Only our best will do!

Albrighton Primary School

e-safety Policy for pupil use of ICT

March 2016

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Responsibilities

The member of SLT team responsible for e-safety is Susan Shepherd

The governor responsible for e-safety is Keith Lockley

The e-safety co-ordinator is Susan Shepherd

The e-Safety co-ordinator is responsible for leading the e-Safety Committee, delivering staff development and training, recording incidents, reporting any developments and incidents and liaising with the local authority and external agencies to promote e-safety within the college community. She may also be required to deliver workshops for parents.

E-Safety Committee

The school safety committee is convened by the e-safety officer. It will meet once per term and will invite a representative of the following groups: SLT, governors, teaching staff, admin staff, parents, pupils.

Internet use and Acceptable Use Policies (AUP's)

All members of the school community should agree to an Acceptable Use Policy that is appropriate to their age and role. Examples of the AUPS used can be found in appendix 1.

A copy of the pupil AUP will be sent to parents with a covering letter/reply slip. This can be found in appendix 2

AUP's will be reviewed annually. All AUP's will be stored centrally in case of breaches of the e-safety policy.

The AUP will form part of the first lesson of ICT for each year group.

The Prevent duty

The Prevent duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities (Schools) in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism.

The general risks affecting children and young people may vary from area to area, and according to their age. Schools and ch ildcare providers are in an important position to identify risks within a given local context.

Schools and childcare providers should be aware of the increased risk of online radicalisation, as organisations seek to radicalise young people through the use of social media and the internet.

The statutory guidance makes clear the need for schools to ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Schools should ensure that suitable filtering is in place. More generally, schools have an important role to play in equipping children and young people to stay safe online, both in school and outside. Internet safety will usually be integral to a school's ICT curriculum and can also be embedded in PSHE and SRE. General advice and resources for schools on internet safety are available on the UK Safer Internet Centre website. As with other online risks of harm, all staff needs to be aware of the risks posed by the online activity of extremist and terrorist groups.

The Prevent duty means that all staff have a duty to be vigilant and where necessary report concerns over use of the internet that includes, for example, the following:

Internet searches for terms related to extremism
Visits to extremist websites
Use of social media to read or post extremist material
Grooming of individuals

All staff should be aware of the following

1. DfE Prevent duty
2. DfE briefing note on the use of social media to encourage travel to Syria and Iraq
3. The Channel Panel

The Prevent duty requires a schools monitoring and filtering systems to be fit for purpose.

Photographs and Video

The use of photographs and videos is popular in teaching and learning and should be encouraged. However, it is important that consent from parents is gained if videos or photos of pupils are going to be used.

If photos/videos are to be used online then names of pupils should not be linked to pupils.

Staff must be fully aware of the consent form responses from parents when considering use of images.

The Consent form used is in appendix 4.

Staff should always use a school camera to capture images and should not use their personal devices.

Photos taken by the school are subject to the Data Protection Act.

Photos and videos taken by parents/carers.

Parents and carers are permitted to take photos/videos of their own children in school events. They are requested not to share photos/videos from school events on social networking sites if other pupils appear in the background.

The parental letter concerning AUP's includes a paragraph concerning posting photos on social networking sites (see appendix 2)

Photos for personal use such as those taken by parents/carers are not subject to the Data Protection Act.

Mobile phones and other devices

Pupils' mobile phones should be switched to silent whilst on the school premises. Pupil phones found to contravene this should be confiscated and sent straight to the school office in a sealed envelope that has the pupil name and class written on. Confiscated phones can be collected by parents/carers after 3.30pm.

There may be times when some of the features of mobile phones may be beneficial to the learning activities in a lesson (eg pupils may wish to capture photos/videos of an experiment). In such cases mobile devices can be used once permission has been granted by the teacher.

If a member of staff suspects that a mobile phone has been misused within the school then it should be confiscated but staff should not 'search' the phone. The incident should be passed directly to SLT who will deal the matter in line with normal school procedures.

Use of e-mails

Pupils should only use e-mail addresses that have been issued by the school and the e-mail system should only be used for school related matters. Pupils are advised to maintain an alternative personal e-mail address for use at home in non-school related matters.

Security and passwords

Passwords should be changed regularly. The system will inform users when the password is to be changed. Passwords must not be shared n. Staff must always 'lock' the PC if they are going to leave it unattended (the picture mute or picture freeze option on a projector will allow an image to remain on the screen and also allow a PC to be 'locked').

All users should be aware that the ICT system is filtered and monitored.

Data storage

Only encrypted USB pens are to used in school.

Reporting

All breaches of the e-safety policy need to be recorded in the ICT reporting book that is kept in the general office. The details of the user, date and incident should be reported.

Incidents which may lead to child protection issues need to be passed on to the Designated teacher immediately – it is their responsibility to decide on appropriate action not the class teachers.

Incidents that are of a concern under the Prevent duty should be referred to the designated lead immediately who should decide on the necessary actions regarding safeguarding and the Channel Panel.

Incidents which are not child protection issues but may require SLT intervention (eg cyberbullying) should be reported to SLT in the same day.

Allegations involving staff should be reported to the Headteacher. If the allegation is one of abuse then it should be handled according to the DFE document titled 'Dealing with allegations of abuse against teachers and other staff'. If necessary the local authority's LADO should be informed.

Evidence of incidents must be preserved and retained.

The curriculum will cover how pupils should report incidents (eg Ceop button, trusted adult, Childline)

Infringements and sanctions

Whenever a student infringes the e-Safety Policy, the final decision on the level of sanction will be at the discretion of the school management.

The following are provided as exemplification only:

Level 1 infringements

- Use of non-educational sites during lessons
- Unauthorised use of email
- Unauthorised use of mobile phone (or other new technologies) in lessons e.g. to send texts to friends
- Use of unauthorised instant messaging / social networking sites

[Possible Sanctions: referred to class teacher / e-Safety Coordinator/ confiscation of phone]

Level 2 infringements

- Continued use of non-educational sites during lessons after being warned
- Continued unauthorised use of email after being warned
- Continued unauthorised use of mobile phone (or other new technologies) after being warned
- Continued use of unauthorised instant messaging / social networking sites
- Use of Filesharing software
- Accidentally corrupting or destroying others' data without notifying a member of staff of it
- Accidentally accessing offensive material and not notifying a member of staff of it

[Possible Sanctions: referred to Class teacher/ e-safety Coordinator / removal of Internet access rights for a period / confiscation of phone / contact with parent]

Level 3 infringements

- Deliberately corrupting or destroying someone's data, violating privacy of others
- Sending an email or message that is regarded as harassment or of a bullying nature (one-off)
- Deliberately trying to access offensive or pornographic material

[Possible Sanctions: referred to Class teacher / e-safety Coordinator / Headteacher / removal of Internet rights for a period / contact with parents]

Other safeguarding actions

If inappropriate web material is accessed:
1. Ensure appropriate technical support filters the site
2. Inform SSCB/LA as appropriate

Level 4 infringements

- Continued sending of emails or messages regarded as harassment or of a bullying nature after being warned
- Deliberately accessing, downloading and disseminating any material deemed offensive, obscene, defamatory, racist, homophobic or violent
- Receipt or transmission of material that infringes the copyright of another person or infringes the conditions of the Data Protection Act, revised 1988
- Bringing the school name into disrepute

[Possible Sanctions – Referred to Head Teacher / Contact with parents / possible exclusion / refer to Community Police Officer / LA e-safety officer]

Other safeguarding actions:
1. Secure and preserve any evidence
2. Inform the sender's e-mail service provider if a system other than the school system is used.

Pupils are also informed that sanctions can be applied to e-safety incidents that take place out of school if they are related to school.

Schools are likely to involve external support agencies as part of these investigations e.g. an ICT technical support service to investigate equipment and data evidence, the Local Authority Human Resources team.

Rewards

Whilst recognising the need for sanctions it is important to balance these with rewards for positive reinforcement. The rewards can take a variety of forms – eg. class commendation for good research skills, certificates for being good cyber citizens etc. Each year group co-ordinator will indicate these opportunities within the provided planning.

Social networking

Pupils are not permitted to use social networking sites within school. See the separate School staff e-safety policy for guidance on staff use of social media.

Education

Pupils

To equip pupils as confident and safe users of ICT the school will undertake to provide:

a). A planned, broad and progressive e-safety education programme that is fully embedded for all children , in all aspects of the curriculum, in all years.
b). Regularly auditing, review and revision of the ICT curriculum
c). E-safety resources that are varied and appropriate and use new technologies to deliver e-safety messages in an engaging and relevant manner
d). Opportunities for pupils to be involved in e-safety education e.g. through peer mentoring, e-safety committee, parent presentations etc

Additionally,

a). Pupils are taught in all lessons to be critically aware of the materials / content they access on-line and are guided to validate the accuracy of information
b). There are many opportunities for pupils to develop a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
c). The school actively provides systematic opportunities for pupils / students to develop the skills of safe and discriminating on-line behaviour
d). Pupils are taught to acknowledge copyright and intellectual property rights in all their work.

Staff

a). A planned programme of formal e-safety training is made available to all staff. Additionally, all staff will have CPD on the Prevent duty.
b). E-safety training is an integral part of Child Protection / Safeguarding training and vice versa
c). An audit of e-safety training needs is carried out regularly and is addressed
d). All staff have an up to date awareness of e-safety matters, the current school e-safety policy and practices and child protection / safeguarding procedures
e). All new staff receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Policy
f). Staff are encouraged to undertake additional e-safety training such as CEOP training or the European Pedagogical ICT Licence (EPICT) E-Safety Certificate
g). The culture of the school ensures that staff support each other in sharing knowledge and good practice about e-safety

h). The school takes every opportunity to research and understand good practice that is taking place in other schools
i). Governors are offered the opportunity to undertake training.

Parents and the wider community

There is a planned programme of e-safety sessions for parents, carers, etc. This is planned, monitored and reviewed by the e-safety co-ordinator with input from the e-safety committee.

Monitoring and reporting

a). The school network provides a level of filtering and monitoring that supports safeguarding.

b). The impact of the e-safety policy and practice is monitored through the review / audit of e-safety incident logs, behaviour / bullying logs, surveys of staff, students /pupils, parents / carers

c). The records are reviewed / audited and reported to:

- the school's senior leaders
- Governors
- Shropshire Local Authority (where necessary)
- Shropshire Safeguarding Children Board (SSCB) E-Safety Sub Committee (where necessary)

d). The school action plan indicates any planned action based on the above.

This e-safety Policy was updated and approved at the Full Governors' Meeting on Monday 21st March 2016.

Signed …… Keith Lockley – Governor

Signed ……. Julie Bratt – Headteacher

Due to be reviewed in March 2017

Appendices

Appendix 1 – AUP's

AUP for learners in KS1

I want to feel safe all the time.

I agree that I will:

- always keep my passwords a secret
- only open pages which my teacher has said are OK
- only work with people I know in real life
- tell my teacher if anything makes me feel scared or uncomfortable on the internet
- make sure all messages I send are polite
- show my teacher if I get a nasty message
- not reply to any nasty message or anything which makes me feel uncomfortable
- not give my mobile phone number to anyone who is not a friend in real life
- only email people I know or if my teacher agrees
- only use my school email
- talk to my teacher before using anything on the internet
- not tell people about myself online (I will not tell them my name, anything about my home and family and pets)
- not upload photographs of myself without asking a teacher
- never agree to meet a stranger

Anything I do on the computer may be seen by someone else.

I am aware of the CEOP report button and know when to use it.

Signed _____

AUP for learners in KS2

When I am using the computer or other technologies, I want to feel safe all the time.

I agree that I will:

- always keep my passwords a secret
- only use, move and share personal data securely
- only visit sites which are appropriate
- work in collaboration only with people my school has approved and will deny access to others
- respect the school network security
- make sure all messages I send are respectful
- show a responsible adult any content that makes me feel unsafe or uncomfortable
- not reply to any nasty message or anything which makes me feel uncomfortable
- not use my own mobile device in school unless I am given permission
- only give my mobile phone number to friends I know in real life and trust
- only email people I know or approved by my school
- only use email which has been provided by school
- obtain permission from a teacher before I order online
- discuss and agree my use of a social networking site with a responsible adult before joining
- always follow the terms and conditions when using a site
- always keep my personal details private. (my name, family information, journey to school, my pets and hobbies are all examples of personal details)
- always check with a responsible adult before I share images of myself or others
- only create and share content that is legal
- never meet an online friend without taking a responsible adult that I know with me

I am aware of the CEOP report button and know when to use it.

I know that anything I share online may be monitored.

I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.

Signed _____

AUP Guidance notes for learners in KS3 and above

The policy aims to ensure that any communications technology is used without creating unnecessary risk to others.

I agree that I will:

- only use, move and share personal data securely
- respect the school network security
- set strong passwords which I will not share
- not use my own mobile device in school unless I am given permission
- respect copyright and the intellectual property rights of others
- only create and share content that is legal
- always follow the terms and conditions when using a site
- only visit sites which are appropriate
- discuss and agree my use of a social networking site with a responsible adult before joining
- obtain permission from a teacher before I order online
- only use approved email accounts
- only use appropriate content which I have permission to use
- only communicate online with trusted users
- never meet an online friend without taking a responsible adult that I know with me
- make sure all messages/posts I send are respectful
- not respond to or forward any inappropriate message or content
- be cautious when sharing personal contact information
- only communicate electronically with people I know or have been approved by my school
- report unsuitable content or activities to a member of staff

I know that anything I share online may be monitored.

I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.

I am aware of the CEOP report button and know when to use it.

continued…

I agree that I will not:

- visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
  - inappropriate images
  - promoting discrimination of any kind
  - promoting violence or bullying
  - promoting racial or religious hatred
  - promoting illegal acts
- breach any Local Authority/School policies, e.g. gambling
- forward chain letters
- breach copyright law
- do anything which exposes others to danger

I accept that my use of the school and Local Authority ICT facilities may be monitored and the outcomes of the monitoring may be used.

Signed _____

AUP for any adult working with learners

The policy aims to ensure that any communications technology is used without creating unnecessary risk to users whilst supporting learning.

I agree that I will:

- only use, move and share personal data securely
- respect the school network security
- implement the schools policy on the use of technology and digital literacy including the skills of knowledge location, retrieval and evaluation, the recognition of bias, unreliability and validity of sources
- respect the copyright and intellectual property rights of others
- only use approved email accounts
- only use pupil images or work when approved by parents and in a way that will not enable individual pupils to be identified on a public facing site.
- only give permission to pupils to communicate online with trusted users.
- use the ICT facilities sensibly, professionally, lawfully, consistent with my duties and with respect for pupils and colleagues.
- not use or share my personal (home) accounts/data (eg Facebook, email, ebay etc) with pupils
- set strong passwords which I will not share and will change regularly (a strong password is one which uses a combination of letters, numbers and other permitted signs).
- report unsuitable content and/or ICT misuse to the named e-Safety officer
- promote any supplied E safety guidance appropriately.

I know that anything I share online may be monitored.

I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.

Continued…

I agree that I will not:

- visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
  - inappropriate images
  - promoting discrimination of any kind
  - promoting violence or bullying
  - promoting racial or religious hatred
  - promoting illegal acts
  - breach any Local Authority/School policies, e.g. gambling
- do anything which exposes others to danger
- post any other information which may be offensive to others
- forward chain letters
- breach copyright law
- use personal digital recording equipment including cameras, phones or other devices for taking/transferring images of pupils or staff without permission
- store images or other files off site without permission from the head teacher or their delegated representative.

I will ensure that any private social networking sites, blogs, etc that I create or actively contribute to, do not compromise my professional role.

I understand that data protection policy requires me to keep any information I see regarding staff or pupils which is held within the school's management information system private, secure and confidential. The only exceptions are when there is a safeguarding issue or I am required by law to disclose such information to an appropriate authority.

I accept that my use of the school and Local Authority ICT facilities may be monitored and the outcomes of the monitoring may be used.

Signed _____

AUP Guidance notes for schools and governors

The policy aims to ensure that any communications technology (including computers, mobile devices and mobile phones etc.) is used to supporting learning without creating unnecessary risk to users.

The governors will ensure that:

- learners are encouraged to enjoy the safe use of digital technology to enrich their learning
- learners are made aware of risks and processes for safe digital use
- all adults and learners have received the appropriate acceptable use policies and any required training
- the school has appointed an e-Safety Coordinator and a named governor takes responsibility for e-Safety
- an e-Safety Policy has been written by the school, building on the LSCB e Safety Policy and BECTA guidance
- the e-Safety Policy and its implementation will be reviewed annually
- the school internet access is designed for educational use and will include appropriate filtering and monitoring
- copyright law is not breached
- learners are taught to evaluate digital materials appropriately
- parents are aware of the acceptable use policy
- parents will be informed that all technology usage may be subject to monitoring, including URL's and text
- the school will take all reasonable precautions to ensure that users access only appropriate material
- the school will audit use of technology establish if the e-safety policy is adequate and appropriately implemented
- methods to identify, assess and minimise risks will be reviewed annually
- complaints of internet misuse will be dealt with by a senior member of staff

Appendix 2 – Parent letter – internet/e-mail use

<School Name>

Parent / guardian name:……..
Pupil name: …….
Pupil's registration class: ……

As the parent or legal guardian of the above pupil(s), I grant permission for my child to have access to use the Internet, the Virtual Learning Environment, school Email and other ICT facilities at school. I know that my daughter or son has signed a form to confirm that they will keep to the school's rules for responsible ICT use, outlined in the Acceptable Use Policy (AUP). I also understand that my son/daughter may be informed, if the rules have to be changed during the year.

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 a filtered internet service, secure access to 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. I also know that the school may contact me if there are concerns about my son/daughter's e-safety or e-behaviour. 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.

I am aware that the school permits parents/carers to take photographs and videos of their own children in school events and that the school requests that photos/videos are not shared on any social networking site such as Facebook if the photos/videos contain images of other children. I will support the school's approach to e-Safety and will not upload or add any pictures, video or text that could upset, offend or threaten the safety of any member of the school community

Parent's signature:…… **Date:**…….

Appendix 3 – School audit

Audit

The self-audit in should be completed by the member of the Management Team responsible for the e-safety policy.

Is there a school e-safety Policy that complies with Shropshire guidance? Yes/No

Date of latest update (at least annual): _____

The Leadership team member responsible for e-safety is: _____

The governor responsible for e-Safety is: _____

The designated member of staff for child protection is: _____

The e-Safety Coordinator is: _____

The e-Safety Policy was approved by the Governors on _____

The policy is available for staff at: _____

The policy is available for parents/carers at: _____

Date of E-safety training for staff _____

Date of Prevent training _____

Appendix 4 – Photo/video consent

School Name:

Name of child:

Class:

During the year the staff may intend to take photographs of your child for promotional purposes. These images may appear in our printed publications, on video, on our website, or on all three. They may also be used by the local newspapers.

To comply with the Data Protection Act 1998, we need your permission before we take any images of your child. Please answer the questions below then sign and date the form where shown. Please bring the completed form to the ceremony. No photographs of your child will be taken until we are in receipt of this consent.

Please circle your answer

1. May we use your child's image in our printed promotional publications? Yes / No

2. May we use your child's image on the school website/SLG? Yes / No

3. May we record your child's image on our promotional videos? Yes / No

4. May we use your child's image in the local press? Yes / No

Signature: Date:

Your name (in block capitals):

Appendix 5 – Links

(a) Shropshire Council Education Improvement Service documentation

All EIS Service e-safety documentation can be found at:

https://www.shropshirelg.net/supporting-teaching-and-learning/e-safety/

(b) The Safe Use of New Technologies

The Safe Use of New Technologies report is summary of findings from OFSTED based on 35 e-safety inspections carried out in a range of settings.

http://bit.ly/9qBjQO

(**c) 360 degree Safe**

The policy guidance is based upon criteria with the 360 degree safe framework. The framework can be found at:

http://www.360degreesafe.org.uk

Appendix 6

Shropshire Council has developed an e-safety policy for school staff which has been agreed by the following Professional Associations / Trade Unions representing staff in schools:-

- National Union of Teachers
- National Association of Schoolmasters Union of Women Teachers
- Association of Teachers and Lecturers
- National Association of Head Teachers
- Association of School and College Leaders
- UNISON
- GMB

The policy can be found at:

https://www.shropshirelg.net/services/hr/noticeboardnews/Documents/E-Safety%20Policy.pdf

Appendix 7

E-Safety Overview

All children are taught e-safety across KS1 and KS2. It forms a main strand of each ICT topic area. These areas can be clearly identified in the information tables for each year group.

At least 3 assemblies take place each term that cover e-safety issues. The school uses the childnet.com SMART acronym to reinforce key messages. In addition the school website has a dedicated e-safety area with advice for both children and parents about keeping safe online.

Year 1	E-SAFETY COVERAGE
Unit 1.1 We are treasure hunters	The children learn to use simple programmable toys safely and sensibly as well as showing respect for the work of their peers. Web access is supervised and safe practices are encouraged. Similarly
Unit 1.2 We are TV chefs	The pupils learn how to use digital video cameras safely and to show respect to those they are filming, including recognising the need for consent and assent. The importance of not sharing videos more widely than is appropriate is considered, as is the need to exclude information that might identify individuals from video recordings. When using the web, pupils learn to turn the screen off and tell their teacher if they encounter material that concerns them. The pupils also start to learn about copyright, recognising that they own the copyright in their original work and that this cannot be published or copied without their permission.
Unit 1.3 We are painters	In searching for images on the web, pupils work initially from a set of carefully chosen sites. They again learn that they should turn the screen off and tell their teacher if they encounter material that concerns them. If work is uploaded to a public area, the importance of protecting the children's identities is recognised, as is their intellectual property rights over their original work. An extension activity provides an initial opportunity for the children to learn some aspects of using email safely.
Unit 1.4 We are collectors	As pupils will be working with the web and searching for images, they'll need to make sure they use this technology safely, as well as showing respect for others' intellectual property through observing copyright conditions. The pupils are taught to turn the screen off and let their teacher know if they have any concerns over content they encounter. The pupils are also introduced to the school's Acceptable Use Policy, if they haven't already had this explained to them
Unit 1.5 We are storytellers	The pupils learn to use audio recorders or microphones and audio recording software safely and sensibly. The pupils need to be aware of copyright material, and show appropriate respect for the owners of intellectual property when using technology. Regard is shown for appropriate consent and assent, school policies and third party terms and conditions if the pupils' stories are uploaded to external websites

Unit 1.6 We are celebrating	The pupils have an opportunity to search for images on the web, and again learn to use technology safely, switching off the screen if they have concerns, and reporting these to their teacher. The pupils are taught to respect the copyright conditions associated with any third party images they use. Pupils only use photos of themselves if appropriate permission is in place. If children share their work, then attention is paid to protecting their identity and copyright. If they send cards by email they use a class address and consider some aspects of using email safely.

Year 2	E-SAFETY COVERAGE
Unit 2.1 We are astronauts	The pupils must let their teacher know if they encounter inappropriate material when they search the web. If the pupils use third party images in their projects, they should use images with public domain or Creative Commons licences. The pupils may upload their projects to the Scratch website, if they have registered for accounts using a parent's e
Unit 2.2 We are games testers	There are concerns about the violent nature of some games. Choosing games wisely, including observing PEGI age restrictions and playing in moderation, are aspects of the safe and respectful use of technology that pupils learn about in this unit. As in Unit 2.1, the pupils may upload their projects to the Scratch website, if they have registered for accounts using a parent's e-mail address. Comments on the Scratch website are not moderated before they appear, although the pupils can report any which are inappropriate. This provides an opportunity to learn about where to go for help and support when they have concerns about content or contact.
Unit 2.3 We are photographers	The children learn that once images are posted online it's impossible to control what happens to them. Facial recognition software and geotagging mean that those posting images might inadvertently fail to keep some personal information private. The children learn how to minimise these risks
Unit 2.4 We are researchers	The pupils consider how to stay safe while researching online and show respect for others' ideas and intellectual property by citing their sources
Unit 2.5 We are detectives	The pupils learn about some of the risks associated with email. They learn that attached files can contain viruses or other harmful programs that email addresses and embedded links can be 'spoofed'
Unit 2.6 We are zoologists	The pupils again learn that when sharing photographs and geo-location information online they need to consider the importance of keeping personal information private; they achieve this by not including names or photographs of people. The pupils are taught to respect rules for using digital equipment when out of the classroom, to ensure the equipment is kept safe and that they are not so focused on using it that they become unaware of risks around them.

Year 3	E-SAFETY COVERAGE
Unit 3.1 We are programmers	The pupils need to consider copyright when sourcing images for their programs and/or uploading their own work to the Scratch community site. Searching for content for programs or viewing others' cartoons also offers an opportunity to develop safe search habits. If the pupils participate in the Scratch communitythey need to think about what information they can share and how to participate positively in an online community
Unit 3.2 We are bug fixers	The pupils could consider the implications of bugs in software. Participating in the Scratch community would enable the pupils to help others with their projects as well as allowing them to receive help on their own. Participation requires parental permission and the pupils should consider what behaviour is acceptable online.
Unit 3.3 We are presenters	In filming one another the pupils need to ensure that the appropriate permission has been obtained
Unit 3.4 We are network engineers	The pupils learn about how networks, including the internet, operate. They learn that data transmitted via the internet is not always encrypted. They consider some of the implications for privacy, e.g. their 'digital footprint' associated with using the internet. They become aware of the importance of DNS for safe use of the internet. They learn to use command line diagnostic tools safely and responsibly.
Unit 3.5 We are communicators	The pupils should think about the safe use of email. They learn how email can be used positively. They become aware of some of its risks including malware attachments, hacked accounts, spam and spoofed links, but also learn how their exposure to such risks can be reduced. They consider the importance of introductions in extending circles of trust. They learn how video conferencing can be used positively, to support learning with a known partner.
Unit 3.6 We are opinion pollsters	The pupils learn some of the legal and ethical requirements for designing online surveys and processing data. They also consider what information it would be appropriate for them to give in an online survey, and some implications of data processing. The pupils can use online tools for collaborating on survey design and analysis, considering how to use these appropriately. The survey itself could address issues of the pupils' attitudes to online safety.

Year 4	E-SAFETY COVERAGE

Unit 4.1 We are software developers	The pupils need to consider copyright when sourcing images or media for their programs and/or uploading their own work to the Scratch community site. Searching for content for their programs or viewing others' games also offers an opportunity to develop safe search habits. If the pupils participate in the Scratch community, they need to think about what information they can share and how to participate positively in an online community, as well as obtaining parental permission.
Unit 4.2 We are toy designers	The pupils again need to think carefully about copyright in sourcing images and other media for their toy prototypes and presentations, or if uploading their own work to the Scratch community. If the pupils do participate in the online Scratch community, they should think through how to do so in a safe and responsible manner, and should obtain their parents' consent. If the pupils link their programs to hardware, they need to take care to work safely with a range of tools and electronic equipment.
Unit 4.3 We are musicians	The pupils need to think about copyright when sourcing audio or publishing their own compositions. They are encouraged to use Creative Commons licensed content if working with others' audio files. There's an opportunity to discuss how copyright relates to music performed in school as well as illegal downloading and sharing of copyrighted music.
Unit 4.4 We are HTML editors	The pupils learn how easy it is to create content for the web. The unit provides an opportunity to address some of the risks of using the web, and how pupils could best keep themselves safe while doing so. They learn how easily web pages can be modified, which provides an opportunity to consider the reliability of web-based content.
Unit 4.5 We are co-authors	The pupils learn about Wikipedia, considering some strategies for evaluating the reliability of online content as well as the rules and processes that the Wikipedia community has evolved. The pupils develop a shared wiki, thinking carefully about how to do so safely and responsibly, and considering what conduct is appropriate when collaborating on a shared resource.
Unit 4.6 We are meteorologists	The pupils consider the importance of obtaining and using accurate data for any information-processing work. If the pupils film one another, they need to ensure appropriate permission is obtained and that recordings are made, edited and shown in safe, respectful and responsible ways. The pupils should think carefully about the implications of uploading their films to the school network or to the internet.

Year 5	E-SAFETY COVERAGE

Unit 5.1 We are game developers	The pupils need to consider copyright when sourcing images or media for their games and/or uploading their own work to the Scratch community site. Searching for content for their games or viewing others' games also offers an opportunity to develop safe search habits. If the pupils participate in the Scratch community, they need to think about what information they can share and how to participate positively in an online community, as well as obtaining parental permission. The pupils might also consider some personal implications of playing games, perhaps including violent computer games.
Unit 5.2 We are cryptographers	The pupils learn how information can be communicated in secret over open channels, including the internet, using cryptography. They learn about the public key system used to sign and encrypt content on the web, and how they can check the security certificates of encrypted websites. They learn about the importance of password security for online identity and consider what makes a secure password.
Unit 5.3 We are artists	The unit provides an opportunity to reinforce messages around safe searching and evaluating the quality of online content. If the pupils upload their work for others to see, they should consider the importance of protecting personal information as well as recognising that they are sharing their own copyrighted work with an audience.
Unit 5.4 We are web developers	E-safety forms the focus of this unit, with the pupils working collaboratively to develop a website in which they present their own authoritative content on a broad range of issues around the safe and responsible use of technology. In doing so, they consider the reliability and bias of online content, how to contribute positively to a shared resource, and how to use search engines safely and effectively.
Unit 5.5 We are bloggers	The pupils write content for their own or a shared blog, thinking carefully about what can be appropriately shared online. They consider issues of copyright and digital footprint as well as what constitutes acceptable behaviour when commenting on others' blog posts. The pupils also think about the importance of creating high-quality online content and become more discerning in evaluating content as they review others' blogs. If the pupils' blogs are publicly accessible, it is important that any comments are moderated by their teacher; it is worth discussing with the pupils why the comments should be moderated.
Unit 5.6 We are architects	The pupils should observe good practice when searching for and selecting digital content. If the pupils choose to locate their 3D models geographically, they should avoid sharing private information. The pupils should think about copyright when adding content to their model or publishing images or videos of their model.

Year 6	E-SAFETY COVERAGE

Unit 6.1 We are app planners	The pupils consider the capabilities of smartphones and tablet computers, and how these can be used purposefully. They become aware of some of the capabilities of these devices, including how they can be used to record and share location information; they consider some of the implications of this. They use search engines safely and effectively. The pupils could make use of their own tablets or smartphones in school, considering how they can do this safely and to good effect.
Unit 6.2 We are project managers	The pupils use online tools safely and effectively, considering how they can contribute positively to a shared project. Again, they use search engines safely and effectively. They may also make use of online content, respecting any copyright conditions.
Unit 6.3 We are market researchers	The pupils show regard for the ethical and legal frameworks around conducting interviews and online surveys, such as the need to preserve anonymity and/or confidentiality. In conducting their research, the pupils need to act safely and responsibly, as well as showing respect for those participating in the research.
Unit 6.4 We are interface designers	The pupils need to think carefully about copyright in relation to both sourcing and creating their own digital content and user interface components for their apps.
Unit 6.5 We are app developers	Pupils using their own or the school's tablets or smartphones for this unit need to consider how to do so safely and purposefully. Children participating in online communities for either of the development platforms here need to do so in a safe, responsible and respectful manner. The pupils should also think carefully about any safety implications of the apps they develop.
Unit 6.6 We are marketers	In marketing their app, the pupils should consider the legal and ethical frameworks around advertising across different media. They should also think about the need to protect personal information about themselves and other members of their group when marketing their app. In creating websites for their apps, the pupils need to consider the e-safety implications for the site's users as well as themselves.