



E-Safety Policy

This includes our Acceptable Use Agreements for adults and children.

Revised March 2022

Introduction

Computing and the use of digital devices is an essential resource to support learning and teaching as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Computing and ICT covers a wide range of resources including web- based and mobile learning. It is important to recognise the constant and fast-paced evolution of computing within our society. Currently the apps and software children and young people are using both inside and outside of the classroom includes but is not restricted to:

- Websites
- Coding
- Gaming
- Mobile devices
- Video and multimedia

Whilst exciting and beneficial, all users need to be aware of the range of risks associated with the use of these technologies. At Stanley Grove, we understand the responsibility to educate our pupils on e-safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

This policy includes the Acceptable Use Agreement for all staff, governors, visitors and pupils. Parents and visitors are only allowed to use their own devices with school's permission and guidance, e.g. during a school performance.

Roles and Responsibilities

As e-safety is an important aspect of leadership within the school, the Head Teacher and the Governors have responsibility to ensure that the policy and the practices are embedded and monitored. This policy, supported by the schools Acceptable Use Agreement, is to protect the interests and safety of the whole school community.

Managing the school e-safety messages

We endeavour to embed e-safety messages across the curriculum and whenever the internet and/or related technologies are used. These messages will be appropriate to the age of the children being taught. E-safety guidelines and rules will be prominently displayed around school and support and guidance is also on the website for parents.

E-safety and the curriculum

The school provides opportunities within a range of curriculum areas to teach about e-safety. Educating pupils on the dangers of technologies that may be encountered outside school is covered during these lessons. Pupils are taught the impact of bullying online and know how to seek help if they are affected by these issues. Pupils know how to seek help and advice if they experience problems when using the internet and related technologies including telling adults, and the report abuse buttons.

Security, Data and Confidentiality

All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's e-safety policy. This consent is seen to be valid for the full time the users are attending or working in the school. When accessing, amending and saving any data or information relating to the school or pupils, school staff follow the guidelines set out in the General Data Protection Regulations. All staff laptops are password protected and encrypted and all data is saved on the school's secure server. Memory sticks or external data saving devices are not allowed as staff must access school documents via the secure school server. Staff only use the school secure email system for work emails.

Managing the Internet

The internet within the school is monitored and managed using the filtering and firewall system set up by Trust IT. If any inappropriate use is detected it is reported to the SLT and the incident is followed up in line with the acceptable use policy and agreement. If internet research is set for homework, staff will remind pupils of their e-safety training. Parents are encouraged to support and supervise any research.

Infrastructure

Our internet is provided and monitored by Trust IT.

Trust IT manage the administrative devices, curriculum access through school. Staff and pupils are aware that should they encounter anything unsuitable or damaging they must report it immediately to the teachers who will contact Trust IT through the help desk. Only technicians are allowed to install and download software and apps onto the system

Mobile Technologies

The school allows staff to bring in personal mobile phones for their own use in the staffroom. They are not to be used at any time while working with pupils and should never be used to take photographs of pupils on personal devices. The school is not responsible for the loss, damage or theft of any personal mobile device. Any personal devices do not have access to the internet via the school WiFi network but can be linked to the schools guest Wi-Fi e.g. for governors accessing documents in governor meetings. Year 5 and 6 children are allowed to bring their mobile phone if they are walking home alone. These phones are not to be switched on anywhere on the school grounds and are either locked in the safe or locked drawer in class 5 or 6 or the office.

Managing Email

The use of email within the school is an essential means of communication for staff. Pupils do not have access to individual email accounts in the school. Staff must use the school's approved email system for any school business. Staff must inform the SLT and Trust IT, if they receive an offensive or inappropriate email. Staff should mostly communicate with parents using the Parent Hub messaging system or contact@ email.

Social Networking

The school does not permit the pupils to access their private accounts on social or gaming networks at any time whilst in school. The school strongly discourages children for using age inappropriate social networking outside of school. Staff should be made aware of incidents or activities on these social networks which has a direct effect on the children's attitudes or behaviour within school. The school reserves the right to take action. This may include: discussions with parents, information letters or reporting the child's access to the respective organisations or companies.

Safe use of images

With the written consent of parents/carers (on behalf of pupils) and staff, the appropriate taking of images by staff and pupils with school equipment is permitted. All staff are aware of specific children in school which do not have photographic permissions. If they do have permission, staff are aware of which platforms they can be used on. Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils. School's own mobile devices must be used. Staff and pupils will follow the school policy on safe use of images.

Publishing pupils' images and work

All parents/carers are asked to give permission to use their child's work/ photos in publicity material or on the school website, twitter account or mobile app. Parents/ carers may withdraw or amend permissions, in writing at any time. Pupils' names will not be published alongside their image on the school website, twitter account, mobile app or any other school based publicity materials.

Storage of Images

Images/films of children are stored securely on the school server and/or the teachers' individual password protected and encrypted laptops or school tablets.

Misuse/infringements Complaints

Complaints or concerns relating to e-safety should be made to school, following the complaints procedures.

Inappropriate Material

All users are aware of the procedures for reporting accidental access to inappropriate material. This should be reported immediately to the SLT. Deliberate access to inappropriate materials by any user will lead to the incident being logged by Trust IT and then forwarded to the SLT. Depending on the seriousness of the offence, investigation may be carried out by the Head Teacher or LA. Staff are aware that negligent use or deliberate misconduct could lead to disciplinary action.

Equal Opportunities

Pupils with additional needs.

The school endeavours to deliver a consistent message to parents and pupils with regard to the schools e-safety rules. Staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of e-safety issues.

Remote Learning and Meetings

As a school, we use Microsoft Teams for online remote meetings and learning. The staff agreement below sets out our expectations when using this. All children in school are part of a class on Teams. Children have also had training for using Teams safely and this has been included on their agreement also. The use of the remote learning has seen our pupils upskilling their ICT skills which prepares them for life in the modern age. When staff are conducting online meetings or lessons, the background should be appropriate, as should be clothing and the camera angle and you should be in a room which allows uninterrupted and confidential meetings to happen.

Twitter and Website

We have a open twitter account which is used to share quality work and events in school. Parental permission is required before a child's photograph can be posted on Twitter or website. When using photographs on twitter and website, staff must check that:

- Only children with permission are on the photograph, including children in the background.
- Ask permission if including adults and adult visitors.
- Only use for school business.
- If you are using twitter yourself, make sure you account remains either locked, or if open is profession and states all views are your own.

Stanley Grove Primary and Nursery School

Staff, Governor and Visitor Acceptable Use Agreement (Visitors who are accessing IT equipment in school)

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is to help ensure that all staff are aware of their professional responsibilities when using any form of ICT and to help keep staff, governors and visitors safe. All users are expected to sign this agreement confirming their undertaking to adhere to its contents at all times. Any concerns or clarification should be discussed with the SLT.

- I will only use the school's email / Internet / Website and any related technologies for professional purposes.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number or personal email address, to pupils.
- I will only use the approved email system for any communications with pupils, parents and other school related activities.
- I will ensure that personal data is kept secure and is used appropriately. Laptops are encrypted but must be kept secure if taking home.
- I will not install any hardware or software on school equipment without the permission of the Trust IT Technician.
- I will not allow anyone external to the school to use a memory stick in my school computer.
- I will report any accidental access to inappropriate materials immediately to my line manager.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with data protection policy and the safer use of images policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Head Teacher in line with data security policy. Only school equipment may be used to record and photograph pupils.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to the Head Teacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute. This includes ignoring invitations from pupils and parents to be part of their social networking site(s).
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

Remote Technology Protocol:

When delivering remote education online the same principles set out in the staff Code of Conduct will apply.

- **Staff should have in mind their safeguarding obligations and should report any safeguarding concerns according to the school policy.**
- All staff should wear appropriate clothing, the background should be neutral and desk/ table should be clear.
- Other household members should not be seen on the screen, and whilst online you should not be interrupted.
- Microphones should be muted when the input is finished so that incidental conversations cannot be heard.
- Staff can move away from the computer once lesson input has been given to allow children to work independently. If this is done, ensure that you click the red leave button, then end meeting.
- Staff should remain professional at all times.

- Make sure that any other tabs that are open in the browser are appropriate for a child to see if you are sharing a screen.
- Decide if you are going to disable chat as this can be a distraction to learning.
- Always use **'End Meeting' on the red button** to ensure that no children remain on TEAMS unsupervised.
- If you click the three dots, you can use **spotlight** for yourself so that only you can be seen and rest of children cannot be seen by others. Click **focus**, so that your presentation is the main item on the screen.
- Always take a register for each session and ask child to turn camera on for this.
- Record any incidents or issues as well as informing SLT.
- Do not allow anyone on a teaching session who is not using the child's log in.
- Use teams to schedule meetings and ensure that you don't allow others to bypass the lobby. This means that the session cannot start without you.

The children should be taught the following to enable the sessions to run smoothly:

- How to mute and use the hand symbol. The expectation is that they are on mute, unless told otherwise.
- How to turn their camera off, if required.
- They should be dressed appropriately and have the resources they need to hand.
- The children should be in a quiet place, free from interruptions with an appropriate background behind them. This space should be a shared space in their house.
- Classroom standard of behaviour is expected from all participants.

User Signature

I agree to follow this Acceptable Use Agreement and abide by the E-safety policy

Signature Date

Full Name(printed)

Please return signed copy to Business Manager.

Stanley Grove Primary and Nursery School

Pupil E-Safety Agreement

When I am working on a computer or device in school or at home:

- I will only use the computer in school for school purposes.
- I will only use my own school email address when emailing.
- I will only open email attachments from people I know, or who my teacher has approved.
- I will not tell other people my passwords.
- I will only open/delete my own files.
- I will make sure that all computer related contact with other children and adults is appropriate and polite.
- I will not deliberately look for, save or send anything that could offend or upset others.
- If I accidentally find anything inappropriate on the internet, I will tell my teacher or a trusted adult immediately.
- I will not give out my personal details such as my name, phone number, home address or school.
- I will be responsible for my behaviour when using computers in school or at home because I know that these rules are to keep me safe.
- I will not arrange to meet someone who I have met online, or give them information about me or share photographs. I will tell a trusted adult if I am contacted by someone I don't know.
- I know that my use of computers can be checked and that my parent or carer contacted if a member of school staff is concerned about my safety.



Children's Remote Learning Agreement. (Microsoft Teams)

1. I need to sit in a shared space in my house, where a parent/ carer is available if needed. This space should be quiet and free from interruptions.
2. I need to be dressed appropriately and I should have everything I need for the lesson ready, e.g. paper, pens, work booklet.
3. I will behave appropriately, as I would if I was in the classroom at school.
4. My teacher will tell me how to use the hand tool and I will use this sensibly if I need to.
5. I will mute my microphone if told, and leave it muted unless told otherwise.
6. I will not record the session.
7. I will not use the chat box unless directed to by the teacher and I will be sensible when using it.
8. If requested, I will turn my camera off, and not turn it on unless told to, so that I can concentrate on the teacher and the screen.
9. My teacher will tell me how long the session will last and give me instructions about what to do. I will follow these carefully.

This has been shared with your child today in preparation for any future computer work at home and at school.

