

Nutfield Church C of E Primary School

Online Safety and Acceptable Use Policy



Nutfield Church (C of E) Primary School Mission:

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together.
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy**.

Reviewed: March and May 2018

Next Review: Spring 2019

Rationale

The purpose of this policy is to:

- Set out the key principles expected of all members of the school community at Nutfield Church (C of E) Primary School with respect to the use of IT-based technologies.
- Safeguard and protect the children and staff of Nutfield Church (C of E) Primary School.
- Assist school staff working with children to work safely and responsibly with the Internet and other communication technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use.
- Have clear structures to deal with online abuse such as cyberbullying which are cross referenced with other school policies.
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

The staff at Nutfield Church (C of E) Primary School strongly believes in the educational value of electronic services and recognises their potential to support the curriculum. Every effort will be made to provide quality experiences to children and teachers using this information service, however, inappropriate and/or illegal interactions with any information service are strictly prohibited.

Listed below are the provisions of this agreement. If any pupil violates these provisions, access to the internet will be denied and the children will be subject to disciplinary action.

Internet Safety:

- The school will appoint an Online Safety Coordinator, who is also the Computing Subject Leader.
- All staff and volunteers must read and sign the Acceptable Use of School Computing Resources Form (Appendix 1) before using any school IT resources.
- The school will maintain a current record of all staff and pupils who are granted access to school IT systems.
- All pupils will be encouraged to talk about Online Safety and acceptable use. All Pupils must sign the Acceptable Use Agreement (Appendix 2).
- Parents must sign to confirm they have read and talked about this agreement with their child and agree to follow the Online Safety rules to support the safe use of IT within Nutfield School (Appendix 3).
- 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 cannot accept liability for any material accessed, or any consequences of internet access.
- The school will work with appropriate authorities to ensure systems to protect pupils are reviewed and improved.
- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 and the General Data Protection Regulations (GDPR).
- All electronic devices (ipads, kindles, phones etc.) which have been brought in by the students of Nutfield Church Primary School are to be handed in to the School Office. This has been highlighted in Appendix 2 – Pupil Acceptable Use Agreement.

Teaching and Learning:

- 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 part of the statutory curriculum and a necessary tool for staff and pupils.
- The school internet access is provided by Talk Straight Limited and managed by Soft Egg Limited.
- The school internet access will be designed expressly for pupil use and will include filtering 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.

- Pupils will be educated in the effective use of the internet for research, including the skills of knowledge location, retrieval and evaluation.
- The school will ensure that the use of internet derived materials by staff and pupils complies with copyright law.

Managing Internet Access

- School IT systems security will be reviewed regularly.
- Virus protection will be updated regularly.
- Security strategies will be discussed with the local authority.
- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- In e-mail communication, pupils must not reveal their personal details, or those of others, or arrange to meet anyone without specific permission.
- Staff to pupil email communication must only take place via a school email address or from within the learning platform and will be monitored.
- Staff or pupil personal contact information will not be published. The contact details given online will be that of the school office.
- Photographs and videos that include pupils will be selected carefully so that individual pupils cannot be identified or their image misused.
- Pupils full names will not be used anywhere on a school website or other on-line space, particularly in association with photographs.
- Written permission from parents or carers will be obtained if photographs of children are not to be published.
- Work can only be published with the permission of the Class Teacher and the pupil
- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- The school will control access to social networking sites, and consider how to educate pupils in their safe use e.g. use of passwords
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils and parents will be advised that the use of social network spaces outside school brings a range of dangers for primary aged pupils

Online Safety Communication and Complaints

- All staff will be given the school's Online Safety and Acceptable Use Policy and its importance explained.
- All staff must sign and return to the Bursar the Acceptable Use Policy Form (Appendix 1)
- Online safety rules will be posted in all rooms where computers are used, and discussed with pupils regularly.
- Staff and pupils will be informed that network and internet use will be monitored and appropriately followed up.
- A program of training in Online safety will be developed, based on material from CEOP and other trusted organisations.
- Parents' and carers' attention will be drawn to the school's Online Safety and Acceptable Use Policy in newsletters, the school brochure and on the school web site.
- Complaints of internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Headteacher.

- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of consequences for pupils misusing the internet.
- All staff must sign and return to the Bursar the use of mobile phones in school form (Appendix 4)
- For any concerns regarding Online Safety refer to Appendix 7 - Online Safety Concern Form. This can also be found in the Safeguarding Policy.

Appendices

Appendix 1 – ICT Security Acceptable Use – Staff, Governors and Volunteers – P5

Appendix 2 - Pupil Acceptable Use Agreement P7

Appendix 3 – Computing Letter – P8

Appendix 4 - Use of mobile phones in school – P9

Appendix 5 – Key Stage 1 Online Safety Charter – P10

Appendix 6 – Key Stage 2 Online Safety Charter – P11

Appendix 7 – Online Safety Concern Form – P12

Appendix 1

ICT Security Acceptable Use – Staff, Governors and Volunteers

Nutfield Church Primary School will try to ensure that staff, governors and other volunteers have good access to digital technology to enhance their work, to enhance learning opportunities for pupils' learning and will expect staff, governors and other volunteers to agree to be responsible users and stay safe whilst using the internet and other communications technologies for educational, personal and recreational use.

Nutfield Church Primary School aims to ensure that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk and that staff are protected from potential risk in their use of technology in their everyday work

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the system and other users. I recognise the value of the use of digital technology for enhanced learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will educate pupils in my care in the safe use of digital technology and embed online safety in my work with our children, staff, Governors and volunteers

- I understand that the school will monitor my use of the school digital technology and communications systems
- I will not disable or cause any damage to school equipment
- I will immediately report to the Bursar any damage or faults involving equipment or software, however this may have happened.
- I understand that the rules set out in the agreement also apply to use of these technologies out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school digital technology systems are primarily intended for educational use
- I will not disclose my user names or passwords to anyone else. I understand that I should not write down or store a password where it is possible that someone may steal it
- I will not engage in any on-line activity that may compromise my professional responsibilities
- I will not open any hyperlinks in emails or any attachments to emails unless the source is known and trusted or I have any concerns about the validity of the email
- I will ensure that I will only use my school email address for all electronic communications with pupils, staff, parents, Governors or other volunteers and that all communications are compatible with my professional role
- I will communicate with others in a professional manner; I will not use aggressive or inappropriate language and I appreciate that others may have different opinions
- I will not give out my personal details such as mobile phone numbers and personal email address to pupils or parents
- I will only use the school's digital technology resources and systems for professional purposes.
- I will only use the approved, secure e-mail system for any school business.

- I will not browse, download or send materials that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate person.
- I will not allow unauthorised individuals to access email / internet / intranet / network of other school systems.
- I will not download any software or resources from the internet that can compromise the network, or are not adequately licensed.
- I understand that all internet usage can be logged.
- 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, a laptop or other device to the network that does not have up-to-date anti-virus software.
- Images of pupils and/or staff will only be taken, stored and used for professional purposes in line with the school's Online Safety and Acceptable Use Policy and Safeguarding Policy
- I will not use personal digital cameras or camera phones for transferring images of pupils or staff without permission.
- I will use the school website in accordance with school policy.
- I will ensure that any private social networking sites that I create or contribute to or belong to have appropriate levels of security and are not confused with my professional role.
- I will not conduct any communication with a current or ex-pupil via a social network site, such as Facebook, Twitter, Instagram, Snapchat. Where an ex-pupil is a relative permission should be sought from the Headteacher.
- I agree and accept that any computer or laptop loaned to me by the school is provided solely to support my professional responsibilities.
- I understand that the school's Data Protection Policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system will be kept private and confidential.
- I will ensure that I am aware of digital safeguarding issues and will embed them within my classroom practice.
- I understand that failure to comply with the Acceptable Use Policy could lead to disciplinary action.

I agree to abide by the school's Online Safety and Acceptable Use Policy.

Signature

Date

Full Name

Job Title.....

Appendix 2

Pupil Acceptable Use Agreement

- ✓ I will only use IT in school for school purposes.
- ✓ I will only use approved e-mail addresses for sending messages
- ✓ I will only open attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my passwords.
- ✓ I will only open / delete my own files.
- ✓ I will make sure that all my contact with other children and adults is responsible, polite and sensible.
- ✓ 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 it is approved by an adult 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 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 online-safety.
- ✓ I will hand in any electronic devices I bring to school to the office e.g. ipad, mobile phone or Kindle.

I have read the acceptable use policy and agree to follow it.

Signed

Date

Name

Class

Appendix 3

Nutfield Church (C of E) Primary School
Mid Street
Nutfield
Surrey
RH1 4JJ

**** DATE ****

Dear Parent / Carer

Computing is an important part of learning within our school. This covers items such as the internet, e-mail, digital cameras and mobile technologies. We expect all the children to be safe and responsible when using IT. Over the year we will teach them how to be safe and stay safe when online and how to keep their documents safe.

Please read and talk the enclosed rules through with your child and return the signed agreement along with the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the school office, who will pass on your query to the appropriate member of staff to answer.

With thanks

Sandra Fine
Online Safety Co-Ordinator

Acceptable Use Agreement

Nutfield Church Primary School

We have read and talked about this agreement with our child and agree to follow the Online Safety rules to support the safe use of computing within Nutfield School.

Signed

Date

Name of child

Class

Appendix 4

Use of mobile phones in school

Staff should never contact children, young people or their families from their personal mobile phone, or give their mobile phone number to pupils. If a member of staff needs to make telephone contact with a parent, a school telephone should be used.

Mobile phones will not be used during teaching periods in classroom environments or around the school where pupils may be working unless permission has been granted by a member of the senior leadership team in emergency circumstances.

Staff should only make use of mobile phones in designated areas. The designated area is the staff room or staff office. If a private call needs to be made then a request for a room can be made to the Senior Leadership Team or the school office.

Staff should not use personal devices such as mobile phones or cameras at any time to take photos or videos of pupils.

Staff should not send and receive texts in lessons.

Staff will be issued with a school phone where contact with pupils, parents or carers is required, for example, a mobile on school trips or staff based landline in school offices. Where staff members are required to use a mobile phone for school duties, for instance in case of an emergency during off-site activities, or for contacting pupils or parents, then a school mobile phone will be provided and used.

Staff should ensure that their phones and the school mobile are protected with PIN codes in case of loss or theft.

If a member of staff breaches the school policy then disciplinary action will be considered.

I agree to abide by the school's Policy on use of mobile phones in school.

Signature

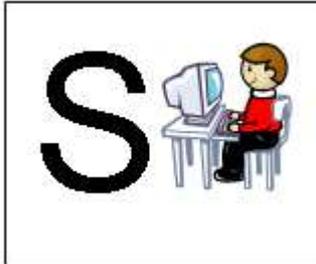
Date

Full Name

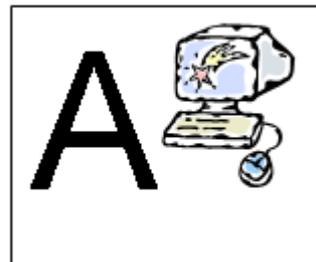
Job Title.....

Appendix 5

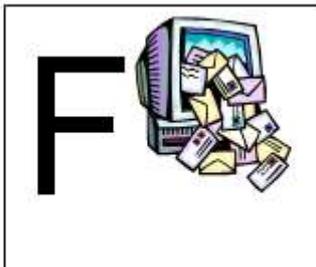
Key Stage One Online Safety Charter.



I will only use the Internet and email with an adult



I will only click on icons and links when I know they are safe



I will only send friendly and polite messages



If I see something I don't like on a screen, I will tell an adult

Appendix 6

Key Stage Two Online Safety Charter.

On-Line Safety Charter

- I will only use IT in school for school purposes.
- I will not deliberately look for, save or send anything that could be uncomfortable, unpleasant or nasty. If I accidentally find anything like this I will turn off my monitor and tell my teacher or a trusted adult immediately.
- I will not send to children or adults anything that could be considered unpleasant or nasty.
- 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 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 Online safety.

Appendix 7

Online Safety Concern Form

