THE ARRETON AND OAKFIELD FEDERATION
E-SAFETY POLICY 2015 – 2018

COMMITTEE: LMO

APPROVED: 4 NOVEMBER 2015

REVIEW: SEPTEMBER 2018

Introduction
Our e-safety policy has been written by the Federation, building on the Hampshire, Isle of Wight, Portsmouth and Southampton 4LSCB E-Safety Strategy. It has been agreed by the senior management and approved by the Governors. It will be reviewed every three years but will be amended following changes to legislation, DfE or as identified by the Federation.

"All agencies providing services to children have a duty to understand e-safety issues, recognising their role in helping children to remain safe online while also supporting adults who care for children"

Becta 2008 – Safeguarding Children in a Digital World

Overview

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

The school's e-safety policy will operate in conjunction with other policies including those for ICT, Student Behaviour, Bullying, Curriculum, Safeguarding and Child Protection, Data Protection and Security.

The school will appoint an e-Safety Coordinator. This may be the Designated Child Protection Coordinator as the roles overlap.

Teaching and Learning

Why Internet use is important
The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students 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.

Internet use will enhance learning
The school Internet access is designed expressly for pupil use and will include appropriate filtering.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.[1]

Internet access will be planned to enrich and extend learning activities. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

Pupils will be guided by staff in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

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[1] Children's Responsible Internet Use – Appendix A

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 taught how to evaluate Internet content

Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

Managing Internet Access

Information system safety guidelines

The School's ICT system is regularly monitored.

Monitoring can include the user's login details, the computer used, additional monitoring of pupil machines can include key stroke logging, as well as recording web sites that users visit.

Virus protection will be updated regularly and is deployed over the network.

Security strategies will be discussed with specialist ICT support.

E-mail and Communication

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

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

Pupils are instructed not reveal personal details about themselves or others in e-mail communication, or arrange to meet anyone without specific permission.

E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.

The forwarding of chain letters is not permitted.

Published content and the school Website

The contact details on the Web site should be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published.

The ICT Technician and Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work on the school's Website

Photographs that include pupils will be selected.[2]

Pupils' full names will not be used anywhere on the Web site, particularly in association with photographs.

Consent from parents or carers will be obtained via the pupil registration form before photographs of pupils are published in the media on the school Website.

Pupil's work can only be published with the permission of the pupil and parents.

It is not appropriate to use photographic or video devices in changing rooms or toilets. Care should be taken when capturing photographs or video to ensure that all pupils are appropriately dressed.

Staff may use photographic or video devices (including digital cameras, camcorders and IPad) to support school trips and curriculum activities as long as parental permission has been sought and gained and the equipment used in school is school equipment not personal.

Social networking and personal publishing

The school advises parents/carers that the use of many social networking sites outside school is inappropriate for primary aged pupils as our pupils fall outside of their usage age range.

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[2] Appendix B Image consent form (part of Pupil Registration)

The school may filter access to social networking sites that are inappropriate or unsuitable for educational purposes.

Pupils are advised never to give out personal details of any kind which may identify them or their location.
Under normal circumstances, no member of staff should engage in direct communication (in or out of school) of a personal nature who is not a member of their direct family, by any means, for example (but not limited to) SMS text message, email, instant messaging or telephone. Should special circumstances arise where such communication is felt to be necessary, the agreement of the Headteacher should be sought in first and appropriate professional language should always be used.

Managing filtering
The school will take advice where necessary from the IOW Council, DfES and the Internet Service Provider to ensure filters are in place to safeguard pupils and will be reviewed and updated regularly.

If staff or pupils discover an unsuitable site, it must be reported to the e-Safety Coordinator.

Any material that the school believes is illegal/unsuitable will be reported to appropriate agencies.

Managing video conferencing
Inter-school or the use of video conferencing equipment between the school and outside educational establishments will be managed by the class teacher.

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

Videoconferencing 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 school is allowed.

Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden. Mobile phone cameras must not be used in school.

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

Policy Decisions

Authorising Internet access
All staff must read and abide by the 'Responsible Internet Use-Rules for Staff Use' before using any school ICT resource.[3]

The school will keep a record of all staff and pupils who are granted Internet access.

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

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[3] Appendix C Responsible Internet Use Rules for Staff

Assessing risks

The school will take all reasonable precautions to ensure that users access only appropriate 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 school computer. Neither the school nor IOW Council can accept liability for the material accessed, or any consequences of Internet access.

The school will review the e-safety policy to make sure that it is adequate and that its implementation is effective.

The use of computer systems for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.

Methods to identify, assess and minimise risks will be reviewed regularly.

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 school child protection procedures.

Parents and pupils will need to work in partnership with staff to resolve issues.

Communications Policy

Introducing the e-safety policy to pupils

E-safety rules will be posted on the school website and discussed and recapped in lessons with the students.

Pupils will be informed that their network and Internet use can be monitored.

Staff and the e-safety policy

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

Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Staff training in safe and responsible Internet use and on the school e-safety Policy will be provided as required.

Enlisting parents' support

Parents' attention will be drawn to the School e-Safety Policy in newsletters, the school brochure and on the school Website.

Internet issues will be handled sensitively, and parents will be advised accordingly.

Federation of Arreton and Oakfield
September 2015
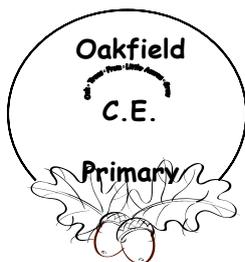
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Website: www.oakfieldcepri.iow.sch.uk

Headteacher: Mrs Laura Bosworth
Deputy Headteacher: Mrs Vikki Reader

Dear Parents/Carers

Responsible Internet Use

As part of your child's curriculum and the development of ICT skills, Oakfield Primary School provides supervised access to the Internet. We believe that the effective use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world. Please would you read the attached Rules for Responsible Internet Use and sign and return the consent form so that your child may use the Internet at school.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe Internet access if you wish. We also have leaflets from national bodies that explain the issues further.

We, as a school, will do everything we can to ensure suitable restrictions are in place to stop the children gaining access to inappropriate materials and no child will be allowed to use the Internet unsupervised. However, the school will not be held liable for damages arising from your child's use of the Internet facilities.

Should you wish to discuss any aspect of the Internet use (or to see a lesson in operation) please telephone me to arrange an appointment.

Yours sincerely

Mrs Laura Bosworth

Headteacher

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We, as a school, will do everything we can to ensure suitable restrictions are in place to stop the children gaining access to inappropriate materials and no child will be allowed to use the Internet unsupervised. However, the school will not be held liable for damages arising from your child's use of the Internet facilities.

Responsible Internet Use

These rules help us to be fair to others and keep everyone safe.

* I will ask permission before using the Internet.

* I will use only my issued network login and password.

* I will only look at or delete my own files.

* I understand that I must not bring software into school without permission.

* I will only e-mail/contact people I know, or my teacher has approved.

* The messages I send will be polite and sensible.

* I understand that I must never give my home address or phone number, or arrange to meet someone.

* I will ask for permission before opening an e-mail or an e-mail attachment sent by someone I do not know.

* I will not use Internet chat.

* If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.

* I understand that the school may check my computer files and the Internet sites I visit.

* I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

The school may exercise its right to monitor the use of the school's computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Parents consent for Internet access I have read and understood the school Rules for Responsible Internet Use and give permission for my son/daughter to access the Internet.

Parent's Consent for Web Publication of Work and Photographs

I agree that, if selected, my son/daughter's work may be published on the school website. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed:

_____

Date: _____

Appendix B:

Photography / Video and Images of Children

Consent form - Oakfield CE (Aided) Primary School

Incidental images. The world today uses imaging technology in many ways mostly to advance our enjoyment or education and to keep us secure. We at Oakfield are no different in that we also use photography and video recording of activities and lessons, primarily for the professional development of the teaching staff but also to support pupil self-evaluation and learning.

Special days, school trips, visits and other out of school activities. Our image is captured many times a day through commercial, street or in-store CCTV or simply by unknowingly appearing in the background of other people's photographs.

Due to the nature of special days and school trips usually being to educational or tourist type areas this is likely to happen. On these occasions', parents, carers, staff and pupils themselves may also use cameras to 'capture the memory' and therefore in these situations your child may appear in random shots taken by others **which we have no control over.** However, where a child has been identified as especially vulnerable from a safeguarding perspective every effort will be made to keep them out of photographs like this.

Direct Photography / Videography: There will be occasions when we may take photographs/videos of the children at our school or be requested by the media to submit photographs. We may wish to use these images in our school's documentation, as well as on our website.   As new technology emerges we may also use video or webcam in school-to-school conferences, or other associated educational use.

Photographs or videoing by parents or guardians of their children at school events is permitted under an exemption in the Data Protection Act. There is also a journalistic exemption with regard to the media and occasionally pupil's images may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act, we need your permission before we can **intentionally** photograph or make any recordings of your child.

_____

IMAGE CONSENT

Child's
name:

_____

Permission   **Please Tick**

I am happy and agree for my child to have their photograph intentionally taken in school and understand that these images may appear in the local and extended media as well as on the schools and other media's web sites.		**YES,** I give my consent
		NO, I do not give my consent

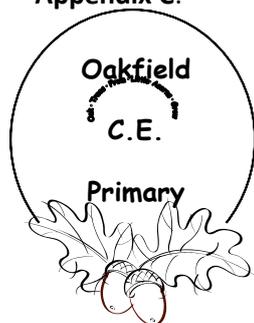**Please return the completed form to the school by Wednesday 17th September 2015.**

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

(If you have any concerns regarding this please contact the headteacher).

Parent's or guardian's
signature

_____

Name (in block capitals)_____ Date _____

Appendix C:

RESPONSIBLE INTERNET USE

RULES FOR STAFF

The school computer system provides Internet access to students and staff. This Responsible Internet Use statement will help protect staff and the school by clearly stating what is acceptable and what is not.

Users will not:-

Visit Internet sites, make, post, download, upload or pass on material, remarks or comments that contain or relate to:-

- ❌ Pornography (including child pornography)
- ❌ Promoting discrimination of any kind
- ❌ Promoting racial or religious hatred
- ❌ Promoting illegal acts
- ❌ Any other information that may be offensive to colleagues

Incidents which appear to involve deliberate access to web sites, and online groups that contain the following material will be reported to the relevant authority:-

- ❌ Any images or references portraying child abuse
- ❌ Adult material that potentially breaches the Obscene Publications Act in the UK
- ❌ Criminally racist material in the UK

School computer and Internet use must be appropriate to the student's education or to staff professional activity.

All copyright and intellectual property rights must be respected.

Email should be written carefully and politely, as messages may be forwarded email is best regarded a public property.

The use of public chat rooms is not permitted.

Use for personal gain, gambling, political purposes or advertising is forbidden.

The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.

The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web sites, the interception of emails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Please sign and return to: Mrs Dalling, Admin office:

Signature:

_____

Date: _____