I have read and understood and agree to comply with the Staff COMPUTING Acceptable Use Policy.

Signed: …….. Print Name: …… Date: ……

Accepted by: …… Print Name: ……

Appendix 6: Useful contacts and references

CEOP (Child Exploitation and Online Protection Centre): www.ceop.police.uk

e–Safety Officer, Children's Safeguards Team, Families and Social Care, Kent County Council. The e-Safety Officer is Rebecca Avery email: esafetyofficer@kent.gov.uk
Tel: 01622 221469

Childline: www.childline.org.uk

Childnet: www.childnet.com

Children's Officer for Training & Development, Children's Safeguards Team, Families and Social Care, Kent County Council. The Children's Officer for Training & Development is Mike O'Connell email: mike.oconnell@kent.gov.uk Tel: 01622 696677

Children's Safeguards Team: www.kenttrustweb.org.uk?safeguards

Click Clever Click Safe Campaign: http://clickcleverclicksafe.direct.gov.uk

Cybermentors: www.cybermentors.org.uk

Digizen: www.digizen.org.uk

EiS - computing Support for Schools and computing Security Advice: www.eiskent.co.uk

Internet Watch Foundation (IWF): www.iwf.org.uk

Kent e–Safety in Schools Guidance: www.kenttrustweb.org.uk?esafety

Kent Police: In an emergency (a life is in danger or a crime in progress) dial 999. For other non-urgent enquiries contact Kent Police via 01622 690690 or contact your Safer Schools Partnership Officer. Also visit www.kent.police.uk or www.kent.police.uk/internetsafety

Kent Public Service Network (KPSN): www.kpsn.net

Kent Safeguarding Children Board (KSCB): www.kscb.org.uk

Kidsmart: www.kidsmart.org.uk

Schools Broadband Service Desk - Help with filtering and network security: www.eiskent.co.uk Tel: 01622 206040

Schools e–Safety Blog: www.kenttrustweb.org.uk?esafetyblog

Teach Today: http://en.teachtoday.eu

Think U Know website: www.thinkuknow.co.uk

Virtual Global Taskforce — Report Abuse: www.virtualglobaltaskforce.com