



**Templemoor Infant and Nursery School
e-safety Policy
(Applies to School and X Club)**



Templemoor Infant and Nursery School (including X-Club) e-safety Policy

Introduction

We believe that it is the responsibility of the whole school community, and everyone has their part to play in ensuring all members of the community are able to benefit from the opportunities that technology provides for learning and teaching. The following responsibilities demonstrate how each member of the school community will contribute.

Responsibilities of the Headteacher and Senior Leadership Team

- Develop and promote an e-safety culture within the school community.
- Support the Computing Subject Lead in their work.
- Make appropriate resources, training and support available to the school community.
- Ensure all members of staff receive an appropriate level of training in e-safety issues.
- Receive and review e-safety incidents and be aware of the procedure to be followed should an e-safety incident occur in school.
- Ensure an e-safety incident log is kept up-to-date.
- Take ultimate responsibility for the e-safety of the school community.

Responsibilities of the Computing and e-safety Subject Lead

- Promote an awareness and commitment to e-safety throughout the school, including X Club.
- Develop an understanding of current e-safety issues, guidance and appropriate legislation.
- Create and maintain e-safety policies and procedures.
- Be the first point of contact in school for general e-safety matters.
- Ensure that e-safety education is embedded across the curriculum.
- Ensure that e-safety is promoted to children, parents and carers.
- Monitor and report on e-safety issues to the Headteacher and Senior Leadership Team as appropriate.
- To ensure that the schools X-Club staff are aware of this e-safety policy and are fully implementing it.

Responsibilities of Teachers and Support Staff

- Read, understand and help promote the school e-safety policies and guidance.
- Read, understand and adhere to the school's Acceptable Use Policy for Staff (all staff should read, sign and date policy and give a copy to the Headteacher).
- Develop and maintain an awareness of current e-safety issues and guidance.
- Model safe and responsible behaviours in their own use of technology.
- Embed e-safety messages in learning activities where appropriate.
- Supervise children carefully when engaged in learning activities involving technology.
- Be aware of what to do if an e-safety incident occurs.

- Maintain a professional level of conduct in their personal use of technology at all times.

Responsibilities of Technical Staff

- Read, understand, contribute to, and help promote the school e-safety policies and guidance.
- Read, understand and adhere to the school's 'Acceptable Use Policy for Staff' (AUP).
- Support the school in providing a safe technical infrastructure for teaching and learning.
- Report any e-safety related issues or concerns to the Headteacher.
- Develop and maintain an awareness of current e-safety issues, legislation and guidance relevant to work.
- Liaise with the local authority (LA) and others on technical issues.
- Maintain a professional level of conduct in their personal use of technology at all times.

Responsibilities of children (Age Appropriate)

- Agree to follow the 'Acceptable Use Policy for Children.'
- Take responsibility for learning about the benefits and risks of using the internet and other technologies at school and at home.
- Take responsibility for your own and each others' safe and responsible use of information technology in school and at home.
- Understand what action you should take if you feel worried, uncomfortable or at risk of using technology at home or in school.
- Discuss e-safety issues with family and friends in an open and honest way.

Responsibilities of Parents and Carers

- Help and support school in promoting e-safety. Read, understand and promote the school's 'Acceptable Use Policy for Children' with their children.
- Take responsibility for learning about the benefits and risks of using the Internet and other technologies that children use in school and at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies
- Discuss e-safety concerns with their children, show an interest in how they are using technology, and encourage them to behave safely and responsibly when using technology.
- Model safe and responsible behaviour in their own use of technology.
- Consult with the school if they have any concerns about their children's use of technology.

Responsibilities of the Governing Body

- Read, understand, contribute to and help promote the school e-safety policies and guidance.
- Develop an overview of the benefits and risks of the Internet, technologies and digital literacy used by children.
- Develop an overview of how the school provides safe access to the Internet.

- Develop an overview of how the school encourages children to adopt safe and responsible behaviours in their use of technology and digital literacy both in and out of school.
- Support the work of the school in promoting and ensuring safe and responsible use of technology in and out of school, including encouraging parents to take part in e-safety activities.
- Ensure appropriate funding and resources are available for the school to implement their e-safety strategy.

Learning and Teaching

We believe that the key to developing safe and responsible behaviour online, not only for children but everyone within our school community, lies in effective education. We know that the Internet and other technologies are embedded in our children's lives not just in school but outside as well, and we believe we have a duty to help prepare our children to benefit safely from the opportunities the Internet brings.

- We will provide specific e-safety-related lessons in every year group as part of the Computing and PHSE curriculum.
- We will celebrate and promote e-safety through assemblies and whole-school activities, including promoting Safer Internet Day each year.
- We will discuss, remind or raise relevant e-safety messages with children routinely, in an age appropriate way, wherever suitable opportunities arise during all lessons.
- We will remind children about their responsibilities through the school's 'Acceptable Use Policy for Children,' which will be sent home with children for them to read and to share with parents.
- Staff will model safe and responsible behaviour in their own use of technology during lessons.

How parents and carers will be involved

We believe it is important to help all our parents develop sufficient knowledge, skills and understanding to be able to help keep themselves and their children safe. To achieve this we will:

- Arrange e-safety talks and training, linking with Moorlands Junior School when possible.
- Include useful links and advice on e-safety regularly in newsletters and on our school website.
- Include a page on e-safety on the school website.

Managing ICT Systems and Access

The school will be responsible for ensuring that access to the ICT systems is as safe and secure as reasonably possible through the following:

- Servers and other key hardware or infrastructure will be located securely with only appropriate staff permitted access.
- Servers, workstations and other hardware and software will be kept updated as appropriate.

- Virus protection is installed on all appropriate hardware, and will be kept active and up to date.
- The school will agree which users should and should not have internet access.
- All users will agree to an Acceptable Use Policy (AUP) provided by the school, appropriate to their age and access. Users will be made aware that they must take responsibility for their use of, and behaviour whilst using the school ICT systems, and that such activity will be monitored and checked.
- All children are logged on as children on the school network, only allowing them access to certain areas. Internet access will be supervised by a member of staff.
- Members of staff will access their internet through their own individual log on.
- Members of staff will ensure they log-out after each session, and not allow children to access the Internet through their log-on. They will abide by the school AUP at all times.
- Any administrator or master passwords for school ICT systems should be kept secure and available to at least two members of staff e.g. Head teacher and member of technical support.
- The school will take all reasonable precautions to ensure that users do not access inappropriate material. However it is not possible to guarantee that access to unsuitable material will never occur.
- The school uses a filtered internet service, provided by the Local Authority.
- If users discover a website with inappropriate content, this should be reported to the Headteacher immediately.
- The school will regularly audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate. We will regularly review our Internet access.

Using e-mail

Staff have their own school e-mail accounts which they use at home and at work. All staff can also be contacted through the school email address admin@templemoor.trafford.sch.uk

Using Digital Images, Videos and Sound

- Digital images, video and sound created on the school premises will only be created using equipment provided by the school, with the exception of school plays, assemblies and concerts where parents written permission has already been obtained in advance.
- Staff will follow the school Social Media Policy on the use of photographs, videos, mobile phones and social networking sites.

Using mobile phones

- Staff will not use personal mobile phones in any situation around children in the school or classroom.
- Staff will not use their personal mobile phone in any situation where their mobile phone number or other personal details may be revealed to a pupil or parent.
- Staff can, however, use personal mobile phones on school trips to keep in touch with school and for dealing with any emergencies.

Using new technologies

- As a school we will keep informed of new technologies and consider both the benefits for learning and teaching and also the risks from an e-safety point of view.
- We will regularly amend the e-safety policy to reflect any new technology that we use, or to reflect the use of new technology by children which may cause an e-safety risk.

Protecting personal data

- We will ensure personal data is recorded, processed, transferred and made available according to the Data Protection Act 1998.
- Staff will ensure they properly log-off from a computer terminal after accessing personal data.
- Staff will not remove personal or sensitive data from the school premises without permission from the Head teacher, and without ensuring such data is kept secure.

The school website

- The school website will not include the personal details, including individual e-mail addresses or full names of children.
- All content included on the school website will be approved by the Head teacher, or class teachers before publication.
- Permission from parents will be sought in writing before any photographs of children are used on the school website.
- Staff and children should not post school-related content on any other external website without seeking permission first.

Dealing with e-safety incidents

- A child reports the discovery of inappropriate content to an adult and shows them the actual page on screen.
- The adult records the URL accurately and a brief explanation of its nature.
- These details are forwarded to the Computing subject leader, who has the ability to disable this page from being accessed in school.
- These details are shared with the head teacher and Trafford ICT department.
- All e-safety incidents will be logged.
- The staff, children and parents/carers will know how and where to report incidents (Headteacher, e-Safety log and CEOP Child Exploitation and Online Protection Centre).
- Concerns related to safeguarding issues will be dealt with through the school's Safeguarding Policy and Procedures.
- Complaints of the internet misuse will be dealt with by a senior member of staff in accordance with the schools behaviour policy.
- Any complaint about staff misuse must be referred to the Head teacher.
- Any loss of IT equipment, including pen drives, laptops etc must be reported to the Headteacher who will immediately report this to the police.
- Please refer to the schools 'Anti-Bullying' Policy for incidents relating to cyber bullying.

Copyright and licensing

All software loaded on school computer systems must have been agreed with the Head and ICT co-ordinator. It is a criminal offence to "pirate" software. Personal software should not be loaded to school computers under any circumstances. The school agrees to respect the intellectual ownership of software. Please refer to Copyright Designs and Patents Act 1988 and 1991 European software Directive.



Templemoor Infant and Nursery School
Acceptable Use Policy for Staff and other Adults in school
2016/2017

These statements are designed to ensure staff and other adults in school are aware of their professional responsibilities when using the ICT systems provided. All staff should follow the guidelines at all times. You are responsible for your behaviour and actions when accessing the Internet at school, whether on your own or school equipment, and when using school ICT equipment at other locations such as your home.

- Any use of school ICT systems will be for professional purposes only.
- Usernames, passwords and other logon details should be kept secure and not revealed to anyone else. Care should be taken to ensure you logout when not actively using the ICT systems. You should not allow an unauthorised person to access the school ICT systems, e.g. by logging in for them.
- Any online activity should not harass, harm, offend or insult other users.
- You will not search for, download, upload or forward any content that is illegal, or that could be considered offensive by another user. If you accidentally encounter such material you should follow the school's procedure and report this immediately.
- You should not download or install any hardware or software without permission. If you have responsibility for installing software you should be confident it is adequately licensed and appropriate for educational use.
- Ensure that any files on removable media (e.g. USB drives, CDs) are free from viruses before use and that such devices are not used for carrying sensitive data or details of children, parents or other users without suitable security and without permission from the Headteacher.
- Any electronic communications should be related to schoolwork only, and should be through school e-mail addresses or other school systems e.g. learning platforms. It is not acceptable to contact children using personal equipment or personal contact details, including your own mobile phone or through your personal social network profiles.
- Any online activity, including messages sent and posts made on social networking websites, and including activity outside of school, should not bring your professional role or the name of the school into disrepute.
- Any still or video images of children and staff should be for professional purposes only. They should be taken on school equipment only, and stored and used onsite. Such images should not be taken off-site without permission and valid reason.
- All personal electronic devices (e.g. mobile phones) will not be used in the presence of children, except in an emergency.
- You will not give out your personal details, or the personal details of other users, to children or parents or on the Internet. In particular you should ensure your home address, personal telephone numbers and email accounts are not shared with children or parents.
- You should ensure that any personal or sensitive information you use or access (e.g. SIMS data, assessment data) is kept secure and used appropriately.
- Personal or sensitive information should only be taken off-site if agreed with the Headteacher, and steps should be taken to ensure such data is secure.
- You should respect intellectual property and ownership of online resources you use in your professional context, and acknowledge such sources if used.

- You should support and promote the school e-safety Policy, and promote and model safe and responsible behaviour in children when using ICT to support learning and teaching.
- Finally, you understand that your files, communications and Internet activity may be monitored and checked at all times to protect your own and others' safety, and action may be taken if deemed necessary to safeguard yourself or others.

I understand that if I do not follow all statements in this AUP and in other school policies I may be subject to disciplinary action in line with the school's established disciplinary procedures.

Print name:	
Signed:	
Date:	



Templemoor Infant and Nursery School Acceptable Use Policy for Children

Dear Parent or Carer,

As part of the curriculum at Templemoor Infant and Nursery School, your child will be accessing the Internet. In order to support the school in educating your child about e-safety (safe use of the Internet), the school has an e-safety Policy available on to view on the school website at templemoorinfants.co.uk

Please read and discuss our 'Acceptable Use Policy for Children' with your child and sign and return the form to school. Please support us in helping to keep your child safe. Should you wish to discuss this matter further, please do not hesitate to contact the school.

Yours sincerely

Mr Stuart Hodgson

Headteacher



Templemoor Infant
and Nursery School



Early Years Foundation Stage

Our rules for acceptable use of digital equipment and the internet. These rules help us to enjoy using technology and they keep us safe.

- I will tell an adult if I see something on the screen that I do not understand or that upsets me.
- I can use the computer, iPads and other equipment in free play.
- I will only use the programs or websites that my teacher has said I can use.
- I will take turns sensibly with the computer and other digital equipment.
- I will always be very careful using computers and digital equipment.
- If I break these rules I will not be able to use the computers in free play.

Signed (child):.....

Signed (parent/carer):.....

Date:..... *Please return to your class teacher.*





Templemoor Infant
And Nursery School



Year 1

Our rules for acceptable use of digital equipment and the internet. These rules help us to enjoy using computers and they keep us safe.

- I will follow the **SMART** rules:
Safe, Meeting, Accepting, Reliable, Tell.
- I will tell an adult if something is on the screen that I do not understand or upsets me.
- I will tell an adult about any upsetting or 'cyberbullying' messages sent to me, even if it only happens once.
- I can use the computer and iPads if I have permission.
- I will always be very careful when using computers and digital equipment.
- If I am not careful I will not be able to use the digital equipment.
- I will not click on buttons if I do not know what they do.
- I know and understand that not all information online is true.

Signed (child):.....

Signed (parent/carer):.....

Date:..... *Please return to your class teacher.*





Templemoor Infant
and Nursery School



Year 2

Our rules for acceptable use of digital equipment and the internet. These rules help us to enjoy using computers and they keep us safe.

- I will follow the **SMART** rules: **S**afe, **M**eeting, **A**ccepting, **R**eliable, **T**ell.
- I will tell an adult if I see something unexpected or that upsets me on the screen, either at school or at home.
- I will tell an adult about any upsetting or 'cyberbullying' messages sent to me at school or at home, even if it only happens once. I will not 'cyberbully' others.
- I will ask my teacher if I want to use the computer or iPads.
- I will only use programs or websites that my teacher has told me to use.
- I will ask my teacher if I want to do something new or different on the computer.
- I will take care of the computer and other digital equipment.
- I will not click on keys or links if I don't know what they do.
- I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
- I know and understand that not all information online is true, fair or accurate.
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Signed (child):.....

Signed (parent/carer):.....

Date:..... *Please return to your class teacher.*

