



**CUCKOO HALL
ACADEMIES TRUST**

e-safety

Primary and Secondary Academies

November 2016

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Introduction

Information and Communications Technology (ICT) is now 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 and academies now include the use of these technologies in order to arm our young people with the skills to access Information Technology.

ICT 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. Some of the internet technologies children and young people can access both inside and outside of the classroom include:

- Websites
- E-mail, instant messaging and chat rooms
- Social media (such as Instagram, Facebook and Twitter)
- Smart phones (with either text, video or internet access)
- Tablets or other mobile devices with internet access
- Online gaming
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasts
- Video broadcasting
- Music downloads

Whilst useful both in and out of the context of education, much ICT (particularly web-based resources) are not consistently policed or regulated. 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 (usually 13 years).

Cuckoo Hall Academies Trust understands the responsibility to educate our pupils on e-safety issues by 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 both in and beyond the context of the classroom.

Internet

Our school has a duty to provide pupils with quality Internet access as it is an essential part of education. The purpose of the Internet in a school environment is to assist raise educational standards of pupils and allows them to develop the necessary skills for living in a technological society.

Internet use is part of the curriculum and a necessary tool for learning as well as an essential element in 21st century life for education, business and social interaction. Pupils will likely use the Internet outside of the school environment and will need to learn how to evaluate Internet information and to take care of their own safety and security.

The benefits of using the Internet in education include:

- Access to world-wide educational resources (such as museums and art galleries)
- Access to appropriate child friendly resources and information
- Inclusion in government initiatives
- Educational and cultural exchanges between pupils both nationally and world-wide
- Cultural, social and leisure use in libraries, clubs and at home
- Access to experts in many fields for both pupils and staff allowing access to new and refreshing teaching materials
- Enhanced academy communication with advisory / support services, professional associates and colleagues
- Exchange of curriculum and administrative data with the Department for Education
- Access to learning wherever and whenever convenient.

E-safety and the curriculum

- ICT and online resources are increasingly used across the curriculum, in which e-safety is embedded, as it is essential for guidance to be given to the pupils on a regular and meaningful basis. We continually look for new opportunities to promote age appropriate e-safety.
- Cuckoo Hall Academies Trust has a framework for teaching internet skills in ICT / PSHE lessons at its academies and provides opportunities within a range of curriculum areas to teach about e-safety.
- We educate pupils about the online risks that they may encounter outside of the academies is done both informally when opportunities arise and as part of the e-safety curriculum
- Internet access levels will be carefully monitored and reviewed to reflect the curriculum requirements and age of pupils. Staff will preview any recommended sites before use.
- Internet access will be planned to enrich and extend learning activities.
- Staff will guide pupils in on-line activities that will support the learning outcomes planned for pupils' age and maturity.
- Pupils will have adult supervision at all times when accessing the Internet in school and staff will model safe and responsible behaviour in their own use of technology during

lessons.

- Pupils will be educated in taking responsibility for their own safe Internet access
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
- Raw image searches are discouraged when working with pupils.
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research.

Pupils are taught to

- critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum
- understand that the Internet safety rules apply to any use of the Internet regardless of which electronic device it is accessed
- develop a range of strategies to evaluate and verify information before accepting its accuracy
- be aware that the author of a web site / page may have a particular bias or purpose and to develop skills to recognise what that may be
- know how to narrow down or refine a search (and for older pupils; to understand how search engines work and to understand that this affects the results they see at the top of the listings;
- be critically aware of the materials they are shown and how to validate information before accepting its accuracy.
- to understand how photographs can be manipulated and how web content can attract the wrong sort of attention;
- be aware of plagiarism, intellectual property and copyright, respecting other people's information, safe use of images and other important areas through discussion, modeling and appropriate activities
- understand acceptable behaviour when using an online environment / email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;
- understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;

- understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings;
- understand why they must not post pictures or videos of others without their permission;
- know not to download files (such as music files) without permission;
- have strategies for dealing with receipt of inappropriate materials (and for older pupils to understand why and how some people will 'groom' young people for sexual reasons and / or radicalisation)
- understand the impact of cyberbullying, sexting and trolling and know how to seek help if they are affected by any form of online bullying.
- be aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also made aware of where to seek advice or help if they experience problems when using the internet and related technology (e.g. parent / carer / teacher / trusted staff member, or organisations such as the [London Grid for Learning](#), [Childline](#) or the [CEOP 'Report Abuse'](#) mechanism).

E-safety and e-mails

- Pupils are taught that they must immediately tell a teacher / trusted adult if they receive an offensive email
- Staff must inform their headteacher / line manager if they receive an offensive email
- Pupils should only use academy approved accounts on the academy system and only under direct teacher supervision for educational purposes.

E-safety roles and responsibilities

- As e-safety is an important aspect of strategic leadership within the school, the Executive Headteacher / Chief Executive Officer, Headteachers and Governors have ultimate responsibility to ensure that policies and practices are embedded and monitored.
- As e-safety links closely to safeguarding, it is the role of the Safeguarding Manager to keep abreast of current issues and guidance through organisations such as Childnet and CEOP (Child Exploitation and Online Protection). All members of the academy community are been made aware of who holds this post.
- Will remind students about their responsibilities through an acceptable use statement which they will sign with their parents (See **APPENDIX 1** and **APPENDIX 2**).

- New staff receive information on the school's acceptable use policy as part of their induction
- All staff have been made aware of their individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.
- Teaching staff receive regular information and training on e-safety and how they can promote the '*stay safe*' online messages.
- All teaching staff are encouraged to incorporate e-safety activities and awareness within their curriculum areas. We endeavour to embed e-safety messages across the curriculum whenever the internet and / or related technologies are used.
- The topic of e-safety will be introduced to the pupils at the start of each academic year school and is embedded throughout our teaching.
- E-safety posters will be prominently displayed
- The key e-safety advice will be promoted widely through school displays, newsletters, class activities etc
- We will keep an incident log to monitor what is happening and identify trends or specific concerns.

Misuse and Infringements

- Complaints and / or issues relating to e-safety should be made to the e-safety co-ordinator or Headteacher. Incidents should be logged
- Any form of cyberbullying will be dealt with in line with our positive behaviour policy
- Parental complaints will be dealt with in line with the complaints procedure.
- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the e-safety co-ordinator
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the e-safety co-ordinator, depending on the seriousness of the offence; investigation by the Headteacher or their nominee, immediate suspension, possibly leading to dismissal and involvement of police for very serious offences.

Computer Viruses

- Pupils and Staff using personal removable media are responsible for measures to protect against viruses, for example making sure that additional systems used have up-to-date virus protection software. It is not the responsibility of Cuckoo Hall Academies Trust to install or maintain virus protection on personal systems.
- If pupils wish to bring in work on removable media, their class teacher must arrange for IT to perform a safety assessment first

- Neither pupils nor staff are permitted to download programs or files on school based technologies without seeking prior permission from the IT department

Parental Involvement

We believe that it is essential for parents / carers to be fully involved with promoting e-safety both in and outside of school and to be aware of their responsibilities. We regularly consult and discuss e-safety with parents / carers and seek to promote a wide understanding of the benefits of new technologies together with the associated risks.

- Parents / carers and pupils are actively encouraged to contribute to adjustments or reviews of the school e-safety policy by contacting the Headteacher
- Parents / carers are asked to read through and sign acceptable use agreements with their child on admission to the school. (See **APPENDIX 1** and **APPENDIX 2**)
- The school disseminates information to parents relating to e-safety where appropriate in the form of:-
 - Information and celebration evenings
 - Practical sessions (e.g. how to adjust facebook privacy settings)
 - Posters
 - School website
 - Newsletter items

Passwords and Password Security

Pupils must keep their passwords private and not to share with others, particularly their friends. Both staff and pupils are regularly reminded of the need for password security.

Pupils must not deliberately access on-line materials or files on the school network, of their peers, teachers or others

Mobile phones and mobile technologies

Many emerging technologies offer new opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people. Mobile technologies such as, Smartphones, Blackberries, iPads, games players are generally very familiar to children outside of school. They often provide a collaborative, well-known device with possible internet access and thus open up risk and misuse associated with communication and internet use. Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed.

Please refer to our *Safeguarding and Child Protection policy* with regard to 'Sexting'

Acceptable use agreement / e-safety rules for **Primary Academy** pupils

Dear Parent / Carer

RE: e-safety

Information and communications technology (ICT) including the internet, e-mail and mobile technologies has become an important part of learning in our academy.

We expect all children to be safe and responsible when using any ICT.

Please read and discuss these e-safety rules with your child and return the slip including your child's name and Academy. If you have any concerns or would like some further explanation, please contact the Academy

I will:

- only use ICT in school for school purposes.
- only use my class e-mail address or my own school e-mail address when e-mailing.
- only open e-mail attachments from people I know, or who my teacher has approved.
- ask my teacher's permission before I put any personal information online (such as name, address, e-mail address, phone numbers, photographs, school's name).
- only open / delete my own files.
- be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- 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
- follow the school's internet safety rules

I will not:

- tell other people my ICT passwords
- bring any ICT equipment or devices into school without my teacher's permission (this includes mobile phones, I-pods, games, cameras, usb drives and software).
- 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.
- give out my own details such as my name, phone number or home address.

- arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.

I know that my use of ICT can be checked and that my parent / carer contacted if a member of school staff is concerned about my e-safety.

If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work or any further research.



Declaration for: PRIMARY ACADEMY PUPILS

We have discussed the acceptable use agreement for primary children and my child agrees to follow the e-safety rules and to support the safe use of ICT at the Academy.

Academy				
Please tick:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name of child

Parent / carer name

Parent / carer signature

Child's class

Date



Acceptable use agreement / e-safety rules for **Secondary Academy** pupils

Dear Parent / Carer

RE: e-safety

Information and communications technology (ICT) including the internet, e-mail and mobile technologies has become an important part of learning in our academy. It is essential that all pupils are aware of e-safety and know how to stay safe and responsible when using any ICT.

Pupils are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or further explanation can be discussed with their class teacher or Headteacher

I will

- only use ICT systems in school, including the internet, e-mail, digital video and mobile technologies for school purposes.
- only log on to the school network, other systems and resources with my own user name and password and not share that password with other students / friends.
- follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- only use my school e-mail address.
- make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- ensure images of pupils and / or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the responsible adult, parent or carer.
- ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring into disrepute.
- support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- respect the privacy and ownership of others' work on-line at all times.

I will not

- download or install software on school technologies.
- deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- attempt to bypass the internet filtering system.

I understand that all my use of the Internet and other related technologies can be monitored, logged and made available to my teachers.

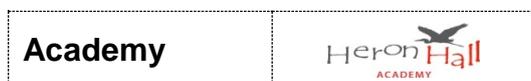
I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent / carer may be contacted.

If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work or any further research.



Declaration for: **SECONDARY ACADEMY PUPILS**

We have discussed the acceptable use agreement for secondary students and my son / daughter agrees to follow the e-safety rules and to support the safe use of ICT at the Academy.



Name of pupil

Pupil's signature

Parent / carer name

Parent / carer signature

Pupil's class

Date