St Ann's R.C. Primary School

E-Safety Policy

'We, the family of St. Ann's, rejoice in our learning; striving for excellence. We challenge ourselves, follow Jesus and empower each other to be the best we can be.

Motivate, learn, inspire.'

Our e-Safety Policy has been written by the school, building on guidance from Trafford LA and the Government. It has been agreed by senior management and approved by governors.

1. Security and Filtering of the School Network

- Children all log in under the same class username and password and teachers are given separate passwords to log on to the school system.
- All teacher laptops are password protected with Bitlocker (encryption) to ensure any data held on the laptops are safe should they be stolen or lost.
- The computers in the Infant and Junior offices are password protected. Each computer in the offices has a privacy filter on the screen to stop other people viewing confidential information.
- Any complaints on the misuse of the network will be handled by a senior member of staff and relate to the school's behaviour policy.
- Concerns relating to Safeguarding will be dealt with through the school's Safeguarding policy and procedures.
- Teachers will follow the St Ann's e-safety scheme of work for educating children on when and how to report an incident relating to the network.
- Teachers are expected to keep all data on the shared drive. Any sensitive data on staff laptops are safe with an encrypted drive lock.
- If it is necessary to transport data away from the school, it should be downloaded onto a USB stick. The data should not be transferred from this stick onto any home or public computers. Work should be edited from the USB, and saved onto the USB only.
- Staff use USB encrypted memory sticks that are password protected and do not use personal USB sticks.

2. Use of Internet in School

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

The school Internet access will be designed for pupil and teaching use and will include filtering policies appropriate to the age of pupils.

Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

2.1 Managing Internet Access

- The School's ICT systems capacity and security will be reviewed regularly.

- All internet use is routed through Trafford central firewall and monitored by Trafford.

- The Bloxx filtering system is currently in place through Trafford. Configurations of the firewall can be changed by either of the school's IT Technicians. Teachers are aware of Bloxx.

- Virus protections are monitored and updated. Websites are only accessed through Proxy Servers provided by Trafford.

- A log of any unsuitable websites will be kept by our IT support. It is the responsibility of teachers to alert the Computing co-ordinator of any inappropriate sites, who in turn will share this information with the rest of the staff.

- Teachers will follow the St Ann's e-safety scheme of work for educating children on the acceptable use of the internet and social networking.

- Teachers will have wider access to internet sites and must not allow children to access their staff accounts.

- Teachers must not share personal social networking information with children or parents, nor should any social networking activity refer in any way to school matters.

- A Microsoft compliance report can be made available if requested.

3. Acceptable Use of the Internet Agreement

All staff must read and sign the Acceptable Use of the Internet Agreement, (appendix 1) before using any school ICT/computing resources.

Teachers will read and share the Pupils' Acceptable ICT Use Agreement (appendix 2&3) with their class and all children will sign to agree. Parents will be sent a copy and a copy will also be available on the school website.

The school's Acceptable Use of the Internet Agreement for staff and pupils is intended to ensure:

- Staff and pupils will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.

- School ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

● Staff and pupils are protected from potential risk in their use of ICT in their everyday work.

4. Use of Email in School

If teachers wish to send a formal e-mail on behalf of the school, it should be sent through the administration address in the office, where details of teachers' personal e-mail will be removed before it is sent out to a 3rd party.

Pupils will be taught appropriate, sensible and responsible use of e-mail.

Email accounts must be password protected

5. The School Website

- No personal details of staff or pupils written on the website except names where appropriate.
- The Headteacher will take overall responsibility for the contents of the website.
- Photos, videos and podcasts, as well as pupils' work may be shown.
- Only first names of children may be included in any online content
- Parents' permission is required for a child's clear image to be displayed on the website
- Educational links that have been approved by the Headteacher may be posted on the website
- Parents are discouraged from using photographs taken in school on other websites or on social networking sites.

6. Educating Pupils about Online Safety
In Key Stage 1, pupils will be taught to:
- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in Key Stage 2 will be taught to:
- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact

The safe use of social media and the internet will also be covered in other subjects where relevant.

The school will use assemblies to raise pupils' awareness of the dangers that can be encountered online and may also invite speakers to talk to pupils about this.

7. Educating Parents about Online Safety

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website. This policy will also be shared with parents. Where possible, meetings will be arranged in school to raise awareness.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL.

8. Handling Online Safety Concerns

If staff or pupils discover an unsuitable site, the screen must be switched off/closed and the incident reported immediately to the E-safety Leader, Mrs R Reed and Headteacher. An email is sent to the network manager so that they can block the site.

Concerns related to safeguarding issues will be dealt with through the school's Safeguarding Policy and Procedures.

Complaints of the internet misuse will be dealt with by a senior member of staff in accordance with the school's behaviour policy.

Any complaint about pupil /staff misuse must be referred to the Headteacher who will log and keep a record of any incidents.

9. Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation (via PREVENT training).

All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required.

10. Mobile Phones, Smart Watches, Devices and Cameras

- See our mobile phones, smart watches, devices and camera policy

Appendix

1. Staff Acceptable use of the Internet Agreement

2. KS1 Acceptable Use Agreement

Appendix 1: Staff Acceptable Use of the Internet Agreement

St Ann's RC Primary School

Acceptable Use of the Internet Agreement for School Staff

The school has installed computers, iPads and Internet access to help our teaching. Please follow these rules to keep everyone at St Ann's safe.

Name of staff member/governor/volunteer/visitor:
When using the school's ICT systems and accessing the internet in school, or outside school on a work device, I will not: • Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature • Use them in any way which could harm the school's reputation • Access social networking sites or chat rooms • Use any improper language when communicating online, including in emails or other messaging services • Install any unauthorised software • Share my password with others or log in to the school's network using someone else's details

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role. I agree that the school will monitor my use of the internet whilst on the school premises and whilst using school hardware. I will take all reasonable steps to ensure that work devices are secure and password protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy. I will let the designated safeguarding lead (DSL) and ICT manager know if a pupil informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material. I will always use the school's ICT systems and internet responsibly, and ensure that pupils in my care do so too.

Signed:	Date:

Appendix 2: KS1 Acceptable Use Agreement

St Ann's RC Primary School

Acceptable Use Agreement KS1

At St Ann's we like to make sure that everyone feels safe in school at all times. Staying safe when you are using a computer, iPad or other device and you are on the internet, whether at home or at school is part of this. These rules will help to keep you safe. Your teacher will explain them to you and you can discuss them in class.

I will only use the internet or computer/iPad when a teacher or adult is with me

If I see anything that upsets me, I will tell an adult

I will not give out any details about me – like my name or address

I know school will check the computer/iPad I have used and be able to see what I am doing and what sites I have visited

If I break these rules, I know I may be stopped from using the internet and/or computers/iPads.

Signed:_____   Date _____

Appendix 3: KS2 Acceptable Use Agreement

St Ann's RC Primary School

Acceptable Use Agreement KS2

At St Ann's we like to make sure that everyone feels safe in school at all times. Staying safe when you are using a computer, iPad or other device and you are on the internet, whether at home or at school is part of this. These rules will help to keep you safe. Your teacher will explain them to you and you can discuss them in class.

I will use the school computers/iPads and technology responsibly

I will ask permission from an adult before I look at the internet

I will always be polite and use appropriate language when emailing or sending messages on the computer

I will not give out my personal information or arrange to meet anyone

If anything on the internet upsets me or a stranger sends me a message, I will tell an adult

I know school will check the computer/iPad I have used and be able to see what I am doing and what sites I have visited

If I do not follow these rules, I know I may be stopped from using the internet and/or computers/iPads.

Signed_____   Date _____