

Pupil E-Safety Policy May 2016

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About E-Safety

We all need to do our part to educate our young people about the benefits and risks of using Internet technology and electronic communications, and provide safeguards and awareness to enable them to control their online experience.

The Internet allows anyone to send messages, discuss ideas and publish material with little restriction. These features make it an invaluable resource used by millions every day. Much of the material published online is for an adult audience and some is unsuitable for pupils.

We are committed to making the school safe and secure for learners to work in. This involves a rigorous set of procedures designed to keep all learners safe from threat or intrusion. It also involves guarding them from accessing Internet material which is unsuitable in terms of its content because it may:

- contain images or texts which may upset our pupils
- be insulting to individuals or groups
- create upset or tension between pupils
- not uphold British Values

We want to ensure safe, critical and responsible computing use wherever our pupils may be and make them aware that publishing personal information could compromise their safety and security and that of others.

All schools must decide on the right balance between controlling access, setting rules and educating their pupils. Schools must also protect themselves from legal challenge. Staff and visitors, as well as pupils, should be aware that the use of school computers for any inappropriate reasons is 'unauthorised'; at the same time the school must ensure that all reasonable actions have been taken and measures put in place to protect users.

The school's pupil e-safety policy will operate in conjunction with the staff acceptable use of ICT policy.

Teaching and Learning

Why is Internet use important to the school?

Internet use is a part of the statutory curriculum and a necessary tool for pupils. It is an essential tool for education, business and social interaction and the school has a duty to provide students with quality Internet access as part of their learning experience. Pupils may use the Internet widely outside school and will need to learn how to evaluate information and to take care of their own safety and security.

The National curriculum for Computing (September 2014) states:

Pupils should be taught to:

- *Understand computer networks including the Internet; how they can provide multiple services such as the World Wide Web; and the opportunities they offer for communication and collaboration*
- *Use search technologies effectively, appreciate how results are selected and ranked and be discerning in evaluating digital content*
- *Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about the content and contact.*

These statements describe how pupils should understand how the internet works, and become confident, creative and safe users of these technologies.

Internet use will enhance learning

Developing effective practice in Internet use for teaching and learning is essential. The school Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of pupils. Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Internet access will be planned to enrich and extend learning activities.

Pupils will be taught how to evaluate Internet content

Information received from the World Wide Web and E-Mail require good information handling skills. In particular it may be difficult to determine origin and accuracy.

In a perfect world, inappropriate material would not be visible to pupils using the Internet, but this is not easy to achieve and cannot be guaranteed. It is a sad fact that some pupils may, occasionally be confronted with inappropriate material, despite all attempts at filtering. Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening; for example, to close the webpage and report the incident immediately to a teacher.

Pupils will be taught research techniques including the use of subject catalogues and search engine and be encouraged to question how current, the validity and origins of information. They will learn skills to establish the author's name, date or revision and whether others link to the site. Pupils should compare web materials with other sources. Effective guided use will also reduce the chance of pupils coming across inappropriate sites.

Sparsholt C of E Primary School will ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.

Managing Pupil Access

Email Use

E-mail is essential means of communication for both staff and pupils. The implications of e-mail use for the school and pupils needs to be thought through and appropriate safety measures put in place.

Where pupils have been provided with a school email account:

- Pupils may only use approved e-mail accounts in school
- Pupils must immediately tell a teacher if they receive offensive e-mail
- Pupils must not reveal personal details of themselves or others in e-mail communication or arrange to meet anyone without specific permission
- Access in school to external personal e-mail accounts is not allowed
- Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper
- In the school context, school emails should not be considered private and we reserve the right to monitor school email accounts
- Parents will be informed at the beginning of the topic when the email account is to be opened. (Appendix 5) Accounts can be closed down at the end of the topic.

Published Work and the School Website

Websites can celebrate pupil's work, promote the school and publish resources for projects. The contact details on our school website will be the school address, e-mail and telephone number. Staff or pupils' personal information will not be published. The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate

Publishing Pupils' Images

Still and moving images and sounds add liveliness and interest to a publication, particularly when pupils can be included. Nevertheless, the security of staff and pupils is paramount.

- A blanket 'Publishing Pupil's Work and Photographs on the Website / in the media' letter is sent to all parents and carers for their written permission at the start of each academic year (Appendix 3)
- If you have declined consent we may contact you for temporary permission if your child appears in a group or team photograph
- Photographs will be selected carefully
- Pupils' full names will not be used anywhere on the Web site or Twitter account* particularly in association with photographs. (* Our Twitter account is activated for our annual Year 6 residential)

Social Networking

Parents and teachers should be aware of social networks and other online spaces which allow individuals to publish unmediated content. However they can connect people with similar interests and guests can be invited to view content and leave comments over which there may be limited school control.

The school makes children aware of social networking; we encourage them to observe legal restrictions and educate them to make good choices:

- The school will block access to social networking sites inside school
- Pupils are advised by the school not to join social networks until they are legally entitled to do so. Most social network site have a 13 year age limit or older.

The school recognises its responsibility to educate pupils to make safe choose if they choose to ignore age restrictions whilst at home and in light of this pupils are advised to:

- Never give out personal details of any kind which may identify them and / or their location
- Recognise that any photo shared is beyond the control of the user who has shared it and may be used or adapted for purposes that the user would not wish for
- Keep a locked down profile which doesn't identify them as a school child
- Recognise that social networks can never be totally safe as the user cannot manage what other members of the network do with the information shared.

Policy Decisions

Authorising Internet Access

Sparsholt School allocates Internet access for staff and pupils on the basis of educational need.

- All pupils will sign a '*Responsible Internet Use Agreement*' (see Appendix 2)

Assessing Risks

As the quantity and breadth of information available through the Internet continue to grow it is not possible to guard against every undesirable situation. The school will need to address the issue that it is difficult to remove completely the risk that pupils might access unsuitable materials via the school system.

- The school will take all reasonable precautions to ensure that users access only appropriate material. However due to the global and connected nature of Internet content it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school or HCC can accept liability for the material accessed, or any consequences resulting from Internet use
- The school will regularly audit Computing/ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate.

Handling e-safety complaints

A minor transgression of the rules may be dealt with by the teacher / head teacher. Other situations could potentially be serious and a range of sanctions are required, linked to the disciplinary policy. Potential child protection or illegal issues must be referred to the school designated Child Protection Officer or e-Safety Coordinator. Advice on dealing with illegal use could be discussed with the local Police Youth Crime Reduction Officer.

- Complaints of Internet misuse by pupils will be dealt with by a senior member of staff.
- Parents and pupils will need to work in partnership with staff to resolve issues
- Sanctions within the school discipline policy may include a discussion with the head teacher, informing parents or carers, removal of Internet or computer access for a period of time.

Communications Policy

Introducing the e-safety policy to pupils

- E-Safety rules (created by pupils) will be posted in rooms with Internet access
- Pupils will be informed that network and Internet use will be monitored.

Enlisting parent's support

- Parent's attention will be drawn to the schools e-Safety Policy and other recommended reading in newsletters, the school prospectus and on the school website
- Internet issues will be handled sensitively and parents will be advised accordingly
- A partnership approach with parents will be encouraged. This could include parents' evenings with demonstrations and suggestions for safe home Internet use
- Links to e-safety for both pupils and parents will be available from the school website.

Appendix 1

E Safety Audit

Has the school a Pupil E-Safety Policy that complies with our Local Authority and DfE?	Y
Date of latest issue: May 2016	
The policy was agreed by governors on: 27 th September 2016	
The Policy is available for staff at: Policies File / School Website	
And for parents at: Sparsholt School Website	
The designated Child Protection Officer is: Head Teacher	
The E-Safety Coordinator is: Head Teacher / Carol Sheppeck	
Has E-safety training been provided for pupils?	Y
Do parents sign and return an agreement that their child will comply with the School E-Safety Rules?	Y
Have school E-Safety Rules been set for pupils?	Y

Appendix 2

Responsible Internet Use Agreement Letter

Sparsholt C. E. Primary School

Sparsholt, Winchester
Hampshire, SO21 2NR

Telephone: (01962) 776264

Facsimile: (01962) 776033

E-mail: headteacher@sparsholt.hants.sch.uk
adminoffice@sparsholt.hants.sch.uk
absence@sparsholt.hants.sch.uk



*High Achievement
for Everyone within a
Caring Christian School*

Responsible Internet Use Agreement

Dear Parent/Carer,

As part of our Computing curriculum, we are pleased to offer our pupils' access to the Internet.

Before they are allowed to use the Internet in school we would like your child to read through the Responsible Internet Use Agreement with you and for you both to sign and return the attached form to the school office.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. The school has a duty to provide our pupils with quality Internet access as part of their learning experience. Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

The school will work with the LEA, DfES and the Internet Service Provider to ensure systems to protect pupils are reviewed and improved. To guard against access to inappropriate material we use a filtering system provided by Hampshire County Council. In addition, teachers have a duty to research and monitor areas they are intending to cover prior to use with pupils.

However unlikely, it is not impossible that children may access inappropriate material. We believe that the benefits to children from using the Internet, in the form of information resources and opportunities for collaboration, far outweigh the disadvantages.

If you would like to read a full copy of our E-Safety policy please visit the school website; alternatively request a hard copy for the school office.

Kind regards

Lynn Laver
Acting Headteacher

Responsible Internet Use Agreement

At Sparsholt School we expect all children to be responsible for their own behaviour on the Internet, just as they are anywhere in the school. This includes the materials they choose to access and the language they use.

We use the computers and the Internet to help our learning. These rules will help us to be fair to others and keep everyone safe.

- I will always ask permission before using the computers.
- I will only open, work on or delete my own files, not other pupils.
- I will not download anything without permission.
- I will not bring in USB flash drives to school without permission.
- I will always ask a teacher before printing anything out.
- I will not change any of the computer settings.
- I will always ask permission before entering any Website unless my teacher has already approved the site
- If I accidentally find a website that I do not like or is not suitable for me, I will tell a teacher immediately.
- I will not use social media sites in school (the minimum age for using these sites is 13 years).
- I will only e-mail people I know or my teacher has approved
- The messages I send will be polite and sensible.
- When sending an e-mail to an outside agency or business I will ask my teacher to read it before I send it
- When sending an email I will not give my, or anyone else's home address, phone number, other personal details or arrange to meet someone.
- I will ask permission before opening an e-mail attachment
- If I receive a message I do not like I will tell my teacher immediately.
- I know that the school may check my computer files, read my emails and monitor the Internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers at school

Pupil's Agreement

I have read and understood the school rules for Responsible Internet Use. I will use the computer system and Internet in a responsible way and obey these rules at all times

Pupil's Name: Class:

Signed: Date:

Parent's 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. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of material accessed through the Internet.

Signed: Date:

Please print name:

Appendix 3

Publishing Pupil's Work and Photographs on the Website / in the Media Letter

Sparsholt C. E. Primary School

*Sparsholt, Winchester
Hampshire, SO21 2NR*

Telephone: (01962) 776264

Facsimile: (01962) 776033

*E-mail: headteacher@sparsholt.hants.sch.uk
adminoffice@sparsholt.hants.sch.uk
absence@sparsholt.hants.sch.uk*



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Publishing Pupil's Work and Photographs on the Website / in the Media

Dear Parent/Carer,

Occasionally we may take photographs of the children at our school. We may use these images in our school prospectus or in other printed publications that we produce, as well as on our website, VLE or Twitter account.

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

We follow guidance issued by the Government and our own common sense judgement in presenting information on our own website. Websites can celebrate pupils' work, promote the school and publish resources for projects. Still and moving images and sounds add liveliness and interest to a publication, particularly when pupils can be included.

Nevertheless the security of staff and pupils is paramount, so the school follows these rules:

- Media that include pupils will be selected carefully and pupils will not be named.
- The pupils will primarily be selected to show the context of the work they are doing
- Pupils full names will not be used anywhere on the school website, VLE or Twitter feed. Pupils first names will only be used when work does not contain an image of them

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for promotional purposes.

Please sign the publishing Pupil's Work and Photos on the Website/in the Media consent form to give your consent to the inclusion of photographs of your son/daughter or their work. Please return the form to the office as soon as possible.

If you would like to read a full copy of our E-Safety policy please visit the school website; alternatively request a hard copy for the school office.

Kind regards

Lynn Laver
Acting Headteacher

Publishing Pupil's Work and Photographs on the Website / in the Media

Parent's Consent for Web Publications of Work and Photographs

Please delete as appropriate, sign and return to the school office:

May we use your child's photograph in printed publications that we produce for promotional purposes or on project display boards?

YES / NO

May we use your child's image on our website and Virtual Learning Environment (VLE)?

YES / NO

May we record your child's image on video?

YES / NO

Are you happy for your child to appear in the media?

YES / NO

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



Conditions of 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. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image or video, on our website, in our school prospectus or newsletter or any of our other printed publications without good reason. For example, we may include the full name in a press release of a competition prize winner if we have your consent.
4. If we name a pupil in the text we will not use a photograph of that child to accompany the article without good reason (see 3, above)
5. We will not include personal e-mail or postal addresses, or telephone/fax numbers in videos, on our website, on social media or in printed/electronic publications/newsletters.
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. Your consent can be withdrawn at any time in writing

Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media

I have read and understood the conditions of use and give my consent for my child's image/s to be used as described above

Parent's or Carer's Signature: Date:

Name (In block capitals):

Child's Name: Class:

Appendix 4

Film Consent Letter

Sparsholt C. E. Primary School

Sparsholt, Winchester
Hampshire, SO21 2NR

Telephone: (01962) 776264

Facsimile: (01962) 776033

E-mail: headteacher@sparsholt.hants.sch.uk

adminoffice@sparsholt.hants.sch.uk

absence@sparsholt.hants.sch.uk



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Film Consent

Dear Parent/Carer,

Over the course of the year we will be showing feature films, shorts and clips from films to support our teaching. All films will be suitable for children and will have been checked by teachers to make sure they are appropriate for the children in each particular class.

Most films will be classified as U or PG or will be suitable for children within the primary age range. In cases where teachers wish to show an age restricted recording to under aged persons (a 12 rated film to Year 6 pupils for example) separate permission will be sought.

Please complete the form below and return to the school office for our records. Siblings can be included on one form.

There may be notice of films your child is likely to watch in the termly overviews which are found on the school website.

Please sign the Film Consent form below to allow your child to be involved in these activities and return the form to the office as soon as possible.

You are, of course, very welcome to come in and discuss film choice with the class teacher.

Kind regards

Lynn Laver

Acting Headteacher

✂-----

Parent/Carer's Film Consent

I agree that my son/daughter may watch PG or U rated films carefully selected for their educational value. I understand that separate permission will be sought for 12 rated films, shorts and clips.

Parent's or Carer's Signature: Date:

Name (In block capitals):

Child's Name: Class:

Appendix 5

Email Topic Consent Letter

Sparsholt C. E. Primary School

Sparsholt, Winchester

Hampshire, SO21 2NR

Telephone: (01962) 776264

Facsimile: (01962) 776033

E-mail: headteacher@sparsholt.hants.sch.uk

adminoffice@sparsholt.hants.sch.uk

absence@sparsholt.hants.sch.uk



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Dear Parents of xxxx Class Children,

This half-term your child will be given an e-mail address. Their address is

xxxx @sparsholt.hants.sch.uk

They will be using this address to email other members of the class at Sparsholt School. Although this is a web-based email, their email account is filtered through Hampshire County Council. Children can, if they wish, take their email address home with them, and, with your permission, email their school friends from home. We have encouraged your child to only tell their e-mail address to you, other family members and close friends who are known to the family. No lists of school e-mail addresses are published for safety reasons. The school has full access to these accounts and will monitor them as part of our commitment to Internet safety.

We have printed the schools Internet safety instructions on the back of this letter; we talk about these in class, but you may wish to discuss them with your child. The most relevant ones to e-mail are highlighted in bold. E-mail and the e-safety training that go with it, will help to prepare your child for the modern world.

If you would prefer, we can delete their account at the end of the topic. However, if you would prefer your child not to have access to an email account this half-term, please let us know by completing and returning the form below.

Thank you for your continued support; if you have any questions or would like to know more information about the Computing curriculum, please do not hesitate to contact Miss Sheppeck.

Sparsholt C of E Primary School



Email and Online Safety Topic

☐

I have read this letter and understand that my child will receive an e-mail account that they can use at Sparsholt Primary School as part of the national curriculum in computing.

☐

I would prefer my child not to have an email account

☐

Please delete my child's school email account at the end of this topic

Signed..... Full Name

Pupil's name Class

Good Rules for Online Safety

- **I will not give out my password to anyone (even my best friends) other than my parents**
- **I will not give out personal information such as my full name, age, address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' or teachers permission.**
- **I will tell my parents or teacher right away if I come across any information that makes me feel uncomfortable.**
- **I will never agree to get together with someone I "meet" online without first checking with my parents.**
- **I will never send a person my picture or anything else without first checking with my parents or teacher.**
- **I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents or teacher right away so that they can take action on my behalf.**
- **At home I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission**
- **I will be a good online citizen and not do anything that hurts other people or is against the law.**