



St Margaret's Church of England Primary School

“The roots to grow and the wings to fly”

*They will soar high on wings like eagles.
Isaiah 40:31*

Online Safety and Internet Usage Policy Autumn 2022

Date Approved by LGB: Adoption Date:	
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E Safety And Internet Usage

E safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The school's E safety policy will operate in conjunction with other policies including those for Behaviour, Anti-Bullying, Safeguarding, Child Protection, Mobile Phone, Data Protection, Image Consent form and Security all whilst running alongside our Christian values.

Background - Why Is Internet Use Important?

The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the internet is therefore an entitlement for pupils who show a responsible and mature approach to its use and St Margaret's has a duty to provide pupils with quality internet access.

Many pupils will access the internet outside school and will need to learn how to evaluate online information and to take care of their own safety and security.

How Does Internet Use Benefit Education?

Benefits of using the internet in education include:

- access to world-wide educational resources including museums, libraries and art galleries
- rapid and cost-effective worldwide communication
- inclusion in the National Education Network which connects all UK schools
- educational and cultural exchanges between pupils worldwide
- access to experts in many fields for pupils and staff
- professional development for staff through access to national developments, educational materials and effective curriculum practice
- collaboration across support services and professional associations
- improved access to technical support including remote management of
- networks and automatic system updates
- exchange of curriculum and administration data with the Local Authority
- access to learning wherever and whenever convenient
- greatly increased skills in Literacy
- in times of lockdowns and COVID 19, internet access allows students to continue learning remotely

How Can Internet Use Enhance Learning?

- The school internet access is designed expressly for pupil use and includes filtering appropriate to the age of our pupils
- Children will be taught what internet use is acceptable and what is not and given clear objectives for internet use
- Internet access will be planned to enrich and extend learning activities
- Staff will guide pupils in online activities that will support learning outcomes planned for the pupils' age and maturity
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation

Good Habits

E safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of E-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from the provider including the effective management of content filtering.
- National Education Network standards and specifications.

Dangers To Consider

Some of the danger's children may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to/loss of/sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet
- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- Cyberbullying
- Access to unsuitable video/internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision, to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks. We must demonstrate that we provide the necessary safeguards to help ensure that we have done everything that could reasonably be expected of us to manage and reduce these risks. The E safety policy that follows explains how we intend to do this.

E Safety Audit

This quick self-audit will help the senior management team (SMT) assess whether the E safety basics are in place.

Has the school an E-safety Policy that complies with safeguarding guidance	Yes
Date of latest update:	
The Policy was agreed by governors on:	
The Policy is available for staff:	Document on staff on Google Drive School website Staffroom safeguarding
And for parents:	School website
The designated Child Protection Teacher/Officer is:	Aly Steele
The E-safety Coordinator is:	Lindsay Taylor and DSL
The E safety Governor is:	Vic Lewis - Safeguarding Governor
Has E-safety training been provided for both pupils and staff?	Yes annually as part of safeguarding training and updates E-Safety Day Assembly and each year Purple Mash unit of work and PSHE
Do all staff sign an ICT Code of Conduct on appointment?	Yes, as part of new staff induction, staff are required to read the Leicestershire Code of Conduct where staff agree and is signed off for use of the school's ICT
Do children sign an agreement about responsible IT use? Are parents sent a copy of that?	Yes, from Years 2-6 Starting September 2022
Have school E safety rules been set for pupils?	Yes SMART Rules from Purple Mash. These will be displayed in all classrooms and in the computer suite. They will also be shared with parents and available on the school website.

Are these rules displayed in all rooms with computers?	Yes from September 2022
Internet access is provided by an approved educational Internet service provider and complies with DCSF (Department for Children, Schools and Families) requirements for safe and secure access	Yes
Has the school filtering policy been approved by the SLT?	Yes
Is personal data collected, stored and used according to the principles of the Data Protection Act 2018?	Yes

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Broadband monitoring logs of internet activity (including sites visited)
- Internal monitoring data for network activity
- E safety coordinator in school and the E safety governor will meet regularly to review monitoring

The school has an appointed E safety coordinator – Mrs Lindsay Taylor (curriculum) and DSL(safeguarding). The appointed E safety governor is Vic Lewis, Safeguarding Governor

Internet Access And Responsibility

- Parents are informed that pupils will be provided with supervised internet access.
- Parents will be sent a copy of the **Pupil Acceptable ICT Use Agreement** which their children will have read with their teachers and signed in class (Appendix A)
- If staff or pupils discover unsuitable sites, the URL, time and content must be reported to the E safety coordinator and network manager who will investigate and take appropriate action, liaising with broadband provider if necessary
- School will ensure that the use of internet derived materials by pupils and staff complies with copyright law
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

Email & Online Collaboration

- Pupils may only use approved email accounts on the school system
- Google accounts have been created for each child at St Margaret’s Primary with enhanced safeguarding measure in place to ensure our pupils safety as much as possible
- Pupils must immediately tell a teacher if they receive offensive messages
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission
- Pupils may must not access others pupil’s accounts or files

- Pupils must be responsible for their own behaviour on the internet, just as they are anywhere else in the school. This includes the materials they choose to access, and the language they use.
- Pupils must not deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the school can block further access to the site.
- Pupils are expected not to use any rude or offensive language in their email communications, and contact only people they know or those the teacher has approved. They will be taught the rules of etiquette for email and will be expected to follow them.
- Pupils must ask permission before accessing the internet and have a clear idea of why they are using it.
- Computers and school laptops should only be used for school work and homework unless permission has been given otherwise.
- No program files may be downloaded from the internet to the computer, to prevent corruption of data and to avoid viruses
- Pupils must not bring in USBs from home for use in school. This is for both legal and security reasons.
- Access in school to external personal email accounts may be blocked
- The forwarding of chain letters is not permitted
- Pupils must sign an agreement form if using school device at home which includes a code of conduct

Social Networking

- At St Margaret's we block/filter access to social networking sites and newsgroups unless a specific use is approved
- Pupils are advised never to give out personal details of any kind which may identify them or their location
- Pupils are advised not to place personal photos on any social network space
- Pupils are advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.
- Pupils are encouraged to invite known friends only and deny access to others
- Pupils and parents are made aware that some social networks are not appropriate for children of primary school age and the legal age to hold accounts on many such as Facebook or Instagram is 13 years old

Filtering

The school will work in partnership with Primary World, our internet Service Provider to ensure filtering systems are as effective as possible.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and their risks assessed

- Mobile phones will not be used for personal use during lessons or formal school time on the school site. See our Mobile Phone policy within the child protection policy.
- The sending of abusive or inappropriate text messages or photos (sexting) is forbidden
- See our Child Protection and safeguarding policy for more information

Published Content & The School Website

- The contact details on the web site should be the school address, email and telephone number. Staff or pupils personal information will not be published.
- The head teacher or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate

Information System Security

- School ICT systems capacity and security will be reviewed regularly
- Virus protection will be installed and updated regularly
- Security strategies will be discussed with our technical support team and broadband provider if necessary

Protecting Personal Data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998. Please see our Data Protection policy.

Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the 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

Handling E safety Complaints

- Complaints of internet misuse will be dealt with by a senior member of staff
- Any complaint about staff misuse must be referred to the head teacher
- These will be logged and dealt with as deemed appropriate by the head teacher
- Complaints of a child protection nature must be dealt with in accordance with school child protection and safeguarding procedures
- Pupils and parents will be informed of the complaints procedure (See Making A Complaint – a guide for parents)

Communication Of E safety And Internet Usage Policy

Pupils

- Pupils will sign an Acceptable Use Agreement
- Rules for internet access will be posted in all classrooms
- Pupils will be informed that internet use will be monitored
- Pupils will be reminded of E safety rules regularly – especially when using the internet
- See appendix for **IT loan agreement**

Staff

- All staff will be given the E safety Policy and its importance explained
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Parents

- Parents' attention will be drawn to the E-safety Policy in newsletters, communication home and the school website
- Parents will receive a copy of their child's **Acceptable Use Agreement**

Appendix A

Acceptable Use Agreement for KS1

- I will only use the internet or computer when a teacher or adult is with me
- I will only use my own login and password and I will not tell anyone else what it is
- I will not look at or delete other people's files
- I will never use a memory stick in any of the schools computers
- If I see anything that upsets me, I will tell an adult
- I will not give out any personal details about me – like my name or address
- I know school will check my computer 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

Acceptable Use Agreement for KS2

- I will use the school computers and technology sensibly
- I will ask permission from an adult before I look at the internet
- I will only log on using my own username and password which I will keep confidential
- I will only look at my own work and not delete anyone else's files
- I will never use a memory stick in any of the schools computers
- I will only email people I know via Purple Mash in school
- 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 I think anything on the internet upsets me or a stranger sends me a message, I will tell an adult
- I know school will check my computer 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

Appendix B

Dear Parents

In school we have access to the internet. This is a powerful tool which opens up new opportunities for everyone and promotes effective learning. At St Margaret's we are aware that young people should have an entitlement to safe internet access at all times. However, school and parents have a duty of care to protect children and ensure that internet use is responsible and safe.

We strongly recommend that children do not use social network sites such as Facebook, Instagram, Snapchat or have YouTube accounts at home. These carry an age-restriction of 13 years old and pose a risk to children. Social networks have no place in our school and so school staff should not be approached by pupils or parents online or invited to join.

Your child has read the following Acceptable Use Agreement in class with their teacher. Once they have fully understood them all, your child has signed their name to agree to stick by them. Please read them again at home with your child to show your support of the school in this important aspect of our work. Thank you.

- I will use the school computers and technology sensibly
- I will ask permission from an adult before I look at the internet
- I will only log on using my own username and password which I will keep confidential
- I will only look at my own work and not delete anyone else's files
- I will never use a memory stick in any of the schools computers
- I will only email people I know via Purple Mash in school
- 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 I think anything on the internet upsets me or a stranger sends me a message, I will tell an adult
- I know school will check my computer 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

Appendix C

Device loan agreement for pupils

1. This agreement is between:

St Margaret's CE Primary School, Stoke Golding ('the school')

&

Name of Guardian:

Address:

('the parent' and 'I')

Equipment loaned:

Serial number:

Accessories loaned with the equipment:

This agreement governs the use and care of devices assigned to the parent's child (the 'pupil').

This agreement covers the period from the date the device is issued through to the return date of the device to the school.

All issued equipment shall remain the sole property of the school and is governed by the school's policies.

1. The school is lending the pupil the equipment listed above for the purpose of doing schoolwork from home
2. This agreement sets the conditions for taking a St Margaret's CE Primary School the equipment home.

I confirm that I have read the terms and conditions set out in the agreement and my signature at the end of this agreement confirms that I and the pupil will adhere to the terms of loan.

2. Damage/loss

By signing this agreement I agree to take full responsibility for the loan equipment issued to the pupil and I have read or heard this agreement read aloud and understand the conditions of the agreement.

I understand that Myself and the pupil are responsible for the equipment at all times whether on the school's property or not.

If the equipment is damaged, lost or stolen, I will immediately inform the school office at St Margaret's and I acknowledge that I am responsible for the reasonable costs requested by the school to repair or replace the equipment. If the equipment is stolen, I will also immediately inform the police.

I agree to keep the equipment in good condition and to return it to the school on their demand in the same condition as it was loaned.

I will not leave the equipment unsupervised in unsecured areas.

If the equipment is damaged, lost or stolen, and your child is eligible for the pupil premium please state this when you contact the office.

I will make sure my child takes the following measures to protect the device:

- Keep the device in a secure place when not in use

- Don't leave the device in a car or on show at home
- Don't eat or drink around the device
- Don't lend the device to siblings or friends
- Don't leave the equipment unsupervised in unsecured areas

3. Unacceptable use

I am aware that the school monitors the pupil's activity on this device.

I agree that my child will not carry out any activity that constitutes 'unacceptable use'.

This includes, but is not limited to the following:

- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Causing intentional damage to ICT facilities or materials
- Using inappropriate or offensive language
- Accessing inappropriate content which is not intended for primary aged children
- Not access social media sites
- Not download any non-educational, games , programs or apps without prior consent from the school

I accept that the school will sanction the pupil, in line with our behaviour policy, if the pupil engages in any of the above **at any time**.

4. Personal use

I agree that the pupil will only use this device for educational purposes and not for personal use and will not loan the equipment to any other person.

5. Data protection

I agree to take the following measures to keep the data on the device protected.

- Keep the equipment password-protected - strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Make sure my child locks the equipment if it's left inactive for a period of time
- Does not share the equipment among family or friends
- Updates antivirus and anti-spyware software as required, if requested
- Installs the latest updates to operating systems, as prompted

If I need help doing any of the above, I will contact the school by email to office@msgprimary.org

6. Return date

I will return the device in its original condition to the school office within 7 days of being requested to do so.

I will ensure the return of the equipment to the school if the pupil no longer attends the school.

7. Consent

By signing this form, I confirm that I have read and agree to the terms and conditions set out above.

PUPIL'S FULL NAME	
PARENT'S FULL NAME	
PARENT'S SIGNATURE	