Mount Pleasant School

E-Safety & Acceptable Use Policy

September 2020

Date of next review – September 2021

AIM

The aim of our E-Safety policy is to ensure that all adults in Mount Pleasant School are working together to safeguard and promote the welfare of children and young people. This policy will be ratified by the Governing Body at the next meeting and will be reviewed annually. E-Safety is a safeguarding issue and all members of the School community have a duty to be aware of e-safety at all times, to know the required procedures and to act on them. This document aims to put into place effective management systems and arrangements which will maximise the educational and social benefit of using ICT, whilst minimising any associated risks. It describes actions that should be put in place to redress any concerns about child welfare and safety as well as how to protect children, young people and staff from risks and infringements. The Headteacher or, in her absence, the Assistant Headteacher, has the ultimate responsibility for safeguarding (including e-safety) and promoting the welfare of pupils in their care.

This policy complements and supports Mount Pleasant School Child Protection and Safeguarding Policy and Anti-Bullying Policy. It is the duty of the School to ensure that every child and young person in its care is safe. The same 'staying safe' outcomes and principles outlined in the 'Every Child Matters' agenda apply equally to the 'virtual' or digital world. This expectation also applies to any voluntary, statutory and community organisations that make use of the School's ICT facilities and digital technologies. A risk assessment will be carried out before children and young people are allowed to use new technology in schools and settings.

ROLES AND RESPONSIBILITIES

Risk assessment

Both staff and children will be aware of the risks associated with Internet use. Emerging technologies will be examined for educational benefit and a risk assessment carried out before use in school is allowed. Staff and pupils will know what to do if they come across inappropriate material when

using the Internet. Training and Inset will be provided for staff and information will be provided to parents.

Responsibility

Internet safety depends on staff, advisors, parents, and, where appropriate, children themselves taking responsibility for use of the Internet and associated technologies. The school will seek to balance education with responsible use, regulation and technical solutions to ensure children's safety.

Regulation

The use of the Internet, which brings with it the possibility of misuse, will be regulated. Fair rules, written for children to read and understand, will be prominently displayed as a constant reminder of the expectations regarding Internet use. Teachers will visit these rules and model them within their lessons.

Appropriate Strategies

Effective, monitored strategies will be in place to ensure responsible and safe Internet use. The school will work in partnership with MOD Schools, DfES, parents and the Internet Service Provider to ensure systems to protect children are regularly reviewed and improved.

MANAGING INTERNET ACCESS

Developing good practice in internet use, as a tool for teaching and learning, is essential. The School internet access will be designed expressly for children's use and will include filtering appropriate to the age of the children and young people. Children will be taught what internet use is acceptable and what is not and be given clear objectives for internet use. Staff will guide children in on-line activities that will support the learning outcomes planned for the child's age and maturity. Children will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. The School will work in partnership with MOD Schools to ensure systems to protect children and staff are reviewed and improved regularly (content filtering)

In common with other media such as magazines, books and video, some material available through the Internet is unsuitable for children. The School will take all reasonable precautions to ensure that users access only appropriate material. However, due to international scale and linked nature of Internet content, it is not always possible to guarantee that unsuitable material may never appear on a School computer. Neither the School nor the Local Authority can accept liability for the material accessed, or any consequences of Internet access.

Emerging Technologies

Emerging technologies will be examined for educational use and a risk assessment will be carried out before use in School is allowed and methods to identify, assess and minimise risks will be reviewed regularly.

MANAGING E-MAIL

Personal e-mail or messaging between staff and children should not take place. Children and staff may only use approved e-mail accounts on the School system and children must inform a member of staff immediately if they receive an offensive e-mail. Whole –class or group email addresses should be used at KS1 and below. Children must not reveal details of themselves or others in any email communication or by any personal web space such as an address, telephone number and must not arrange meetings with anyone. Access in School to external personal e-mail accounts may be used for school-related purposes only. External incoming e-mail should be monitored and attachments should not be opened unless the author is known.

MANAGING WEBSITE CONTENT

Editorial guidance will ensure that the School's ethos is reflected in the website, information is accurate, well presented and personal security is not compromised. Care will be taken to ensure that all information is considered from a security viewpoint including the use of photographic material. Photographs of children will not be used without the written consent of the children's parents/carers. Use of site photographs will be carefully selected so that any children cannot be identified by name. Work will only be used on the website with the permission of the child and their parents/carers.

SOCIAL NETWORKING AND CHAT ROOMS

The School will control access to moderated social networking sites and educate children in their safe use. Children will be taught the importance of personal safety when using social networking sites and chat rooms.

MOBILE PHONES

Children are not allowed mobile phones in School. Mobile phones will not be used by staff to photograph children in School. The school will provide dedicated cameras.

AUTHORISING INTERNET ACCESS

All staff (including those not directly employed by the school) must read the MOD Schools Information Security Policy before using any School ICT resources. Parents/carers will be asked to sign and return the School's form stating that they have read and understood the School 'Agreement for the acceptable use of the internet, e-mails and computers' document and give permission for their child to access ICT resources. Staff will supervise access to the internet from the School site for all children.

REPORTING INCIDENTS

Staff, children and young people, parents/carers must know how and where to report incidents.

• Children – teacher

• Staff – ICT Co-ordinator

• Parents – teacher / HT / Person Responsible for Safeguarding

Pupils and parents/cares will be informed of the procedure for reporting incidents.

SANCTIONS

Violations of the above rules will result in a temporary or permanent ban on Internet use. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour. When applicable, police or local authorities may have to be involved.

PARENTS/CARERS SUPPORT

Parents/carers will be informed of the School's Internet Policy which may be accessed on the school website. Interested parents/carers will be referred to organisations such as Child Exploitation and Online Protection (CEOP). A partnership approach will be encouraged with parents/carers and this may include practical sessions as well as suggestions for safe internet use at home.

Use of Photographic images

Staff will be given a designated camera to use solely in school. For safe and appropriate use of photographic images we will:

- Ensure that all images of the children or staff, created or used by the school, will be used appropriately and for their intended purpose.
- Create and use images in order to promote or demonstrate to the school's curricular or extracurricular provision.
- Primarily use images of pupils or staff in a group.
- Not reveal personal details such as an address or other contact details.
- Allow appropriate media coverage of the school or the pupils and staff.
- Only share photographs with appropriate parties.

Parents and friends

Will not create images of children without the knowledge of staff and children and that these will be used for an agreed and appropriate purpose.

Mount Pleasant School

Agreement for the acceptable use of the internet, e-mails and computers

At Mount Pleasant School, we understand the importance and benefits of using computers to help with children's learning and personal development. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

Please could parents/carers read and discuss this agreement with their child and then sign the attached form and return it to the school office. we have included two copies in order for you to keep the other one for reference.

- I will only use IT in school for school purposes.
- I will only use any class e-mail address or any school e-mail address of my own when e-mailing.
- I will only open e-mail attachments from people I know, or who my teacher has approved.
- I will not tell other people my password.
- I will only open my own files.
- I will make sure that all IT contact with other children and adults is responsible, polite and sensible.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
  If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using IT because I know that these rules are to keep me safe.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I know that my use of IT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my e-safety.

Mount Pleasant School
Agreement for the acceptable use of the internet, e-mails and computers
Please complete, sign and return to the school office.

Pupil:	Class:

Pupil's agreement:
I have read and understood the school rules on the acceptable use of the internet, e-mails and computers. I will use the computer system and internet in a responsible way and obey these rules at all times.

Signed:	Date:

Parents' consent for internet access:
I have read and understood the school rules for acceptable use of the internet, e-mails and computers and give permission for my son/daughter to access the internet.
I understand that the school will take all reasonable precautions to ensure that 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:

Parents' consent for web publication of work and photographs:
I agree that, if selected, my son/daughter's work may be published on the school website. I also agree that photographs that include my son/daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

Signed:	Date: