



**The Northam Schools Federation
St Margaret's Church of England Junior School
and St George's Church of England Infant School**

E-Safety and Acceptable Use Policy

Approved by:	Governing Body	Date: [Date]
Last reviewed on:	September 2019	
Next review due by:	September 2020	

Our e-Safety & Acceptable Use Policy has been written by the federation, following government guidance. It has been agreed by senior management and approved by governors. The e-Safety & Acceptable Use Policy, and its implementation, will be reviewed annually. This policy applies to all members of the federation community (including staff, children, volunteers, parents/carers, visitors, community users) who have access to and are users of federation ICT systems, both in and out of federation hours.

Teaching and learning

The Internet is an essential element in 21st century life for education, business and social interaction. The Northam School's federation has a duty to provide students with quality Internet access as part of their learning experience. Internet use is a part of our computing curriculum and a necessary tool for both staff and children to ensure a comprehensive and quality education for all.

The federation Internet access will be designed expressly for pupil use and will include filtering appropriate to the age of children. The filter is managed by SWGFL and any issues are reported and reviewed.

Children will be taught what Internet use is acceptable and what is not, and given clear objectives for Internet use. Children will learn how to use the internet as a tool to facilitating research, promoting the skills needed to be lifelong learners.

Children will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation

The federation will ensure that the use of Internet derived materials by staff and children complies with copyright law.

Children will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. This includes, but is not limited to, being critical of sources found online.

Managing Internet Access

Information system security

Federation ICT systems capacity and security will be reviewed regularly and virus protection will be updated regularly.

Security strategies will be discussed with the SWGfL and SCOMIS.

E-mail

Children, at this time, do not have access to a federation email account.

Staff will use federation emails appropriately and for professional use only. Staff are reminded that internet access and emails can be monitored and should be used appropriately at all times.

E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on federation headed paper. The forwarding of chain letters is not permitted.

Published content and the federation website

The contact details on the federation website should be the federation address, e-mail and telephone number of the admin department. Staff or children' personal information will not be published.

The Head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

Photographs that include children will be selected carefully and will not enable individual children' details to be clearly identified.

Children' full names will not be used anywhere on the federation website or blogs, particularly in association with photographs.

Written permission from parents or carers will be obtained before photographs of children are published on the federation website.

Children' (named) work can only be published with the permission of the pupil and parents. Staff are aware of any children whose image cannot be published on the internet.

Social networking and personal publishing

The federation will block/filter access to social networking sites and online 'chat based' games (such as Minecraft and Roblox). Children will be advised never to give out personal details of any kind which may identify them or their location.

Staff members have been asked to ensure that their personal networking sites do not include children or adults with whom their only other contact is through the federation.

Staff are also advised that social media has the potential to bring their professional character into question and should be careful with its use. Further guidance can be found in the School's Code of Conduct.

Managing filtering

The federation will work with the LA and SWGfL to ensure systems to protect children are reviewed and improved.

If staff or children discover an unsuitable site, it must be reported to an appropriate adult at the time who will then pass it on to the ICT co-ordinator.

Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in the federation is allowed.

Mobile phones will not be used by children during lessons or formal federation time. The sending of abusive or inappropriate text messages is forbidden. All children's mobile phones, that are brought onto the premises, are to be named and handed into the office. Staff will use a federation phone where contact with children is required, except in emergencies. Staff are not permitted to use personal devices to take photographs/videos of the children without reasonable consent of senior staff.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018 in line with GDPR duty.

Policy Decisions

Authorising Internet access

All staff must read and sign the 'Acceptable ICT Use Agreement' (attached) before using any federation ICT resource.

The federation will keep a record of all staff and children who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a pupil's access be withdrawn.

Assessing risks

The federation 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 federation computer.

Neither the federation nor DCC can accept liability for the material accessed, or any consequences of Internet access.

The federation will audit ICT provision to establish if the e-Safety & Acceptable Use policy is adequate and that its implementation is effective.

Handling e-safety complaints

Complaints of internet misuse will be dealt with by a senior member of staff.

Any complaint about staff misuse must be referred to the Head teacher.

Complaints of a child protection nature must be dealt with in accordance with federation child protection procedures and reported to the DSR.

Potentially illegal issues will be referred to the police.

Communications Policy

Introducing the e-Safety & Acceptable Use Policy to children

E-safety education will be provided in the following ways:

- E-safety rules will be discussed with the children at the start of each year and displayed in classrooms and in the computer suite.
- Children will be taught to be critically aware of materials that they access on-line, and be guided to validate the accuracy of information.
- E-safety issues, including 'cyber-bullying'/grooming will be highlighted as part of the PSHE curriculum.
- E-safety is taught across all year groups as part of the computing curriculum.

Staff and the e-Safety & Acceptable Use Policy

All staff will be given the Federation e-Safety & Acceptable Use Policy and its importance explained.

Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

All new staff will receive e-safety training as part of their induction, ensuring that they fully understand the federation e-Safety & Acceptable Use Policy.

Enlisting parents' support

Parents' attention will be drawn to the federation e-Safety & Acceptable Use Policy in newsletters and on the federation website.

Failure to Comply

Failure to comply in any way with this policy will be considered a serious risk to health and safety and may be subject to disciplinary procedures. All incidents of non-compliance will be investigated by a senior member of staff.

This policy was reviewed by the Computing co-ordinator February 2018.

Appendices:

- Staff E-Safety & Acceptable Use Agreement / Code of Conduct

The Northam School's Federation
Staff E-Safety & Acceptable Use Agreement

ICT and the related technologies such as email, the internet and mobile phones are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the headteacher.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with children, staff or parents are compatible with my professional role.
- I will ensure that "friendships" on social networking sites are not made with people whose only connection to me is through the school.
- I will not allow others (people outside of the federation) to use my school laptop.
- I will only use the approved, secure email system for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not browse, download or upload material that could be considered offensive or illegal.
- I will not send to children or colleagues material that could be considered offensive or illegal.
- Images of children will only be taken on school equipment and used for professional purposes and will not be distributed outside the school network without the permission of the parent/ carer.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will support and promote the school's e-Safety & Acceptable Use policy and help children to be safe and responsible in their use of ICT and related technologies.
- I will ensure that sensitive data (data where individual children can be identified) is not stored on my laptop, un-encrypted USB memory storage, or on an open app on a mobile phone.
- If I have school data, such as emails on my mobile phone, I will ensure that the phone is password protected and ensure it is kept secure.

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature: _____

Date: _____

Full Name: _____