

The Cliff Federation

E-Safety and Acceptable Usage Policy

<u>Policy Information</u>			
Status:	Statutory	Reviewed by:	Full Governing Body
Cycle of Review:	Annual	Policy Ratified:	November 2022
Signed as accepted:			

The Headteacher is also the E-Safety Coordinator.

Introduction

ICT in the 21st Century is seen as 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.

Information and Communications Technology covers a wide range of resources including web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently, the Internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Apps
- Email, Instant Messaging and chat rooms
- Social Media, including Facebook and Twitter
- Mobile/ Smart phones with text, video and/or web functionality
- Other mobile devices including tablets and gaming devices
- Online Games
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video sharing
- Downloading
- On demand TV and video, movies and radio / Smart TVs

Whilst exciting and beneficial both in and out of the context of education much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies and that some have minimum age requirements (13 years in most cases).

At the Cliff Federation, 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, in and beyond the context of the classroom.

Both this policy and the Acceptable Use Agreement –Appendix One (for all staff, governors, regular visitors [for regulated activities] and pupils) are inclusive of both fixed and mobile internet;

Governing Body: Standards Committee

Review Date: Annual

technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones and other mobile devices).

Monitoring

Each school's Internet provider logs all Internet activity. That provider may monitor these logs.

A breach or suspected breach of policy by a pupil will be dealt with in reference to the school's behaviour policy.

E-Safety

E-Safety encompasses the use of new technologies, Internet and electronic communications such as mobile phones, 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 Behaviour, Anti Bullying, Curriculum, Data Protection and Security.

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

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.
Internet use enhances learning

The school Internet access has been designed expressly for pupil use and includes filtering appropriate to the age of pupils.

Pupils are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

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

Pupils are taught how to evaluate Internet content

The school ensures that the use of Internet derived materials by staff and pupils comply with copyright law.

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

Managing Internet Access

Information system security

- School ICT systems capacity and security are reviewed regularly.
- Virus protection is updated regularly.
- Security strategies are discussed with Central IT

E-mail

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

Published content and each school's web site

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

The head teacher takes overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

Photographs that include pupils are selected carefully and do not enable individual pupils to be clearly identified.

Pupils' full names are not used anywhere on the Web site or Blog.

Written permission from parents or carers is obtained, on admissions and contact forms, for photographs of their child to be used on the school Web site and in the local press.

Social networking and personal publishing

The school blocks/filters access to social networking sites.

Newsgroups are blocked unless a specific use is approved.

Pupils are advised never to give out personal details of any kind that may identify them or their location.

Primary Pupil Acceptable Use Agreement / ESafety Rules

- I will only use ICT in school for school purposes
- I will only use my class 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 ICT passwords
- I will only open/delete my own files
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately
- I will not give out my own/others details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher and a responsible adult comes with me
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I know that my use of ICT can be checked and my parent/carer contacted if a member of school staff is concerned about my safety
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher



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Headteacher: Mrs A Waplinton

Dear Parent/ Carer

ICT including the Internet, email and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these E-Safety rules with your child/ren and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact Mrs Waplinton.

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

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Parent/Carer signature

We have discussed this document with(child/ren's name/s) and we agree to follow the E-Safety rules and to support the safe use of ICT at Hemswell Cliff Primary School.

Parent/Carer Signature:

Class

Date