Fellgate Primary School

E-Safety / Acceptable Use Policy

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System Manager: ICT Technician Trevor Heron
E-safety team: Sean McMullen and Amanda Hearn

Content

Appendix

1. Context

1.1 Development of this Policy

Our e-Safety/Acceptable Use Policy has been written by the school, building on the guidance provided by the Open Zone, Durham County Council (Durham Net) and LA. It will be reviewed annually.

The e-Safety/Acceptable Use Policy is part of the School Development Plan and relates to other policies, including Anti-bullying, Child Protection and Safeguarding, Data Protection and Healthy Schools.

1.2 Aims

This policy is intended to help provide clarification on unacceptable behaviours, relating to any information and communications technology owned by the school, or personal technology used within the context of the school (this includes off site visits, using school systems at home etc).

It aims to cover all computing including:-

- the use of computers on the school network.
- network and internet connectivity.
- all mobile devices including laptops, iPads, mobile phones, desktop computers and audio/visual equipment.
- all software, electronic communication and storage systems.

It applies to:-

- staff (teaching and non teaching)
- pupils
- governors
- parents helping or studying in school
- visitors

1.3 Teaching and Learning

1.3.1 Benefits of Information and Communications Technology

- The Internet and other digital technologies are an essential element for education, business and social interaction. The school has a duty to embrace such technologies and provide pupils with quality access and guidance, as part of their learning experience. Internet use is part of the statutory curriculum and a necessary tool for staff and pupils. Internet use will enhance learning so the school access will be designed expressively for pupil use and will include filtering appropriate to the age of pupils.

- Internal networks and electronic communications, portable storage devices, audio visual equipment, laptops, iPads and PCs have become an essential part of the educational environment. The whole school community needs to understand the appropriate and effective use of such technologies, to support teaching and learning.

1.3.2 Risks associated with Information and Communications Technology

There are unfortunately some risks associated with the positive educational and social benefits of using the internet and other digital technologies. Pupils will therefore be:-

- taught what Internet use is acceptable.
- be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- taught what is not acceptable and be given clear objectives and guidelines for the use of the internet and other digital technologies.
- taught how to keep themselves safe online.

1.3.3 Fellgate Autistic Unit

The principles of this policy will be embedded into the philosophy of the Unit, however, due to the specialised needs of the children, the strategies and actions need to be unique to each child. These should be based on the knowledge of the child and the expertise of the adults.

2. Managing the School Network and Internet Access

2.1 System security, filtering and monitoring.

2.1.1 Managing the system

- School computing systems security will be reviewed regularly by e-safe.
- The e-Safety Co-ordinator is responsible for ensuring that the policy is implemented, updated and complied with. The e-safety team will support this.
- The e-Safety Co-ordinator will ensure that the school community is kept up to date with safety issues and guidance in collaboration with the LA, Open Zone and Child Protection authorities.
- The school will work in partnership with, the Open Zone, and Durham Net, to ensure that filtering systems are effective as possible.

• Fellgate Primary uses Durham County Council's Network and Service to access the broadband internet. We are required to comply with Durham County Council's Acceptable Use Policy (AUP) which must be signed and agreed by the Head Teacher.

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

• If staff or pupils come across unsuitable on-line materials, the site must be reported to the e-Safety Coordinator.

• The e-Safety coordinator will ensure adequate procedures are established in respect of the ICT security implications of personnel changes. Suitable measures are applied that provide for continuity of ICT security when staff vacate or occupy a post:

-a record that new staff have been issued with, have read the appropriate documentation relating to ICT security, and have signed the list of rules. These are held with the secretary.

- a record that those rights have been amended or withdrawn due to a change to responsibilities or termination of employment. School network access will be closed immediately on the termination of employment by a member of the e-safety team.

• The school maintains the right to regularly monitor internet traffic, the school's network and user email. We are obliged to monitor to fulfil our responsibilities with regards to UK law.

2.1.2 Passwords

• All users must observe password protocols for network and internet access.

• Passwords for staff users should be changed at least termly and should not be reused. They should be a minimum of 6 alphanumeric characters and not obviously guessable.

• Users must not reveal their password to anyone, apart from authorised staff. Users who forget their password must request the system manager to issue a new password.

• A password must be changed if it is affected by a suspected or actual breach of security or if there is a possibility that such a breach could occur.

• Where a password to boot a PC or access to an internal network is shared, users must take special care to ensure that it is not disclosed to any person who does not require access to the PC or network.

2.1.3 Private hardware and software

• Dangers can occur from the use of unlicensed software and software infected with a computer virus. It is therefore vital that any private software permitted to be used on the school's equipment is acquired from a responsible source and is used strictly in accordance with the terms of the licence. The use of all private hardware for school purposes is approved by the System Manager.

2.1.4 Equipment siting

• Reasonable care is taken in the siting of computer screens, keyboards, printers or other similar devices. Wherever possible, and depending upon the sensitivity of the data, users observe the following precautions:-

• Devices are positioned in such a way that information stored or being processed cannot be viewed by persons not authorised to know the information. Specific consideration should be given to the siting of devices on which confidential or sensitive information is processed or retrieved.

• Equipment is sited to avoid environmental damage from causes such as dust & heat.

• Users have been instructed to avoid leaving computers logged-on when unattended if unauthorised access to the data held can be gained. Clear written instructions to this effect should be given to users. Users should not allow other staff or children to access their account.

• Users have been instructed not to leave hard copies of sensitive data unattended on desks.

The same rules apply to school equipment in use at a user's home.

2.1.5 Virus Protection

• The school uses appropriate Anti-virus software for all school computing systems.

• The school ensures that every ICT user is aware that any PC with a suspected or actual computer virus infection must be disconnected from the network and be reported immediately to the System Manager who must take appropriate action, including removing the source of infection.

• Any third-party laptops not normally connected to the school network must be checked by the System manager for virus's and anti-virus software before being allowed to connect to the network.

• Teachers must take the necessary steps to ensure anti-virus protection software on their laptop is updated on a weekly basis as a minimum.

2.1.6 Disposal of equipment

- Disposal of waste ICT media such as print-outs, data CD's etc is made with due regard to sensitivity of the information they contain. For example, paper will be shredded if any confidential information from it can be derived.
- Prior to the transfer or disposal of any computing equipment the System Manager ensures that any personal data or software is obliterated from the machine if the recipient organisation is not authorised to receive the data. Where the recipient organisation is authorised to receive the data, they must be made aware of the existence of any personal data to enable the requirements of the Data Protection Act to be met. Normal write-off rules as stated in Financial Regulations apply. Any computing equipment must be disposed of in accordance with WEEE regulations.

2.1.7 Repair of equipment

- If a machine, or its permanent storage (hard drive), is required to be repaired by a third party the significance of any data held must be considered. If data is particularly sensitive it must be removed from hard disks and stored on a portable drive for subsequent reinstallation, if possible. The school will ensure that third parties are currently registered under the Data Protection Act as personnel authorised to see data and as such are bound by the same rules as school staff in relation to not divulging the data or making any unauthorised use of it.

2.2 Communication Systems

2.2.1 School Website and Email

- An adult’s personal Email account can be accessed in school providing they do not open attachments from unknown sources and not within class time or when children are in the classroom.
- You must use the e-mail address issued by the school for employment purposes only.
- Staff must only communicate with pupils, parents/carers using official school systems. Any such communication will be professional in tone and manner.
- Pupils are not allowed to access personal email accounts from the school network at any time. Pupils have access to email and messaging through the school network.

2.2.2. Managing approved Email Accounts

- All users who log on to the school website and school email system at home or at any other location, must only use these systems for educational use and are bound by the acceptable use guidelines.
- The school has the right to monitor e-mails and internet use.
- No users should ever use the school's communication systems to access or send inappropriate materials such as pornographic, racist or offensive material or to send or forward anonymous messages and chain letters.
- Users should not access public chat rooms and messaging systems unless permission given from e-safety coordinator. Staff are permitted to use YouTube within school for educational purposes.
- Users should not use the school's communication technologies for personal financial gain, gambling, political purposes or advertising.
- Users will be advised to never disclose personal details such as name, address, age or telephone number.
- Whole class or group email addresses should be used at Key Stage 1 or below.
- Any inappropriate communications received must be reported to a member of staff immediately.

2.2.3 Accessing Internet Sites

- Users should not visit sites that contain illegal, obscene, hateful or other objectionable material.
- Users should use the school's internet for professional/educational purposes only and not for personal reasons within school time.
- At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line materials.
- At Key Stage 2, pupils should not be allowed to 'surf' the internet freely. They should be given specific sites to access or clearly defined and closely directed activities.
- Teaching staff should always research potential sites before directing pupil activities.
- Staff will always use a child friendly safe search engine when accessing the web with pupils.

2.2.4 School Web Site, Media Publications and Videos.

The following protocols will be observed:-

- Staff and pupil contact information will not generally be published. The contact information given, will be that of the school office.
- The e-safety coordinator will take overall editorial responsibility to ensure that content is accurate and appropriate.

• Authorisation needs to be gained from the e-safety coordinator in order to publish information on the internet.
• Any images that involve children must not identify the children by name. Group photographs may be used where appropriate.
• The permission of parents will be sought, before photographs or work is published on the school website, in media publications or in school videos. (A record of each child's permission slips for each class are kept in the school office)

2.2.5 Managing videoconferencing & webcam use
• Videoconferencing should use the educational broadband network to ensure quality of service and security.
• Pupils must ask permission from the supervising teacher before making or answering a videoconference call.
• Videoconferencing and webcam use will be appropriately supervised for the pupil's age.
• Webcams should be checked and monitored to ensure that misuse does not occur accidentally or otherwise.

2.2.6 Social networking, instant messaging and personal publishing
The term 'social networking' refers to online communities where typically text, photos, music, video are shared by users. Instant messaging refers to online chatting to others in 'real time'.
• The school will not normally allow adults and pupils access to social networking and instant messaging sites.
• Staff, pupils, parents and carers must not put photographs of other people within a school context on social networking sites without their permission. Parents are advised when taking photographs of plays, performances, etc that they are not to publish them on social networks. All staff should be aware of posts, photographs and 'friend requests' and how they may reflect on the reputation of the school.
• The e-safety team will monitor school's Facebook and twitter accounts.
• The school is aware that there are risks associated with using Social Media such as, reputation damage, data leakage etc so a 'Social Media Risk Assessment' (Appendix) will be completed annually to assess the effectiveness of the control measures in place.
• Newsgroups will be blocked unless a specific use is approved.
• The school does accept that there can be educational benefits (e.g. collaborative work nationally and internationally) and will therefore examine their use for teaching and learning as the need arises.
• The school will consider how to educate pupils in their safe use.

• Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.
• Pupils will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils.
• Pupils will be advised to use nicknames, gamer tags and avatars when using social networking sites and playing games.

2.3 Protecting Personal Data

• Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
• Data sensitive files will be stored in a central 'lockable' space in both buildings. Correct storage of pupil information follows the guidance in the data protection act and Fellgate Primary's Data Protection Policy.
• Personal data files may be transferred on USB sticks only if the USB stick has been encrypted.

2.4 Copyright and Plagiarism

• The school will ensure that copyright and intellectual property right laws are not infringed.
• Pupils will be taught to reference all material used from the internet and other sources, as they develop their research skills.

3. Mobile Devices

3.1 Taking digital images using cameras and videos

It is recognised that the taking of digital images is an integral part of the teaching and learning experience, but there must be a clear educational reason for creating, storing, distributing and/or manipulating images of members of the school community.
• Staff and pupils may take digital photographs or videos using school equipment, providing that they support educational activities. Images from school devices must be removed and placed on the school network as soon as practically possible.
• Images/video should not be taken with personal mobile phones or cameras (e.g. whilst on school visits). However, in exceptional circumstances this may be permitted with the approval of the e-safety team. Any images must be transferred to the school network within 24 hours with a member of the e-safety team.

- All images of children stored on the school network or on staff laptops should be placed in a common folder with a clear explanation of the intended use of the images, not in the personal areas of staff or other users of the systems.
- Pupils' names should not be used when saving images.
- Images should be deleted from laptops and PCs at the end of the academic year, unless retention is approved by the e-safety co-ordinator.
- Pupils will be taught how images can be misused, through their e-safety learning.

3.2 Mobile phones

- Pupils should not bring mobile phones into school. In exceptional circumstances, a written request may be sent to the head teacher. If approved, the phone will be stored in a central place until home time.
- Pupils will be advised that the sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden.

3.3 Laptops

- Staff should store school laptops in a secure location overnight.
- If school laptops are taken home, staff are responsible for their security.
- School laptops are for sole use of the staff member to which they are loaned and not to be used by other members of the household.
- The school IT technician is responsible for maintenance of school laptops and no other person should tamper with them.

3.4 Portable Storage Devices

- All users should ensure that data stored on pen drives, disks, CD's DVD's etc has been downloaded using anti virus software.
- All users are responsible for the security of mobile storage devices.
- Images of children should not be stored on pen drives.
- Pupils are not allowed to use their own devices. These are blocked on children's accounts.

3.5 Games Machines

- Games machines including the Sony Playstation, Microsoft Xbox and others have Internet access which may not include filtering. Care is required in any use in school or other officially sanctioned location.

- Staff should check that gaming software is age appropriate if machines are allowed (e.g. fun/toy days).

3.6 Video and DVD

- These should be age appropriate, as outlined by the film classification authority. Only films rated 'U' should be shown in school unless permission has been sought from the parents to watch PG films. The class teacher must take responsibility for this as and when this issue arises.

4. Assessing Risks and Handling e-Safety Issues

4.1 Assessing Risks

The school will take all reasonable precautions to prevent access to inappropriate 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 computer connected to the school network. The school can not accept liability for any material accessed, or any consequences of Internet access.

- The school will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

4.2 Reporting Procedures

4.2.1 Reporting Accidental Access to Inappropriate Material

Any user of the school and/or Durham NET who accidentally comes across inappropriate or offensive material should do the following:

1. Inform the e-Safety coordinator/team member of the incident and give the website address.
2. Log the web address, time and username in the e-safety incident log. This is kept in a file in the ICT Suite.
3. The school should block the website via its own CachePilot or other proxy server.
4. The e-Safety coordinator should contact the LA e-Safety contact for schools.

All children will also be taught how to report an issue.

4.2.2 Reporting Accidental Access to Illegal Material

Any User of the Durham Net who accidentally comes across illegal material should do the following:-

1. Report the incident to the e-Safety coordinator/team member.
2. Do not show anyone the content or make public the URL.
3. Make sure a reference is made of the incident in the e-Safety incident log.
4. Go to the IWF website at www.iwf.gov.uk and click the report button.
5. If reporting a URL do not use copy and paste, type the URL.

4.2.3 Reporting Suspected Deliberate Abuse or Misuse

Any person suspecting another of deliberate misuse or abuse of the regional broadband network should take the following action:

1. Report in confidence to the Head teacher.
2. The Head teacher should inform the Local Authority.
3. The Local Authority should complete an internal RIPA form, requiring Northern Grid to complete an internal investigation.
4. If this investigation results in confirmation of access to illegal materials or the committing of illegal acts, Northern Grid will inform the relevant police authority who will complete their own investigations.
5. If the investigation confirms that inappropriate behaviour has occurred, Northern Grid will inform the relevant authority. This may be the Local Authority or the School's Board of Governors.
6. In exceptional circumstances, where there are reasonable grounds to suspect that a user has committed a serious criminal offence, the police will be informed and a criminal prosecution may follow.

Examples of Inappropriate Use:

- Visiting pornographic sites
- Causing offence to religious groups
- Inappropriate use of email
- Deliberate sabotage of the network; i.e. hacking, mail bombing etc.

4.2.4 Access to Illegal Material

If this investigation results in confirmation of access to illegal materials or the committing of illegal acts, Northern Grid or Easynet will inform the relevant police authority that will complete their own investigations and a criminal investigation may follow.

Examples of Illegal Acts:

- Accessing any child abuse images.
- Incitement to racial hatred
- Incitement to violence

• Software media counterfeiting or illegitimate distribution of copied software.

4.3 Sanctions

• Sanctions for the abuse or misuse of school computing systems will be determined by the Senior Management Team or the e-safety co-ordinator and governors of the school, as deemed appropriate.

4.4 Key contacts:

Mike Hamilton (LA e-Safety Contact for Schools)
Tel: 0191 4272123 email: mike.hamilton@ictinschools.org

5. Authorising Access

5.1 Authorising access to the Internet and other ICT resources.

• All staff and pupils must read and sign an Acceptable Use Policy before using any school ICT resource. (found in school office)

• Parents will be asked to sign and return a consent form relating internet access and the taking of digital images/videos.

• The school will maintain a current record of all staff and pupils who are granted access to school computing systems.

• Any person not directly employed by the school will be asked to sign an acceptable use of school ICT resources before being allowed to access the internet from the school site. (found in school office)

5.2 Community use of the Internet

• The school will liaise with local organisations to establish a common approach to e-safety.

6. Communicating this Policy

6.1 Introducing the e-safety policy to pupils

• A programme of training in e-Safety (in its broader sense) will be developed and embedded within the ICT scheme of work or the Personal Social and Health Education (PSHE) curriculum.

• E-safety rules for school systems and equipment will be posted in all rooms where computers are used and discussed with pupils regularly.

- Pupils will be informed that network and Internet use will be monitored and appropriately followed up.
- All children will sign an acceptable use policy, once in KS1 and another when they move into KS2.

6.2 Staff and the e-Safety policy

- All staff will have access to the school e-safety policy via Google Drive and its importance explained.
- Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
- Staff that manage filtering systems or monitor ICT will work with management and the LA to establish clear procedures for reporting issues.

6.3 Enlisting parents' and carers' support

- Parents and carers will be referred to the school e-safety policy in newsletters, the school brochure and on the school Web site.
- The school will maintain a list of e-safety resources for parents/carers and send these home when relevant which is at least yearly during e-safety week.
- Parents are informed by letter about current safeguarding programmes developed in school, such as, Kidsafe UK and they are kept up to date about what the children have been learning about.
- The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school. (found in the school office)
- Parents and carers will be offered advice on e-Safety on an individual or group basis when needed. Parents are contacted if their child is involved in an e-safety issue.

Appendices

Legislation

Schools should be aware of the legislative framework under which this e-Safety Policy guidance has been produced. It is important to note that in general terms an action that is illegal if committed offline is also illegal if committed online.

Computer Misuse Act 1990

This Act makes it an offence to:

- Erase or amend data or programs without authority;
- Obtain unauthorised access to a computer;
- "Eavesdrop" on a computer;
- Make unauthorised use of computer time or facilities;
- Maliciously corrupt or erase data or programs;
- Deny access to authorised users.

Data Protection Act 1998

This protects the rights and privacy of individual's data. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The Act states that person data must be:

- Fairly and lawfully processed.
- Processed for limited purposes.
- Adequate, relevant and not excessive.
- Accurate.
- Not kept longer than necessary.
- Processed in accordance with the data subject's rights.
- Secure.
- Not transferred to other countries without adequate protection.

Freedom of Information Act 2000

The Freedom of Information Act gives individuals the right to request information held by public authorities. All public authorities and companies wholly owned by public authorities have obligations under the Freedom of Information Act. When responding to requests, they have to follow a number of set procedures.

Communications Act 2003

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the

Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent: there is no need to prove any intent or purpose.

Malicious Communications Act 1988

It is an offence to send an indecent, offensive, or threatening letter, electronic communication or other article to another person.

Regulation of Investigatory Powers Act 2000

It is an offence for any person to intentionally and without lawful authority intercept any communication. Monitoring or keeping a record of any form of electronic communications is permitted, in order to:

- Establish the facts;
- Ascertain compliance with regulatory or self-regulatory practices or procedures;
- Demonstrate standards, which are or ought to be achieved by persons using the system;
- Investigate or detect unauthorised use of the communications system;
- Prevent or detect crime or in the interests of national security;
- Ensure the effective operation of the system.
- Monitoring but not recording is also permissible in order to:
- Ascertain whether the communication is business or personal;
- Protect or support help line staff.
- The school reserves the right to monitor its systems and communications in line with its rights under this act.

Trade Marks Act 1994

This provides protection for Registered Trade Marks, which can be any symbol (words, shapes or images) that are associated with a particular set of goods or services. Registered Trade Marks must not be used without permission. This can also arise from using a Mark that is confusingly similar to an existing Mark.

Copyright, Designs and Patents Act 1988

It is an offence to copy all, or a substantial part of a copyright work. There are, however, certain limited user permissions, such as fair dealing, which means under certain circumstances permission is not needed to copy small amounts for non-commercial research or private study. The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the work has been amended in such a way as to impugn their reputation. Copyright covers materials in print and electronic form, and includes words, images, and sounds, moving images, TV broadcasts and other media (e.g. youtube).

Telecommunications Act 1984

It is an offence to send a message or other matter that is grossly offensive or of an indecent, obscene or menacing character. It is also an offence to send a message that is intended to cause annoyance, inconvenience or needless anxiety to another that the sender knows to be false.

Protection of Children Act 1978

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is anyone under the age of 18. Viewing an indecent image of a child on your computer means that you have made a digital image. An image of a child also covers pseudo-photographs (digitally collated or otherwise). A person convicted of such an offence may face up to 10 years in prison

Sexual Offences Act 2003

The new grooming offence is committed if you are over 18 and have communicated with a child under 16 at least twice (including by phone or using the Internet) it is an offence to meet them or travel to meet them anywhere in the world with the intention of committing a sexual offence. Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification. It is also an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a position of trust. (Typically, teachers, social workers, health professionals, connexions staff fall in this category of trust). Any sexual intercourse with a child under the age of 13 commits the offence of rape.

Public Order Act 1986

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence. Children, Families and Education Directorate page 38 April 2007.

Obscene Publications Act 1959 and 1964

Publishing an "obscene" article is a criminal offence. Publishing includes electronic transmission.

The Education and Inspections Act 2006

Empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.

The Regulation of Investigatory Powers Act 2000

Also referred to as **RIPA.** This act is concerned with regulating the powers of public bodies to carry out surveillance and investigation, and covering the interception of communications. It was introduced to take account of technological change such as the growth of the Internet and strong encryption. In a school situation this would be requested if you or the LA or another law enforcement agency contacted you with suspicions that the school network was being used for illegal purposes eg: gaining access to potentially illegal material e.g. Child abuse images, or is suspected of inappropriate Internet / email use.

Fellgate Primary School

Responsible Internet Use Agreement (KS1)

• I understand that school wants me to enjoy using the internet and other technologies to help my learning but I know that I must use them in a responsible way.

• I will keep my password secret.

• I will only use the internet when an adult is with me.

• I should only click the buttons and links when we know what they do.

• If I see something that I don't like I will tell an adult.

• I will not do anything that will upset other children when I use the schools computer equipment or cameras.

Child's name:

I agree to these rules (signed):

Date:

Fellgate Primary School
Responsible Internet Use Agreement (KS2)

In our school the computers are installed with internet access to help learning. The rules below help us to be fair to others and keep everyone safe. Please read the rules with your child, sign and return to school.

- I will ask permission before using the internet.
- I understand that my teachers will help me know what is acceptable and unacceptable when using computers, the internet, mobile phones, email, online communities, digital cameras and other ICT and I will listen carefully to the advice I receive.
- I will not bring mobile phones into school, without the permission of the head-teacher.
- I will not use my own disks or pen drives in school without the teacher's permission.
- I know that when I use the internet I must only access the sites that my teacher approves and I will never try to access my personal email account, chat rooms or social networks in school.
- I will keep any passwords secret and not share them with others.
- I know that I should only access and delete my own work, with the teacher's permission.
- I know that all my communications with other people using ICT should be polite and friendly and will not deliberately send anything unfriendly or nasty.
- I understand that I must not give out any personal details, such as my name, address or phone number or arrange to meet anyone.
- If I see anything I am unhappy with or I receive a message I do not like, I will tell a teacher immediately.
- I know that the school can check my computer files and the internet sites I visit and that if they have any concerns about my safety we will contact my parent/carer.
- I understand that if I deliberately break these rules, I could be stopped from using the internet or computers.

Child's name:

I agree to these rules (signed):

Date:

Fellgate Primary School: Parental Consent

Dear Parent/Carer,
All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Your child's safety when using a range of computing equipment and systems, particularly the internet (e-safety) is of the utmost importance. A copy of the responsible internet use agreement is enclosed. Please read these rules with your child, sign and return to school. You are also asked to give your consent to the publication of images on the school web site and media publications for publicity purposes.

Parent/Carer's Consent for Internet Access

I have read and understood the school rules for responsible computer and internet use, and I give permission for my child to use the school computers and access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials. I understand that pupil's school email accounts and internet access will be monitored on a regular basis. I understand that the school cannot be held responsible for the nature or content of any material accessed through the Internet. I agree that the school is not liable for any damages arising from the use of the Internet.

Parent/Carers Consent for Web Publication of Work and Photographs

I agree that, if selected, my child's work may be published in the school newsletter, on the school website or a website deemed fit by Fellgate Primary School. I agree that appropriate images that include my child **may** be published subject according to the school rule that photographs with names will not be used.

Parent/Carers Consent for the Publication of Work and Photographs in the Press/Media

I agree that my child's work may be published in press publications. I also agree that photographs may be published showing my child subject to the school rules that photographs with names will not be used. I understand that these publications also have a web presence and photographs will appear on image searches.

Parent/Carer's Consent for the use of Recording Equipment

I give permission to use recording equipment to record the school performances and distribute copies of the DVD to other parents within the school community.

Signature: ____

Child's name: ____________________________________ Date: __________

Fellgate Primary School
Acceptable Use Agreement for staff

- I have read a copy of the school's e-safety/acceptable use policy (available on the school network).
- I will only use the school email /internet/network for professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will only use the approved, secure email system for any school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- 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 report any accidental access to inappropriate materials to the e-Safety Coordinator/e-safety team.
- I will not download any software or resources from the Internet that can compromise the network, or is not adequately licensed.
- I will ensure all documents are saved, accessed and deleted in accordance with the school's network security and confidentiality protocols.
- I will not connect a computer or laptop to the network/internet that does not have up to-date version of anti-virus software.
- I will not use personal digital cameras or camera phones for transferring images of pupils or colleagues without permission.
- I will ensure I am aware of digital safe-guarding issues so they are appropriately embedded in my classroom practice.
- I will not allow unauthorised individuals to access email/internet/school network.
- I understand that all internet usage will be logged and this information could be made available to my manager on request.
- I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any 'significant personal use' as defined by HM Revenue & Customs.
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

Name: **Job title:**

Signature: **Date:**

Fellgate Primary School
Acceptable Use Agreement for Third Party Use

The school network provides internet access to third parties, people other than staff and students. This AUP will help protect third parties, students and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- Storage media must not be brought into school unless permission has been given.
- Copyright and intellectual property rights must be respected.
- Users must respect the work of others which might be stored in common areas on the system. Conversely, users should always try and store their files and data in their own secure area or on removable media. Files and data stored in common areas of the system must be transferred at the earliest opportunity to the users own area. Such files will be regularly removed from the system.
- Users are responsible for e-mail they send and for contacts made. e-mail should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property. Anonymous messages and chain letters must not be sent.
- Users should report any unpleasant material or messages received. The report will be confidential and will help protect others.
- The use of public chat rooms is not allowed.
- The school computing systems may not be used for private business purposes, unless the Head teacher has given permission for that use. Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of the computing systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Irresponsible use may result in the loss of internet access.

Please complete, sign and return to the school secretary:

I have read and understand the school's 'Acceptable Use Agreement'. I will use the computer system and internet in a responsible way and obey these rules at all times.

Name: **Signed:**

Address: **Date:**

September 2014

Dear Parent/Carer

We have had an increasing number of children bringing mobile phones into school. We appreciate that some parents may need to contact the children afterschool and so if your child must have a phone, we ask that you complete the form below.

As part of our e-safety policy phones **must** be turned off on entering the school grounds and handed into the office.

Inappropriate use of mobiles may result in the device being kept in the office to be collected by a parent.

Yours sincerely

Miss C Wilson & Mr S McMullen

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Mobile Phones in school

I give permission for ……………………………… (Childs name) to have his/her mobile phone in school.

I will turn my phone off when I come into school and hand it into the

school office ………………………………………..(Childs signature)

Signed …………………………………………..……(Parent/Carer)

Social Media Risk Assessment for Schools

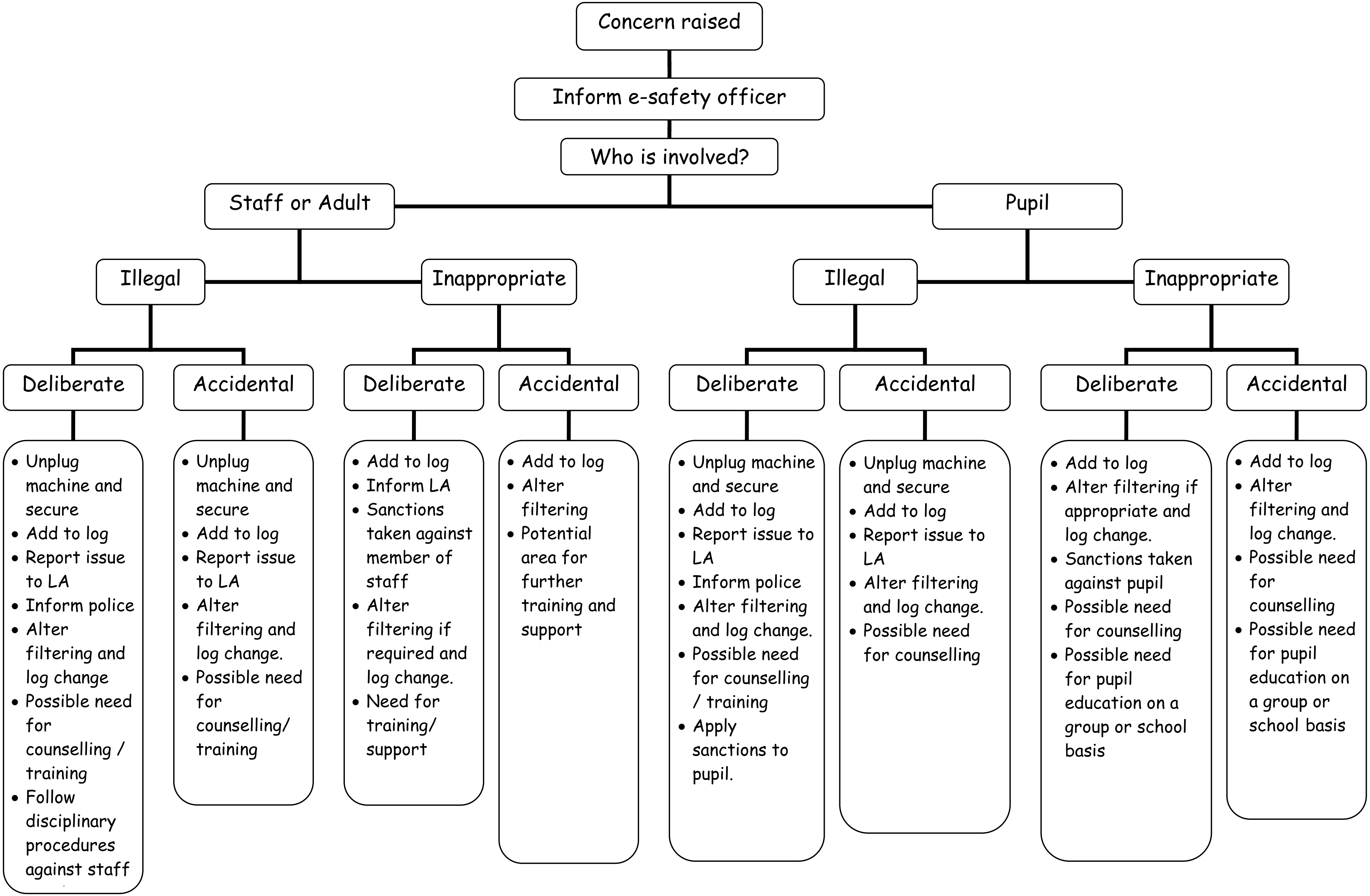
Hazard	Who it will affect	Control Measures to Reduce Risk	Any Further Action Necessary	Risk Rating Low/Med/High
Reputation	All	• Small number of named members of staff to have responsibility of posting to social media sites. • Monitor any posts made about the school and be proactive in asking for removal if defamatory. • If staff can post to school website some sites are automatically linked to post to other social media sites. Staff should be mindful of this.		High at all levels.
Representation	All	• Monitor web for sites being created as school or members of staff. • Report any suspicious activity to the social media site concerned.	Consult legal team if libelous.	Low Threat and likelihood, high vulnerability and impact.
Harassment	All	• Encourage disclosure of any harassment. • Meet with affected parties if possible. • Ask for apologies and removal of posts. • Revision of AUP's for all stake holders. • Meet with Union representative if staff member is involved. • Contact police if situation is not resolved.	E Safety training and awareness for all stake holders.	High threat and impact, medium vulnerability and likelihood.
Information	All	• No personal, financial or sensitive material to be posted online		Low, but high

leakage		on an unsecured site. • All students to have permissions for work and images to be posted online. • Refer to Data Protection policy.		impact
Data loss	Selected members of staff	• Data should be hosted on a secure site not on social media. • Refer to Data Protection policy.		Low
Privacy	All	• No information relating to personal details to be posted online. • Ensure privacy settings on social media sites are set at the highest possible level. • Regularly check settings. • Where possible make the school social media site impersonal and not linked to a staff member's personal profile.		Low but high impact
Passwords	Selected members of staff	• Only selected members of staff to have log ins to social media sites. • Make passwords robust. • Change passwords according to protocol in staff policy. • Passwords not to be shared or told to another user.		Low but high impact
Permanence of content	All	• On those sites that the school control such as their school website, older posts can be archived or removed. This does not mean they have disappeared from the web entirely as the pages may have been archived on such sites as Wayback machine. • On sites such as Facebook and Twitter etc. content ownership is with the site.		Medium but low likelihood

Piracy and infringement	All	• All content posted should comply with legal regulations.		Low
Content and ownership	All	• Content ownership is with social media sites such as Facebook or Twitter and users agree on signing up to relinquish their control of content.		Medium threat and vulnerability, low likelihood and impact

Copyright	All	- All content posted should comply with copyright regulations.		Medium threat and vulnerability, low likelihood and impact
Virus and Malware	All	- Don't accept any files or friend requests. - Be wary of shortened URL's. - Don't download any multimedia content or applications from a social media site.	Ensure virus checking software is enabled, up to date and running.	Low
Purchasing from applications and games	All	- Don't download any games or applications from a social media site.		Low
Scam and phishing	All	- Don't complete online forms, surveys or supply log in details. - Don't share posts or competitions from commercial sites.		Low
Employment	Selected members of staff	- Don't advertise vacancies on unsecured social media sites.		Low
Overuse	All	- Refer to Acceptable Use Policy.		Low

Dealing with an e-Safety Incident



Concern raised

Inform e-safety officer

Who is involved?

Staff or Adult

Illegal

Deliberate

- Unplug machine and secure
- Add to log
- Report issue to LA
- Inform police
- Alter filtering and log change
- Possible need for counselling / training
- Follow disciplinary procedures against staff

Accidental

- Unplug machine and secure
- Add to log
- Report issue to LA
- Alter filtering and log change.
- Possible need for counselling/ training

Inappropriate

Deliberate

- Add to log
- Inform LA
- Sanctions taken against member of staff
- Alter filtering if required and log change.
- Need for training/ support

Accidental

- Add to log
- Alter filtering
- Potential area for further training and support

Pupil

Illegal

Deliberate

- Unplug machine and secure
- Add to log
- Report issue to LA
- Inform police
- Alter filtering and log change.
- Possible need for counselling / training
- Apply sanctions to pupil.

Accidental

- Unplug machine and secure
- Add to log
- Report issue to LA
- Alter filtering and log change.
- Possible need for counselling

Inappropriate

Deliberate

- Add to log
- Alter filtering if appropriate and log change.
- Sanctions taken against pupil
- Possible need for counselling
- Possible need for pupil education on a group or school basis

Accidental

- Add to log
- Alter filtering and log change.
- Possible need for counselling
- Possible need for pupil education on a group or school basis