



George Carey Church of England Primary School

A Christian School for all

E-Safety Policy

As a school we are aware of the dangers of the internet and although we value the learning possibilities, for the children, we are aware that there can be dangers involved in its use.

For this reason we have decided to explain what we are doing to ensure the safety of the children and what you can expect from us.

Internet use will involve strict rules that all children, parents and teachers will be aware of.

In Foundation stage and Key stage 1 where the children are much younger and ICT use is more controlled the children will follow the 4 rules below:-

- I will only use the Internet and email with an adult
- I will only click on icons and links when I know they are safe
- I will only send friendly and polite messages.
- If I see something I don't like on a screen, I will always tell an adult

Posters are displayed in classrooms and the ICT Suite and children are reminded of the rules on a regular basis.

In Key stage 2 the children will follow 'The Rules for responsible ICT use' which are:-

- I will keep my login and password secret.
- I will ask permission from a member of staff before using computers and/or the Internet and will not visit Internet sites I know to be banned by the school.
- I will use the Internet in a responsible way to enhance my learning.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.

- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.

The Key stage 2 children will be given a copy of these rules. Parents are made aware of these rules and are informed if their child does not follow them.

Staff are also asked to sign an Acceptable Use Policy. (These documents are included in the Appendix.)

Further to the above there are also rules regarding the school website. These are as follows;

- On our school website children will be referred to by first names only and any photographs of children will not be labelled with full names.
- Parents have the right to refuse permission for their child to be photographed, by writing to the head teacher.

The school takes the use of the internet very seriously and we hope that this has clarified our objectives and aims, with regard to internet access.

February 2014 Draft

Appendix



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E-safety agreement form

Keeping safe: stop, think, before you click!

Pupil name: _____

I have read the school 'Rules for responsible ICT use'. My teacher has explained them to me.

I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.

This means I will use the computers, Internet, online communities, digital cameras, video recorders, and other ICT in a safe and responsible way.

I understand that the school can check my computer files, and the Internet sites I visit, and that if they have concerns about my safety, that they may contact my parent / carer.

Pupil's signature _____

Date: ___/___/___



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E-safety agreement form

Parent / Carer name: _____

Pupil name(s): _____

As the parent or legal guardian of the above pupil(s), I grant permission for my daughter or son to have access to use the Internet and other ICT facilities at school.

I know that my daughter or son has signed an e-safety agreement form and that they have a copy of the 'Rules for responsible ICT use'.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email*, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit, and that if they have concerns about their e-safety or e-behaviour that they will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent / Carer signature: _____

Date: ___/___/___



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Acceptable Use Policy (AUP): Staff

Covers use of digital technologies in school: i.e. email, Internet, intranet and network resources, software, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will only use the approved, secure email system(s) for any school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to a member of the SLT.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school / LA systems.
- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.
- I will ensure all documents are saved, accessed and deleted in accordance with the school's network security and confidentiality protocols.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment, e.g. school laptop, up-to-date, using the school's recommended system.
- I will not use personal digital cameras or camera phones for transferring images of pupils or staff without permission.
- I will ensure that any private social networking sites / blogs etc that I create or actively contribute too are not confused with my professional role.
- I will not engage in any online activity that may compromise my professional responsibilities.

- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use”.
- I will ensure that I keep any confidential information such as assessment data secure and will only transport it using password protected portable storage devices.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice.
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

User Signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school’s Acceptable Use Policy (normally an annual revisit).

I agree to abide by the school’s Acceptable Use Policy.

Signature Date

Full Name(printed)

Job title

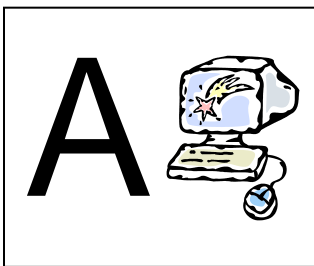
School

The Rules for Responsible ICT use

Think before you click

- I will keep my login and password secret.
- I will ask permission from a member of staff before using computers and/or the Internet and will not visit Internet sites I know to be banned by the school.
- I will use the Internet in a responsible way to enhance my learning.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.

Be SAFE



**Ask – I will ask an adult before I
use the Internet.**

**Friendly – I will always be
friendly when using ICT.**