

# **St. John's CE VC Primary School**

## **E-Safety Policy**

### **What is it?**

### **Why is it important?**

The internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. At St John's CE VC Primary school we believe the school has a duty to provide pupils with quality internet access as part of their learning experience and to empower them to use it safely and in return, expect the pupils to agree to be responsible users.

### **What do we aim to achieve for the children?**

- To provide internet access expressly for educational use and include filtered material content appropriate to the age of pupils.
- To ensure all pupils learn appropriate internet use and be given clear objectives for internet use.
- To ensure that e-safety is taught throughout the school with each relevant unit of work.
- To ensure all pupils are able to read for information from web resources and evaluate their reliability.
- To ensure that all pupils are able to use technology to communicate safely and appropriately.
- To ensure that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

### **How do we do it?**

#### **Internet**

- All staff and pupils will be given access to the internet with children's use being supervised.
- At Key Stage 1, access to the internet will be by adult demonstration with directly supervised access to specific, approved online materials.
- At Key Stage 2, access to the internet will be guided by an adult as children become independent at using web tools such as search engines. In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Bristol County Council can accept liability for the material accessed, or any consequences of internet access. Pupils and adults must report material they see that makes them feel uncomfortable or is inappropriate immediately. They must use the Hector button to close off the page and inform the adult in charge. Any inappropriate or offending material must be reported immediately to the E-safety Lead Teacher, Computing co-ordinator or Head Teacher. We will then report issues to our technical support team and, if appropriate, CEOP and Bristol City Council.
- All members of the school are responsible for reporting any e-safety issues. Staff will also be asked at each staff meeting if there are any e-safety issues to be discussed. The head teacher will keep a record of any e-safety issues and deal with accordingly following the 'E-safety Response Grid and Flow Chart' (Appendix:5,6,7) This will be done in conjunction with the E-safety Lead Teacher and/or the E-safety Lead Governor.

- Primary pupils' home-school agreement will include the acceptable use policy for Computing and guidance for video, sound and images for web publication. (See Appendix: 8).
- Parents and pupils will be required to sign agreements at the start of Foundation Stage and at the start of Key Stage 2. (Appendix:2&3) Any children beginning school at a different time will receive the appropriate AUP to sign with their parents.
- All staff are required to sign the 'Acceptable Use Policy for Staff' (Appendix:9)
- All volunteers and regular visitors to our school are required to sign the 'Acceptable Use Policy for Volunteers and Visitors.' (Appendix:10)
- Rules for internet access will be posted in all rooms where computers are used.
- We teach children throughout the school to evaluate the reliability of all resources including those found on the internet.
- In Key Stage 2 children will be taught that downloading and sharing copyrighted content without the permission of the author is illegal.
- In Key Stage 2 children are encouraged to research using a range of resources, including those on the internet to find out more and the importance of making clear if you use someone else's work within your own.

### **Digital Communication**

- Primary pupils in Key Stage Two will be issued individual email accounts that can only be used within school and under supervision.
- Pupils will be taught to use email in an acceptable way. Sending images without consent, messages that cause distress and harassment to others are considered significant breaches of school conduct and will be dealt with accordingly.
- Pupils will be taught not to give out their full name, home address or phone number, send or upload photographs or videos, or give any personal information that could identify them or their family or friends. This will be related to all communication, including social networking sites.
- If it is essential for older children to have a mobile phone in school written permission must first be obtained by the Head Teacher. Pupils must give the mobile to their teacher at the start of the school day and they will be locked in a drawer.
- Before and after school mobiles are only for essential use whilst on school property.
- The sending of abusive or inappropriate text messages is forbidden and will be dealt with accordingly. (See E-safety Response Grid Appendix:5&6)

### **Conclusion**

We aim to provide a safe environment in which pupils have access to quality digital resources that enrich their learning experience, give opportunity for productive outcomes and teach children to be responsible and safe users of digital technologies.

*This should also be read in conjunction with the following policies:*

*Anti-bullying*

*Child Protection*

*ICT*

Review date: January 2016

# Acceptable Use Policy

**These rules help us to be fair to others and keep everyone safe.**

- I will use devices/computers as my teacher has asked only accessing the programs or applications they have asked me to use.
- I will ask permission before using the internet.
- I will use only my own or year group network login and password, which is secret.
- I will only open or delete my own files.
- I understand that I must not bring into school and use software or files or personal devices without permission.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will only e-mail, open attachments or download a file from people I know and trust, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my full name, home address or phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or friends, unless a trusted adult has given permission.
- I understand that I must never arrange to meet someone that I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take my parent/carer with me.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files, e-mails I send and the internet sites I visit.
- I should ensure that I have permission to use the original work of others in my own work
- I understand that if I deliberately break these rules there will be appropriate sanctions.

# Acceptable Use Policy

**These rules help us to be fair to others and keep everyone safe when we use computers or tablets**

## **This is how we stay safe when we use computers:**

- I will ask a teacher or suitable adult if I want to use the computers
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of the computer and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer.

*Signed (child):*.....

Signed (parent): .....

**Appendix: 3**

**KS2 Pupils to sign**

# Acceptable Use Policy

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- I will use only my own or year group network login and password, which is secret.
- I will only open or delete my own files.
- I understand that I must not bring into school and use software or files or personal devices without permission.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will only e-mail, open attachments or download a file from people I know and trust, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my full name, home address or phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or friends, unless a trusted adult has given permission.
- I understand that I must never arrange to meet someone that I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take my parent/carer with me.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files, e-mails I send and the internet sites I visit.
- I should ensure that I have permission to use the original work of others in my own work
- I understand that if I deliberately break these rules there will be appropriate sanctions.

<b>Our School</b> <b>Acceptable Use Policy</b> Please complete, sign and return to the school secretary	
<b>Pupil (Full name):</b>	
<b>Class:</b>	<b>Year Group:</b>
<b>Pupil's Agreement</b>  I have read and I understand the school rules for acceptable use of digital technologies. I will use the computer system and internet in a responsible way and follow these rules at all times.	
<b>Signed:</b>	<b>Date:</b>

# Acceptable Use Policy

**These rules help us to be fair to others and keep everyone safe**

- I will use devices/computers as my teacher has asked only accessing the programs or applications they have asked me to use.
- I will ask permission before using the internet.
- I will use only my own or year group network login and password, which is secret.
- I will only open or delete my own files.
- I understand that I must not bring into school and use software or files or personal devices without permission.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will only e-mail, open attachments or download a file from people I know and trust, or my teacher has approved.
- The messages I send will be polite and sensible.
- I understand that I must never give my full name, home address or phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or friends, unless a trusted adult has given permission.
- I understand that I must never arrange to meet someone that I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take my parent/carer with me.
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a teacher immediately.
- I understand that the school may check my computer files, e-mails I send and the internet sites I visit.
- I should ensure that I have permission to use the original work of others in my own work
- I understand that if I deliberately break these rules there will be appropriate sanctions.

***Child's full name:***

***Child's Class:***

***Child's Year Group:***

## **Parent's Consent for Internet Access**

I have read and understood the school rules for responsible internet use and give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

***Signed:***

***Date:***

***Please print name:***

## Appendix:5

### E-safety – Response Grid for Dealing with Online Safety Incidents

X = definite action

P = possible action

Pupils

Actions / Sanctions

#### Pupils

#### Actions / Sanctions

Incidents*:	Refer to class teacher	Refer to Head of Year / deputy	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction eg detention / exclusion
*This includes incidents that happen outside school if they have an impact inside school.									
<b>Deliberately accessing or trying to access material that could be considered illegal (see list on unsuitable / inappropriate activities).</b>		X	X	X	X	X	X		X
Unauthorised use of non-educational sites during lessons	X							X	
Unauthorised use of mobile phone / digital camera / other mobile device	X	X				P		X	
Unauthorised use of social media / messaging apps / personal email	X	X	P			X	P	X	
Unauthorised downloading or uploading of files	X	X	P			P	P	X	
Allowing others to access school network by sharing username and passwords	X	P					P	X	
Attempting to access or accessing the school network, using another pupil's account	X	X					P	X	
Attempting to access or accessing the school network, using the account of a member of staff	X	X	X		X	X	X		X
Corrupting or destroying the data of other users	X	X	X			X	X		X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X	X			X	X	X	X
Continued infringements of the above, following previous warnings or sanctions	X	X	X	P		X	X		X
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	X	X	X			X	X		X
Using proxy sites or other means to subvert the school's filtering system	X	X	X		X		X		X
Accidentally accessing offensive or pornographic material and failing to report the incident	X	X	X		X	X	X	X	
Deliberately accessing or trying to access offensive or pornographic material	X	X	X	P	X	X	X		X

Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	X	X					X	X	
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**Appendix:6  
Staff**

**Actions / Sanctions**

Incidents:	Refer to line manager	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning (informal)	Disciplinary action	Suspension
* This includes outside school								
<b>Deliberately accessing or trying to access material that could be considered illegal (see list on unsuitable / inappropriate activities)*.</b>		X	X	X	X		X	X
Inappropriate personal use of the internet / social media / personal email	X	X				X	P	P
Unauthorised downloading or uploading of files	X	P			X	X		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	X	P				X		
Careless use of personal data eg holding or transferring data in an insecure manner	X	P				X		
Deliberate actions to breach data protection or network security rules		X	P			X	P	
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		X	X	X			P	P
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		X	X	P		X	P	P
Using personal email / social networking / instant messaging / text messaging to carry out digital communications with students / pupils		X	X	P		X	P	P
Actions which could compromise the staff member's professional standing	X	X				X	P	P
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X	P			X	P	P
Using proxy sites or other means to subvert the school's filtering system		X			X	X	P	P
Accidentally accessing offensive or pornographic material and failing to report the incident		X			X	X		
Deliberately accessing or trying to access offensive or pornographic material		X	X	X	X		X	X

Breaching copyright or licensing regulations	X	P				X		
Continued infringements of the above, following previous warnings or sanctions		X	P				X	P

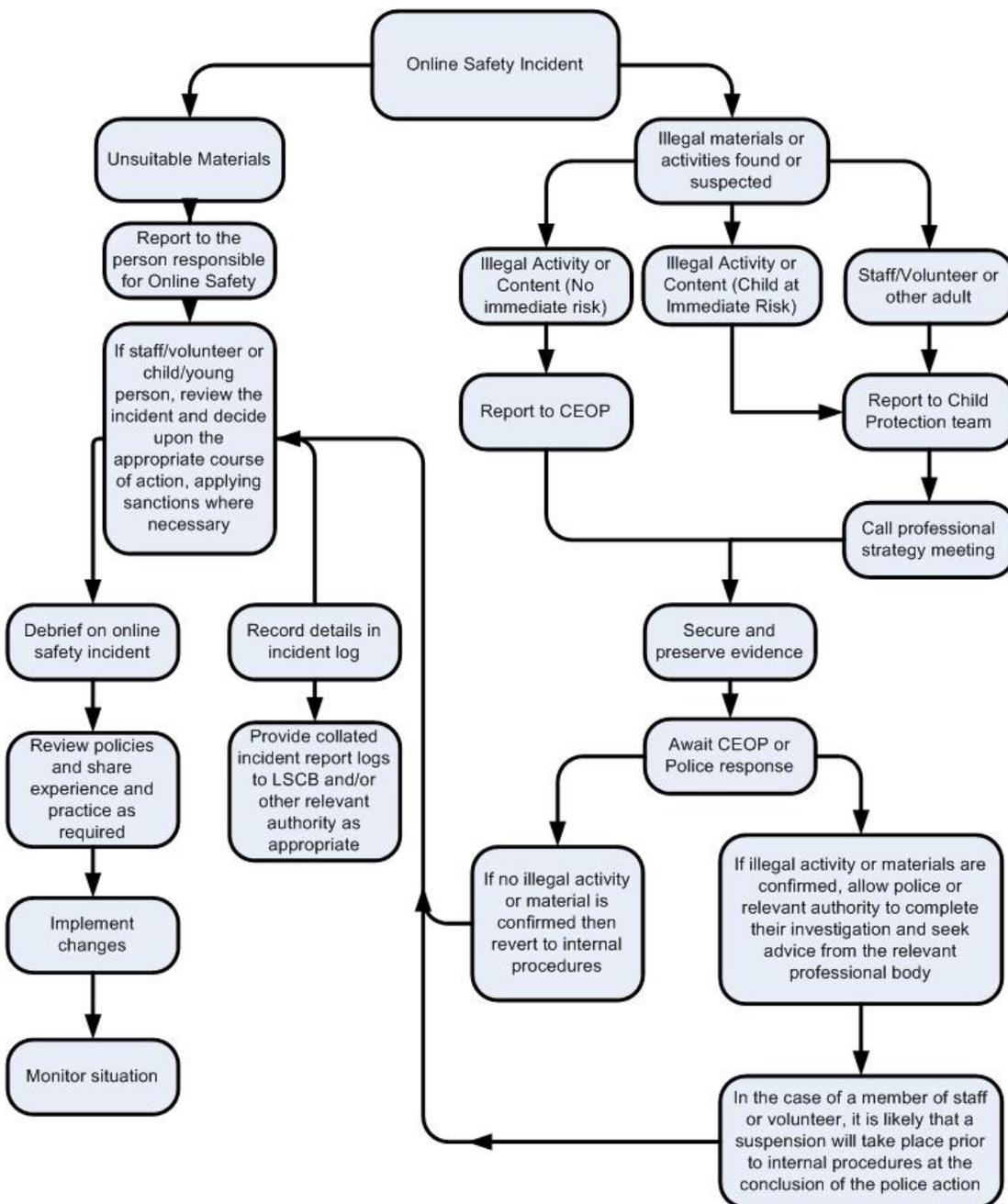
**Appendix:7**

**E-safety – Dealing with Online Safety Incidents for all members of our school**

Brief overview of an Online Safety Incident

This would be any action that breaks our **Acceptable Use Policy** (See attached sheet). Our list of unsuitable/inappropriate activities gives a clear guide (see attached sheet). It also includes any use of games or websites, including social media sites outside of school, which are not age appropriate, linked to this, is any material such as films that are not age appropriate which would be a safe guarding issue. This should no way be considered exhaustive guide but used to give an idea of Online Safety Incidents. If at all unsure please talk to Lynda Hood (E-safety Lead) or Justin Hoye, Ali Vining or Tony Weir (Safeguarding).

Responding to incidents of misuse – flow chart



## Appendix: 8

Name of child ..... Class ..... Date .....

### Short visits within walking distance from the school

I give permission for my child to take part in visits within walking distance from school.

I understand these visits will be well supervised and that they are covered by Bristol City Council school journey insurance. (Details of insurance cover are available from the office on request).

### Use of Inhalers

It is necessary for my child to use an inhaler for a medical condition.

I enclose a spare labelled inhaler in the original box including instructions and prescription label

Please note that children should be able to administer their own inhaler. It is **essential** that children's inhalers are labelled with their name and class and that a spare is retained in school in case of emergencies. We will notify you if and when the spare inhaler is used so that you can replace it.

### Medication

If your child develops any medical condition during the year please inform Mrs Cross immediately. She will then ensure a care plan is actioned. **ANY MEDICATION** brought into school, either prescribed or bought over the counter **MUST** be signed in. Please bring your medicines to the school office and a member of staff will complete the necessary paperwork. Please allow at least 5-10 minutes for this procedure to be completed.

### Publication of photographs and/or pupils' work

In school, photographs are often taken of activities that may involve your child for use on displays or as a record of their achievement. Sometimes photographs may be taken for publication but we need consent in order to do this. Please note that home addresses are never given out to third parties and any photography and filming will only take place with the permission of the Headteacher.

I/we agree, if selected, my son/daughter's work may be published on the school Web site.

I/we agree, if selected, my son/daughter's photograph may be published in the Local Authority and local newspaper with their name.

I/we agree that photographs that include my son/daughter may be published on the school Website subject to the school rule that photographs will not clearly identify individuals and that full names will not be used.

I/we agree that I/we will only take photographs or videos in school at school events or performances and that if any of these contain images of other children, they will not be uploaded to the internet (including Facebook).

### Communication Details

I/we agree to allow school to use our mobile phone numbers to contact us via text.

I/we would like to be included on the class e-mail list so that we can be kept informed of the latest news. (Please ensure email addresses are written **clearly** as this could affect the online payment system)

My/our e-mail address(es) is:.....(please write clearly)

Tick if you do **NOT** wish this e-mail address to be shared with the other parents of children in your child's class.

Tick if you do **NOT** wish this e-mail to be used by PTA Class Reps to remind you of upcoming events.

**I agree that my responses will be accepted throughout my child's time at St John's UNLESS I inform you otherwise in writing**

**Signed** ..... **Parent/Guardian**      **Date**.....

## E-Safety Acceptable Use Agreement

Guidance from Swgfl

### **Staff**

#### **This Acceptable Use Policy is intended to ensure:**

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

The school will try to ensure that staff will have good access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff to agree to be responsible users.

#### **Acceptable Use Policy Agreement**

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

#### **For my professional and personal safety:**

- I understand that the school can monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (laptops, email, ipads, school website) out of school, and to the transfer of personal data (digital or paper based) out of school.
- Mobile phones should be kept on silent during the school day. In EYFS phones need to be switched off during the school day or kept in the school office. Phones and other personal devices may be used during the school day for work purposes however if required for personal use then must be used in the staff room or off site.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use when children are not present in the room and any personal use is appropriate to view within school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

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

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so and in this case images will be uploaded onto the school network as soon as possible and images will be deleted off the personal device. Where these images are published (eg on the school website) it will not be possible to identify by name, or other personal information, those who are featured unless express permission has been granted for this.
- I will not use chat and social networking sites in school.

- When children are the room 'i message' links to iPhones should be switched off on personal and school allocated iPads.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities such as discussing work on social networking sites or forums.
- I will abide by the guidance set out by Joanne Harker in 'Guidance for safer working practice for adults who work with children and young people' 2009 set out below

**Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.**

**Adults should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents/carers. E-mail or text communications between an adult and a child young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites.**

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

- When I use my mobile devices (ipad / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine without gaining permission first from the ict coordinator or Head Teacher. When installing app's on the ipad I will use Meraki and follow guidance for this. Nor will I try to alter computer settings, unless permission has been granted through our Technical Support provider, the ict coordinator or Head Teacher.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the LA Personal Data Policy. Where digital personal data is transferred outside the secure local network, it must be placed on an encrypted memory stick or from one secure email address to another or using One Drive. Paper based Protected and Restricted data must only be transported when absolutely necessary and due care must be taken to protect this data.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- AirServer software is only launched when it is needed and closed straight away afterwards. Before launching (and while using the software) any sensitive files should be closed and not opened. Sims should also not be used while the Air Server software is running.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.

**When using the internet in my professional capacity or for school sanctioned personal use:**

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

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

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors or the Local Authority and in the event of illegal activities the involvement of the police.
- I understand I have a duty or care to report any abuse of this policy by others to the Head Teacher or Head of Governors.

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

Staff Name

Signed

Date

St John's CE VC Primary School  
*'Working and learning together to achieve our best'*

**E-Safety Acceptable Use Agreement**

Guidance from Swgfl

***Volunteers and Visitors to school***

**This Acceptable Use Policy is intended to ensure:**

- that volunteers and visitors will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that everybody is protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that where appropriate volunteers and visitors will have access to ICT to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect volunteers and visitors to agree to be responsible users.

**Acceptable Use Policy Agreement**

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

- I understand I am only permitted to use the school's ICT equipment when under the direct supervision of the class teacher.
- I understand I will only use the ICT equipment as directed by class teacher.
- I will immediately report any damage or faults involving equipment or software, however this may have happened to the class teacher.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I understand that I am not permitted to download any material onto the school network. Nor change any of the settings.
- If I have been given permission by the Head Teacher or Senior Leadership team for use of personal mobile devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not try to upload, download or access any materials on any device (including personal devices) which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I understand that, in conjunction with the confidentiality agreement, I must not share information about the children or school with others and this includes the use of online forums.
- I will not communicate electronically with pupils outside of school.
- Mobile phones must be put away and on silent mode when working in school. If working in EYFS then phones must be switched off. If you have to use your mobile phone then this must take place in the staff room or school office. The phone must not be used to take photographs of the children.
- I understand I have a duty or care to report any abuse of this policy by others to the Head Teacher or Head of Governors.
- I will abide by the guidance set out by Joanne Harker in 'Guidance for safer working practice for adults who work with children and young people' 2009 set out below

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Adults should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents/carers. E-mail or text communications between an adult and a child young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites.

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

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of personal equipment on the premises or in situations related to my working with the school
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, termination of our acceptance of you as a volunteer, referral to or the Local Authority and in the event of illegal activities the involvement of the police.

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

Volunteer/Visitor Name

Signed

Date