



Burwell Village College Primary School **E-Safety Policy 2017-2018**

We believe it is the right of children to have excellent quality teaching and learning opportunities together with modern, appropriate and safe Computing resources. Our vision for the future is to ensure that all children have the skills, knowledge, and confidence required to be able to participate fully in today's modern computer literate society. To do so we ensure that all children and adults at Burwell Village College Primary are fully aware of their e-safety rights and responsibilities.

This policy comprises of the information here and the following documents:

- Acceptable Use Policy (AUP) for Staff
- AUP for visitors
- AUP for all children (Appendix A)
- What to do with suspicious Web Browsing
- What to do if you suspect a virus
- What to do with a suspicious email
- Home school agreement for parents
- E-safety webpage on the Burwell village College Primary school website

This policy also has close links with the Computing Policy, the Anti-Bullying Policy, the Data Protection Policy and the Child Protection Policy. Please refer to these documents, the Computing leader or the Head Teacher if further information is needed.

Technology referred to in this policy

- Computers and laptops, and non-computing equipment supporting this technology;
- The school server / network;
- Digital cameras;
- Digital image recording devices;
- Digital sound recording devices;
- The internet and search engines;
- Educational software;
- iPads / tablets
- Coding software & devices,
- Various Computing peripherals, i.e. webcams, microphones, headphones.
- Mobile phones, smart watches, internet enabled devices

E-safety awareness

- AUP for staff to be read and signed by all members of staff.
- AUP for visitors to be read and signed before Computing equipment is used.
- AUP to be shared with children, at the beginning of each year and children to sign a whole class agreement.
- Children's AUP to be displayed in classrooms and COMPUTING suites.
- County advice taken concerning e-safety issues.
- The Computing curriculum includes age appropriate e-safety topic areas, delivered each year, and the safe use of Computing embedded across the curriculum as the technology is used to enhance all teaching and learning.

The Internet

- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- When KS1 children are accessing the internet this will either through a link/web address deemed suitable by an adult. KS2 children also have the option of using www.safesearchkids.com. These practises will also be carried out by teachers when children can observe actions.
- Google and You tube searches are not to be used by children.
- Internet content is filtered according to Cambridgeshire Computing service standards and advice (light speed)
- All pupils are taught safe and effective use of the internet, including skills of knowledge location, evaluation, retrieval and e-safety issues.
- Staff and pupils are fully aware of what to do if a breach in Internet Safety occurs.



School website

- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Images of children, used on the website, will not contain the child's name as the file name.
- Our website contains an e-safety webpage, full of advice and information for parents.

Dojo

- Dojo is a behaviour and communication app closed to invited parents only. It is not open to members of the public.
- Parents can only access their own children's rewards & sanctions.
- Parents can access the whole class and whole school noticeboards where class notices and photos and videos of pupils and school events will be posted.
- As it is a closed app Photos and videos can be used with a child's name (First name only)

E-safety at home

- Children are taught how to be e-safe aware for various non educational technology within the Computing curriculum. This includes the use of chat rooms, Facebook, twitter, KIK, Instagram, Snapchat, mobile phone use, and instant messaging.

Audio and Visual Recording Equipment

- School equipment may be used by staff for educational purposes on and off site.
- Images of children will only be taken if parent's permission has been given.
- Children will always seek permission to use digital recording equipment.
- Children will always ask permission before recording an image of another person.
- Uploading of stored images by children will be supervised.
- All visual and recording data used by adults will be stored on the Multimedia (N) drive.
- Children's work will be stored as directed by the teacher.

Emerging technologies

- Emerging technologies will be examined and assessed for educational benefit and risks before use in school is allowed.

Parents

- Parents are made aware of e-safety issues when signing the Home-School Agreement for their child.
- Parents can seek e-safety advice and information from their child's class teacher, the Computing leader, the Head teacher and the School website (Parent Zone)
- Parents are updated about any e-safety issues via the school and Computing newsletter.
- The school distribute an annual e-safety leaflet to parents at parents evening.

General Health and Safety

- Children and staff receive safety training on all new technology they will use.
- When working on a computer, laptop or tablet, good posture is advised, at a suitable workstation. Screens are kept clean, can be adjusted, and face away from bright light. Regular short breaks from looking at the screen are encouraged. Any issues can be discussed with the Head teacher.

Outside agencies

ICT service	Cambridgeshire county ICT advisors
CEOP	Child Exploitation and Online Protection
IWF	Internet Watch Foundation



Appendix A:



Acceptable Use Policy for Young People
My e-Safety Agreement – Years R, 1 & 2

This is my agreement for using the Internet safely and responsibly.

- I will only go on the internet if an adult lets me.
- I will use the Internet to help me learn.
- I will not talk or type messages to people I don't know.
- I will always be polite and friendly to people on the internet.
- I will never tell anyone on the internet anything about me, except my first name, unless my teacher says I can.
- I will tell a teacher if I see or hear something I don't like.

Signed..... Dated.....

Acceptable Use Policy for Young People
My e-Safety Agreement – Years 3 & 4

This is my agreement for using the Internet safely and responsibly.

- I will use the Internet to help me learn.
- I will learn how to use the Internet safely and responsibly.
- I will not talk or type messages to people I don't know.
- I agree never to give out passwords or personal information like my full name, address or phone numbers.
- I agree never to put online photographs or video clips without permission and I will never use my full name with photographs.
- If I need help I know who I can ask and that I can go to www.thinkuknow.co.uk for help if I cannot talk to a trusted adult.
- If I see anything on the Internet that makes me feel uncomfortable, I know what to do.
- If I receive a message sent by someone I don't know, I know what to do.
- I know I should follow these guidelines as part of the agreement with my parent/carer.
- I agree to look after myself and others by using my Internet in a safe and responsible way.

Signed..... Dated.....

Acceptable Use Policy for Young People
My e-Safety Agreement – Years 5 & 6

This is my agreement for using the Internet safely and responsibly.

- I will use the Internet to help me learn.
- I will learn how to use the Internet safely and responsibly.
- I will only send email messages that are polite and friendly.
- I will only email, chat to or video-conference people I know in the real world or that a trusted adult has approved.
- Adults are aware when I use online tools such as video conferencing.
- I agree never to give out passwords or personal information like my full name, address or phone numbers.
- I agree never to put online photographs or video clips without permission and I will never use my full name with photographs.
- If I need help I know who I can ask and that I can go to www.thinkuknow.co.uk for help if I cannot talk to a trusted adult.
- If I see anything on the Internet that makes me feel uncomfortable, I know what to do.
- If I receive a message sent by someone I don't know, I know what to do.
- I know I should follow these guidelines as part of the agreement with my parent/carer.
- I agree to look after myself and others by using my Internet in a safe and responsible way.

Signed..... Dated.....

I understand that all my work on a computer, laptop, website or email can be checked by an adult.

I understand that if I deliberately break any of these rules, I will not be able to use the ICT equipment in school.