



Mrs S.L. Whalley
01392 824340
admin@exminsterschool.co.uk

E-Safety and User Policy Agreement

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Reviewed by	
Computing Co-ordinator	Paul Herring
Date:	June 2016
Headteacher:	Sarah Whalley
Date:	June 2016
Nominated Governor:	Hamish Cherrett
Date:	June 2016
Ratified by Governing Board:	Libby Ash (Co-chair)
Date:	14/07/2016

Our Vision

Our vision is to create the best possible environment in which to stimulate the personal and social growth of the children in our school, whilst promoting high quality teaching and learning. This is to be achieved through our Rainbow Values and our vision to be an 'EPICentre of Outstanding Learning'

At the EPICentre of our school are our core values (colours of the Rainbow) and learning behaviours that underpin everything we strive to achieve together.

The governing board of our school make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at our school.

The Staff and Governing Board of Exminster Community Primary School recognises its' collective responsibility to safeguard and protect the welfare of children and young people in accordance with its statutory responsibility under Section 175 of the Education Act 2002 and where appropriate under the Children Acts.



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New technologies have become integral to the lives of children and young people in today's society, both within school and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

Teaching and Learning

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.

Internet use will enhance learning

The school Internet access will be designed for pupil use and will include filtering (provided and approved by Devon County Council) 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.

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

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.

Managing Internet Access

Information system security

School ICT systems security will be reviewed regularly

Virus protection will be updated regularly

Security strategies will be discussed with the Local Authority

E-mail

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

Pupils must immediately tell a teacher if they receive offensive email



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In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.

Incoming e-mails should be treated as suspicious and attachments not opened unless the author is known

E-mails from pupils to external bodies are to be monitored and controlled by teachers and support staff

Published content and the school web site

Staff or pupil personal contact information will not be published. The contact details given on line will be that of the school office.

The headteacher will take overall editorial responsibility and ensure that the content is accurate and appropriate.

Publishing pupils' images and work

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

Pupils' full names will not be used anywhere on the school website or other online space, particularly in association with photographs

Social networking and personal publishing

The school will control access to social networking sites and educate pupils in their safe use.

Pupils will only have access to controlled and moderated social networking sites e.g. Edmodo

Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location

Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged children.

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

Managing filtering

The school will work with Devon County and South West Grid For Learning (SWGFL) to ensure systems to protect pupils are reviewed and improved

If staff or pupils come across unsuitable online materials the site must be reported to the e-Safety Co-ordinator

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

Managing videoconferencing and webcam use



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Videoconferencing will 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.

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

Pupils will not be allowed to use mobile phones. These will be switched off and left in the school office.

Pupils will not be allowed to bring in their own devices.

The appropriate use of Learning Platforms will be discussed as the technology becomes available within the 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

The school will maintain a current record of all staff and pupils who are granted access to school ICT systems. This will be under supervision.

At Foundation and Key Stage One, access to the Internet will be by adult demonstration with directly supervised access to specific, approved online materials.

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 DCC can accept liability for any material accessed, or any consequences of Internet access.

The school will regularly audit ICT use to ensure that the e-Safety policy is adequate and working appropriately and effectively.

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



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Complaints of a child protection nature must be dealt with in accordance with school child protection procedures

Pupils and parents will be informed of the complaints procedure (see School Complaints Policy)

Pupils and parents will be informed of consequences for pupils misusing the Internet

Community Use of the Internet

The school will liaise with community users to establish acceptable use of the Internet

Communications Policy

Introducing the e-Safety policy to pupils

E-Safety rules will be discussed with pupils regularly (Every half term).

A planned e-safety curriculum is provided as part of Computing / PHSE. Key e-safety messages are reinforced during lessons.

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 materials from SWGfL

Staff and the e-Safety Policy

All staff will have access to the School's e-Safety Policy and its importance explained

All new staff will receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Agreements.

Staff will be informed that network and Internet traffic can be monitored and traced to the individual user

Staff who manage filtering systems or monitor ICT use will be supervised by senior management and work to clear procedures for reporting issues.

Enlisting parents' and carers' support

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

The Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.



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- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, Virtual Learning Environments (VLE) such as Google Classroom etc) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only communicate with students / pupils and parents / carers using official school systems.
- I will not engage in any on-line activity that may compromise my professional responsibilities.



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The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement. The Computing technician will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school equipment
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

I understand that I am responsible for my actions in and out of the school

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.

Use of digital/ video images

- The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras and tablets to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.



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- Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media,
- The school will comply with the Data Protection Act and request parents' / carers' permission before taking images (photographs) of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.
- Parents are requested to sign the permission form below to allow the school to take and use images of their children.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name:

Signed:

Date: