Woodside Primary School
ESAFETY POLICY & ACCEPTABLE USE

Guiding Principles
The e-safety policy is part of the School Development Plan and relates to other policies including those for Computing, Anti-bullying and for Child Protection.

- The school will appoint an e-safety coordinator: Mrs Nelson and Mr Collings
- E-safety Governor: Mrs Howard

Teaching and learning

Why the Internet and digital communications are important
- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils 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.

Internet use will enhance learning
- The school Internet access will be designed expressly for pupil use and will include filtering through Halton LA system
- Pupils will be taught what Internet use is acceptable and what is not and given clear guidance on using the Internet safely.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- Pupils will be shown how to publish and present information to a wider audience initially through the Learning Platform

Pupils will be taught how to evaluate Internet content
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught the importance on cross checking information before accepting its accuracy.
- Pupils will be taught how to report unpleasant Internet content e.g. using the CEOP Report Abuse icon or contacting a member of staff or parent.

Managing Internet Access

Information system security
- The school ICT systems security will be reviewed regularly through our technical support agreement
- Virus protection will be purchased for each PC/laptop and updated regularly. The school currently uses web filtering provided through Halton LA and Google searches set to high safety, any inappropriate sites accessed will be reported immediately to the school's e-Safety Co-ordinator and the LA via the Schools Helpdesk

E-mail
- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail or message.
- In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.

- Children will be taught that incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.

Publishing pupil's images and work
- Photographs that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused. We will use group photographs rather than full-face photos of individual children.
- Pupils full names will not be used anywhere on the school's Learning Platform or other on-line space, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs/videos of pupils are published on the school Learning Platform or used in newsletters, DVDs etc.

Social Networking and personal publishing
- Access to social networking sites will be controlled by the school and pupils will use only moderated social networking, e.g. through learning platforms such as Purple Mash.
- Pupils will be educated in their use of social networking sites both in school and outside school.
- Newsgroups and forums will be blocked unless a specific use is approved, such as on the Learning Platform.
- Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.

Parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils and guidelines suggest age of 13+.

Radicalisation

We strongly recognise the risk posed to our students of on-line radicalisation, as terrorist organisations seek to radicalise young people through the use of social media and the internet. To combat this online threat we use the E-Safe Monitoring system to filter and monitor student online behaviour on a daily basis. The Headteacher is notified of any inappropriate behaviour and appropriate steps are taken as required. This may involve speaking to the student, contacting parents, setting up a mentoring programme or seeking advice from the safeguarding officers. Our staff Prevent training ensures all staff are fully aware of the risks posed by the online activity of extremist and terrorist groups. The E-Safe system will pick up indications of children accessing extremist information or using language associated with terrorism or extremism.

Managing videoconferencing & webcam use
- Videoconferencing and webcam use will be appropriately supervised for the pupils' age.

Managing emerging technologies
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- The senior leadership team note that technologies such as mobile phones with wireless Internet access can bypass school filtering systems and present a new route to undesirable material and communications. School policy is to hand phones in to secretary or class teacher from 9am-3pm.
- Mobile phones will not be used during school time. The sending of abusive or inappropriate text messages or files by Bluetooth or any other means is forbidden.
- Staff must be aware that games machines such as the Sony Playstation and Microsoft Xbox have Internet access which may not include filtering, care will be required if pupils are permitted to bring them into school. This also applies to Nintendo Dsi / Switch and Apple devices, etc.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
- School will ensure that all data regarding pupils and staff, financial information and any information classified as confidential (including all data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Pupil / teacher / any school confidential data can only be taken out of school or accessed remotely away from school when authorised by the Head.
- Staff are instructed not save any documents or data to a non-school PC or print to a non-school printer.

Policy Decisions

Authorising Internet access
- All staff must read and sign the Acceptable Use Policy Statement before using the school's ICT resources.
- Parents will be asked to discuss the Acceptable Use Policy Statement (rules and sanctions) with their child and sign to give their consent.

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. Neither the school nor Halton LA can 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.

Handling e-safety complaints
- Complaints of Internet misuse will be dealt with by a member of the Senior Leadership Team.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with the school child protection procedures. Pupils and parents will be informed of consequences for pupils misusing the Internet.

Communications Policy

Introducing the e-safety policy to pupils
- e-safety rules 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. The school now has a protection system known as E-Safe.
- E-safety will be taught progressively in each year group through PSHE and ICT so pupils understand how to keep themselves safe.

Staff and the e-safety policy
- All staff will have the opportunity to discuss the contents of the e-safety policy and understand the risks
- Staff understand how to act professionally online and agree to signing the Staff Acceptable use statement
- Staff understand that the network and internet traffic can be monitored and traced to the individual user
- Staff understand the correct procedures for reporting an e-safety issue.
- Staff will supervise their pupils accessing the Internet
- Staff will use child friendly safe search engines when accessing the web with pupils

Enlisting parents' and carers' support
- Parents' and carers' attention will be drawn to the School's e-safety policy in newsletters, the school's website E safety page and on the school's Learning Platform.
- The school will make parents aware of e-safety issues through the School's Learning Platform, newsletter and

school events e.g. assemblies
- Halton Police will assist teachers in lessons on e-safety. Also, seminars/advice will be offered to parents.
- The school will ask parents to sign an Acceptable Use Policy Statement for pupils (rules and sanctions)
- Parents and children will be asked to participate in activities on the schools account on www.nationalonlinesafety.com

The role of the Governing Body
- The Governing Body understand the risks related to the Internet and associated technologies
- An e-safety governor will be appointed
- The Governors monitor and review the implementation of the e-safety policy and procedures

Appendix A
- Acceptable Use Policy Statement for pupils (rules and sanctions)

Appendix B
- Acceptable Use Policy Statement for Staff

Appendix C
- Parental permission form for use of photos or videos etc in newsletter, the learning Platform, DVDs etc

Further information can be found on the e-safety section at www.haltonlearning.org.uk

Review

This policy will be reviewed in September 2022.

Headteacher: Richard Collings

Member of staff responsible: Joanne Nelson

Chair of Governors: Mike Nelson

Woodside Primary School
Pupils' Acceptable Use Policy for Internet and E-mail

1   Pupils must obtain the permission of parent(s)/guardian(s) before they can be allowed to use the Internet or education Email service. The Parental Permission Form must be signed and returned to the school.

2   Pupils should only use the school computer systems for those activities and services (Internet and Email) which they have been given permission to use.

3   Pupils must only use the school computers with the permission and under the supervision of a member of staff.

4   Activities which use the Internet during taught lessons will be directly related to school work. Use of the Internet outside of taught lessons is at the discretion of a member of staff who will set guidelines and rules for its use.

5   Pupils must only use the username and password that they have been given.

6   Pupils should not download and use material or copy and paste content which is copyright. Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when pupils should use information from the Internet.

7   The Internet access provided in Halton primary schools is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly. Under no circumstances should pupils attempt to view, upload or download any material that is likely to be unsuitable for children or schools.   Pupils have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.

8   Pupils will be taught to respect the privacy of files of other users. They will be taught not to enter, or attempt to enter without permission, the file areas of other pupils or staff.

11   Parents are asked to explain the importance to their child of these rules for the safe use of the Internet and to sign and return to the school the Parental Permission Form. No disks from home can be used on systems in school unless they have been virus scanned.

12   It is the policy of the school not to identify individual children in photographs used in local newspapers or on the Internet. For pictures used on web sites any images used are of groups of pupils. Any need for this, then parental permission will be gained.

Failure to comply with these rules will result in one or more of the following:

- A ban, temporary or permanent, on the use of the Internet at school.
- A letter informing parents of the nature and breach of rules.
- Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school.

If you do not understand any part of this "Acceptable Use Policy", parents should ask a member of staff for guidance. You should only sign the Parental Permission Form when you have read, understood and have explained the importance of these rules to your son or daughter.

Woodside Primary School – Pupil Consent

Celebrating Your Child's Achievements and Reporting on Events

As a school we are very proud of the achievements of all our pupils and we want to be able to celebrate these achievements both within the school and with others. We may also want to report on significant and special events which involve our pupils. This will involve providing information about involvement about certain activities, such as sport.

In order to celebrate my child's achievements, I consent for the school to use:	YES (✓)	NO (✓)
Photographs of my child		
Videos of my child		
My child's first name		

I consent for the information selected above to be used:	YES (✓)	NO (✓)
On the school notice boards and screens		
On the school website		
On the school's social media sites (e.g. Facebook)		
On the school's learning platform pages and stories		
In the media – newspapers, websites and television		

Promoting Woodside Primary School

We would like to be able to promote the school to attract new pupils, to recruit new staff and to show the great opportunities provided to our pupils and staff. As part of this we would like to be able to use photographs and videos of our pupils and students in promotional material.

I consent for the information selected below to be used for the purpose of promoting Woodside Primary school:	YES (✓)	NO (✓)
Photographs of my child		
Videos of my child		
My child's first name		

I consent for the information selected above to be used:	YES (✓)	NO (✓)
In school's publication materials		
On the school's website		
On the school's social media sites (e.g. Twitter)		
In the media – newspapers, websites and television		

Class-Based Learning

There may be times when we will access lessons or education workshops online, for example, guitar lessons. These will be secure video streams and links.

I consent for my child to:	YES (✓)	NO (✓)
Be included on online video streams for learning and educational purposes.		

Internet Permission

As part of our pupil's curriculum enhancement, we provide supervised access to the Internet, including learning platforms, email and times when pupils will undertake independent research/use. Our school internet access provider operates a filtering system that restricts access to inappropriate materials.

I consent for my child to:	YES (✓)	NO (✓)
Access and the use internet in school		

I have read the Internet User Agreement with my child		

Local Visits

There may be times when we would like to broaden the children's environmental experience related to topic work, by organising local visits. We have, in the past taken children on visits to the local park, local shops, Library, parish Church etc.

I consent for my child to:	YES (✓)	NO (✓)
Leave the school premises, under supervision, in order to make occasional visits to the local environment.		

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here.

To withdraw your consent to any of the above, or otherwise amend your position, please write to us or contact the school office on 01928 564031.

This consent will otherwise continue until your child leaves the school.

Pupil/Student name: _____

Date of birth: _____

Signed: _____

Name: _____

Relationship to pupil/student: _____

Date: _____

Woodside Primary School

Acceptable Use Policy Statement for Staff

To ensure that adults working in school are fully aware of their professional responsibilities when using Internet, e-mail and associated technologies, you will be asked to sign this acceptable use policy statement.

- I will comply with the school's e-Safety Policy
- I understand that my use of the school network, the Internet and e-mail may be monitored and recorded to ensure policy compliance
- I understand that my own use of the Internet or social networking sites should not in any way threaten the reputation of the school or any member of the staff or community
- E-mail and any form of communication should always be written in a professional language as would be for letters or other media
- I understand that the use of school Internet access for business, profit, advertising or political purposes is strictly forbidden
- I will not access inappropriate materials, such as pornography, racist or any other offensive material
- I will not give anyone access to my login details for the school network and the Learning Platform
- I will not install any software or hardware without permission or use a USB pen drive without first checking it is virus free
- I will ensure that all data regarding pupils and staff, financial information and any information classified as confidential (including all data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Pupil / teacher / any school confidential data can only be taken out of school or accessed remotely away from school when authorised by the Head.
- I will not save any documents to a non-school PC or print to a non-school printer.
- I shall not access personal e-mail or social networking sites during school time unless clearly for school business
- I will not reproduce copyright materials without acknowledging the source or gaining permission from the owner when appropriate
- I will supervise pupils accessing the Internet and watch for accidental access to inappropriate materials and report any incidents to the Head/Deputy
- I will ensure that communications with pupils, including e-mail, messaging and social network through the Learning Platform are professional and cannot be misunderstood or misinterpreted
- I will promote e-safety with pupils in my care ensuring they develop a responsible attitude to using the Internet and associated technologies safely

Violation of the above code of conduct may result in:
1. A prevention of access to the school's network
2. Additional disciplinary action where appropriate
3. When applicable, police or local authority may be involved

I have read, understood and accept the Staff Acceptable Use Policy

Signed:_____ Date:_____