FREDERICK BREMER SCHOOL

E Safety Policy

2015-2016

Ratified

Person responsible	Emma Hillman
Review Frequency	Annually reviewed
Policy First Issued	
Last Reviewed	-
Agreed by LT on	
Does this policy need to be ratified by Governors?	Yes
If yes, which committee	BAP Team Committee
Ratified by Governors on	November 2015
This policy is communicated by the following means	Staff shared area and Website

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E-Safety Policy

Introduction

Information Communication Technology (ICT) has established itself as an essential resource to support teaching and learning, as well as playing an important role in the everyday lives of children and young people. As a result, Frederick Bremer School builds in the use of these technologies in order to equip our young people with the skills they will need to access life-long learning and employment.

ICT covers a wide range of resources, including web-based and mobile learning. Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, need to be consistently monitored. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. As a result, all users need to be aware of the range of risks associated with the use of Internet technologies.

The purpose of the Internet use in our school is to:

- raise educational standards,
- promote pupil achievement,
- support the professional work of staff
- 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. Our school has a duty to provide pupils with quality Internet access. At Frederick Bremer School, we understand the responsibility to educate our pupils on E-Safety issues (through the curriculum and extra-curricular events); teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

This E-safety policy and the Acceptable Use Agreements (for pupils) cover both fixed and mobile internet (if applicable); for all technologies provided by the School (such as PCs, laptops, tablets, webcams, whiteboards and digital video equipment, etc.

Internet access is limited through the school's filtering system that is staffed and managed by SBS. The websites accessed by pupils are regularly monitored and any inappropriate use will lead to pupils having their internet access withdrawn.

Aim of the Policy

The E-Safety Policy relates to the school's Safeguarding Policy and practices as well as to other policies including the Anti-Bullying Policy, Behaviour Policy and the Teaching and Learning Policy.

The aim of this policy is to educate our young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

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E-Safety Policy

Roles and Responsibilities

The E-Safety Coordinator

The E-Safety Coordinator's role is carried out by the designated lead for Safeguarding in conjunction with the Assistant Head Teacher (Behaviour and Safety) and the Communications and Resources Manager. The Operations Team Leader will support with specialist advice. The network provider, SBS, also plays a crucial role in identifying misuse and reporting this to school staff. SBS regularly review filters and the blocking of sites.

They are responsible for:

- The day to day responsibility for e-safety issues and establishing and reviewing the school's e-safety policies / documents;
- Ensuring that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place;
- Providing training and advice for staff;
- Liaising with school ICT technical staff;
- Receiving reports of e-safety incidents and creates a log of incidents to inform future e-safety developments.

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- 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 in research, including the skills of knowledge location, retrieval and evaluation
- Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security
- Internet access will be planned to enrich and extend learning activities.
- Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity

Communications

- E-safety rules will be posted in all class rooms and the ICT suite and discussed with the pupils at the start of each term, through their ICT lesson
- Pupils will be informed that network and Internet use will be monitored
- The E-Safety Policy will be available on the school website for parents, pupils and staff

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Pupils

All pupils in the school:

- Are responsible for using the school's ICT systems in accordance with this Policy. The Acceptable User Policy must be signed before being given access to school systems
- Must follow the main rules of internet usage and e-safety
- Should know and understand school policies on the taking / use of images and on cyber-bullying.
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so – report to staff member or Safeguarding Lead
- Will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held electronic devices
- Have a good understanding of research skills and the need to avoid plagiarism and keep up with copyright regulations
- Should understand the importance of adopting good e-safety practice when using digital technologies outside the school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.
- Must report any unsuitable sites they discover, the URL (address), time, content must be reported to their teacher or form tutor.
- Must be encouraged to regularly change passwords

Staff

All staff in the school:

- Must promote the main rules of internet usage and e-safety
- Report pupil abuse, misuse or access to inappropriate materials to the Safeguarding Lead and log on CPOMS where appropriate
- Report staff abuse, misuse or access to inappropriate materials as per the Whistle Blowing Policy
- Will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held electronic devices
- Have a good understanding of research skills and the need to avoid plagiarism and keep up with copyright regulations
- Must be encouraged to regularly change passwords

Parents/Carers

All Parents and Carers:

- Will be responsible for endorsing their child's Pupil Acceptable Use Policy
- Making themselves aware of the school's E-Safety and Acceptable Use Policy on the School's website

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Social networking

- The school will block/filter access to social networking sites
- The Communications Manager will regularly monitor social media activity on all platforms to ensure there are no safeguarding issues
- Pupils will be advised to never, share personal details of themselves or others online or via email and/or arrange to meet anyone without specific permission
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for pupils under the age of 13

Unacceptable Use

Examples of unacceptable use include, but are not limited to:

- Logging in with another person's user ID and password, or using a machine left unattended, but logged in by another user
- Creating, transmitting, displaying or publishing any material (text, images or sounds) that is likely to harass, cause offence, inconvenience or needless anxiety to any other person
- Unauthorised access to data and resources on the school's network system that belongs to other "users"
- User action that would cause, corruption or destruction of other users' data, violate the privacy or dignity of other users or the intentional waste of time or resources on the school's network or elsewhere.

Network Security

If a pupil discovers a security problem, for example being able to access other users' data, they must inform a member of staff immediately and not show it to other users. Pupils identified as a security risk will be denied access to the network.

Network Etiquette & Privacy

Pupils are expected to abide by the generally accepted rules of network etiquette and privacy. These rules include, but are not limited to the following:

- **Be polite -** Never send or encourage others to send abusive messages.
- **Use appropriate language -** Remember that you are a representative of the school on a global public system. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, be offensive or use any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **Privacy -** Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or any other pupils.
- **Password -** Do not reveal your password to anyone. If you think someone has obtained your password, inform a member of staff.
- **Electronic Mail (e-mail)** is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to appropriate authorities.

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- **Disruptions -** Do not use the network in any way that would disrupt use of the services by others.

Other considerations:

- Remember that humour and satire are very often misinterpreted
- Cite references for any facts that you present. Do not copy other peoples work and imply that it is your own. If you do so you are almost certainly guilty of plagiarism. Plagiarism leads to formal action, up to and including, withdrawal from examination and qualifications
- Respect the rights and beliefs of others

Pupils who abuse the network rules will receive a sanction that will include limited use of the network for a period of time.

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Appendix 1

Frederick Bremer School

ICT and Email Contract

This contract has to be signed by all pupils. It is also on the school website.

- I will only use my own login and password, and I will not disclose my password to anyone
- I will not give out my full name, my home address or telephone number
- I will use the Internet for the sole purpose of helping my education. I understand that internet use will be monitored and emails sent and received may be read by others
- I will access the Internet in a room specified by a teacher and only when a member of staff is present
- I will not seek to access Internet material which is inappropriate for my educational needs
- I will always respect the privacy of files of other users and will not enter the file areas of other pupils or staff
- I will not enter chat rooms nor play inappropriate Internet games
- I will only e-mail people I know, or my teacher has approved
- I will not use e-mail to arrange to meet someone outside school hours
- I will not use the Internet to bully, hurt or upset others. Any email messages I send will be polite and responsible
- I am aware that the school has an Anti-bullying, Behaviour and Teaching and Learning Policy and procedures will be followed alongside the E-safety policy
- I will immediately report any unpleasant messages sent to me because this will help protect other pupils and myself
- I will not download, use or upload any material or use material which is copyright. I will always seek permission from the owner before using any material from the Internet. If I am in doubt, or if I cannot obtain permission, I will not use the material.
- I will not install any software or download any music
- I will not damage school equipment
- I agree for the systems supervisor to view any material I store on the school's computers or software
- I will follow my teacher's and/or Teaching Assistant's instructions with regard to using the internet

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

1. A ban, temporary or permanent, on the use of the Internet facilities at school.
2. A letter informing your parents of the nature and breach of rules.
3. Appropriate sanctions and restrictions placed on access to school facilities to be decided by the Head of Department.
4. Any other action decided by the Head teacher and Governors of Frederick Bremer School.

Retired

This contract has to be signed by all pupils. It is also on the school website.

Please complete and sign

Pupil:_____

Form: _____

I have read and understand this policy. I will use the Internet and email in a responsible way and obey these rules at all times.

Pupil signature: _____ Date: _____

Parent/Carer's Consent for Internet Access

I have read and understand this policy and give permission for my child to access the Internet. I/we have read the contract with our child who understands the importance of using the Internet and email responsibly. I understand that the school will take all reasonable precautions to ensure 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 the use of the Internet facilities.

Parent/Carer Name: _____

Signed:_____

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