Harehills Primary School



Computing Policy and Online Safety Policy

Approved by:	Judy Wood	**Policy Date:** October 2024	
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Staff Responsible:	Annette Berry, Ben Hall, Debbie Mallinson		

The aims of the current ICT Provision

The aims of ICT for pupils within our school are to:

- Provide pupils with opportunities to develop their ICT capabilities in all areas specified by the national curriculum.
- Allow pupils to gain confidence and enjoyment from their ICT activities and to develop skills which extend and enhance their learning throughout the curriculum.
- Develop pupils' awareness of the use of computers not only in the classroom, but in everyday life.
- Give children opportunities to personalise their own learning and assess themselves.
- Allow pupils to evaluate the potential of computers and also their limitations.
- Develop logical thinking and problem solving.
- Provide opportunities for pupils to gain knowledge about ICT tools. These include word-processors, databases, control devices, graphics and software for processing sound and images.
- Encourage pupils to become autonomous, independent users of ICT both as a learning resource and as a discipline in its own right.
- Develop a whole school approach to ICT ensuring continuity and progression.
- Explore their attitudes towards ICT and its value to them and society in general. For example, to learn about issues of security, confidentiality and accuracy and safety

The aims of ICT within our school are to enable teachers and support staff to:

- Use ICT to enable teachers to raise attainment levels.
- Give teachers the tools they need to personalise our children's learning.
- Use presentation software such as Smart Notebook and PowerPoint to provide interactive teaching resources.
- Use the wealth of online learning resources to stimulate our children's interest in their learning and to provide for their different learning styles.
- Build ICT into all areas of the curriculum so that children can have regular access to ICT as part of their core and creative curriculum.

Resourcing our ICT Provision

The strength of ICT within our school is that it can provide equality of access to the curriculum for all children - which allows them to function as their level and gives teachers the opportunity to personalise their learning wherever possible. ICT can act as an aid to communication or a means of controlling their environment, as well as an integrated aid to learning. The provision of resources should take into account the needs, abilities and interests of all children, especially:

- Children who have a special skill or talent.
- Children who speak a language other than English.
- Children from all backgrounds.
- Children who experience difficulties with learning.
- Children with physical and sensory difficulties.
- Children who have behavioural issues.
- Equality of opportunities for both girls and boys.

The Computing Team has focused on resourcing our school to deal with these priorities. We have in place the following hardware and software:

- Smartboards in every classroom.
- At least 1 PC in every classroom.
- Class sets of 10 laptops and a charging station in each classroom. Year2 upwards.
- If needed, teaching staff have their own laptop for planning and creating teaching resources.
- iPads for teaching staff
- Three sets of 6 Beebots for teaching control in lower school.
- A set of 6 Probots for teaching control in upper school.
- A Beebot set of floor maps and accessories for our SEN provision.
- A set of 6 data control logging boxes which monitor temperature, light and sound. These can download data from the control boxes direct to the school network using specific software.
- A set of heart monitoring equipment.
- Subscription to Purple Mash
- Subscription to MyMaths.
- Subscription to TTRockstars
- Subscription to Hamilton Trust,
- Subscription to Testbase.
- Subscription to SATS Tests Online
- Subscription to ELS Phonics from Oxford Owl
- Class Dojo used across school
- Descriptosaurus
- Amazon Echo Dots in KS2

The Teaching of Computing

Although Computing skills are taught in timetabled Computing lessons - it is expected that it will not be taught in isolation. Children's learning experiences in Computing across the curriculum must support and reinforce each other. This requires that Computing skills are taught, not only in timetabled ICT lessons, but also in other areas of the curriculum. Our Computing provision should now be much more integrated into core and theme work.

Planning

Teachers follow The Purple Mash Computing Scheme of Work which covers EYFS through to Year 6 and is fully aligned with the UK National Curriculum.

Assessment

This is subject to a review every two years.

Monitoring

Computing will be monitored in a variety of ways over the year including:

- Book checks
- Learning conversations
- Planning checks
- Lesson drop ins

Differentiation

Differentiation should be achieved both through differentiated activities and through differentiation of intended outcomes. For example pupils who are progressing rapidly should be encouraged to extend their Computing experiences.

Saving of Pupil Work

All pupils should save their work systematically so that we can track developing pupil progress in Computing. At the beginning of every year, pupils should set up a new folder, to save their work, from that year. Year 1 & 2 teachers may wish to ask the Computing Team to help them to set up folders. Pupils in Years 3 - 6 should set up their own folders in their own areas. Children can log onto computers using their unique login for any computer in school. Additionally, children must print two pieces of work to put into Theme books to show the coverage learning over a year.

Roles and Responsibilities

The Role of the Senior Leadership Team

The Senior Leadership Team have overall responsibility for ICT. The Deputy Headteacher, in consultation with the Computing and teaching staff:

- Determines the way Computing should support, enrich and extend the curriculum.
- Decides the provision and allocation of resources.
- Ensures that Computing is used in a way to achieve the aims and objectives of the school.
- Ensures that there is a Computing policy and online safety policy.

The Role of the Computing Team

The Computing Team:

- Ensure a whole school approach to planning, teaching, assessment and record keeping for Computing.
- Ensure the implementation of the National Curriculum 2014 requirements for the Computing curriculum.
- Encourage colleagues and help develop computing skills to support teaching and learning.
- Promote and advise on the integration of Computing within appropriate teaching and learning activities across the whole curriculum.
- Co-ordinate the purchase of equipment.
- Co-ordinates the evaluation and review of the school's Computing policy.
- Highlights areas for development of Computing within the HAPEE.

The Role of Subject Leaders

Subject leaders should, as part of their subject co-ordination:

- Develop and monitor cross-curricular use of Computing within their subject areas

- Suggest purchases of subject specific software.
- Develop budget bids which include purchase of software to enable delivery of their curriculum areas through Computing or recommend purchase using Computing allocation.
- Monitor the teaching and learning in their subject area, including ICT and online safety.

The Role of Teachers

Teachers play the greatest part in ensuring that the new Computing Curriculum is taught within our school and is delivered to its full potential. With this in mind, teachers:

- Are responsible for planning, teaching, assessment and record keeping for Computing for their year groups.
- Ensure that they are fully prepared and familiar with the content of each lesson they teach and the software applications needed to deliver their lessons.
- Assist the Computing co-ordinator and Team in the monitoring and recording of pupil progress in Computing.
- Implement the Internet Acceptable Use Policy and appropriate Internet Safety Education.
- Ensure that guidelines for health and safety of pupils and staff are adhered to.
- Are responsible for informing the ICT Manager of any technical problems with ICT equipment or work required by filling in a “Help Desk” report, which is available on the Staff Portal.

Staff Development

INSET will be provided as either school-based training or through courses run by the LEA or other providers. If whole school INSET is not appropriate staff will be encouraged to attend relevant courses or use peer training as another method of staff development.

Continuity and Progression in Computing

Computing Curriculum planning should ensure continuity and progression. The school recognises that progression in Computing involves four main aspects:

- The progressive development of pupils' skills, knowledge and understanding
- breadth of ICT applications
- Increased complexity in which Computing is applied
- The growing autonomy of the pupil in their learning.
- The ability of the learner to personalise their learning.

Pupils with Special Educational Needs

Pupils with Special Educational Needs have the same Computing entitlement as all other pupils and are offered the same curriculum. However, in addition particular applications of Computing are used for:

- Pupils with difficulties in learning, who need to be motivated to practice skills regularly and intensively, and thus benefit from the use of programs in which skills practice is set in the context of a motivating game.
- Certain pupils with physical or communication difficulties may have their own specially adapted machines for use in communication and across the curriculum.
- Pupils of higher ability may be extended through the use of programs which offer challenge and opportunities for investigation.

The Internet

The use of the Internet will continue to be embedded within the new curriculum. Our internet provision provides web-filtering software, which protects the pupils from undesirable materials. Since no technological solution can be 100 per cent effective in guaranteeing safety when using the Internet, we minimise the risks to pupils by implementing a clear Internet Acceptable Use Policy and appropriate Internet safety education.

New Equipment

We ensure that we constantly have a high number of computers in school in relation to the number of children by following a planned replacement programme for older computers. We budget to achieve this aim, to avoid 'spikes' of expenditure by suggesting an annual sum to be set aside to cover equipment replacement. New equipment will be purchased on a rolling programme.

Health and Safety

It is imperative that all electrical equipment is kept in good working order. To ensure the health and safety of pupils and staff the following guidelines must be adhered to:

- Pupils should not be allowed to switch on the power at the mains.
- Equipment and leads should be situated away from water.
- Pupils should always be supervised when using electrical equipment.
- All plugs, leads and equipment will be checked regularly and tested for electrical safety every year.
- Pupils are not allowed to carry heavy equipment at any time.
- All pupils and staff using computers must take regular breaks to avoid eyestrain.
- When pupils are using computers the position and height of the chair must be appropriate.
- Pupils and staff must avoid looking into the beam of projectors.
- All equipment that is no longer needed or is unable to be repaired will be disposed of correctly according to the LEA's guidelines.

Online Safety Policy

Introduction

The school makes widespread use of modern technology in the belief and understanding that it can develop and enhance all aspects of teaching and learning, as well as providing a preparation for life in a society where the use of ICT is widespread.

The statutory curriculum expects pupils to learn how to locate, retrieve and exchange information using ICT.

This policy:

- applies to all users of ICT equipment, in its widest sense, whilst on school premises. It also applies to anyone who uses school ICT equipment, software or electronic data whilst off the premises.
- forms part of the school's Computing Policy and ICT Acceptable Use Policy.
- relates to other school policies including, child protection, behaviour and bullying.
- also relates to the Internet Access Policy & Email Code of Practice.
- often refers to the internet due to this being the major concern. However, it should be noted that there are other aspects of online safety that need consideration.

It is difficult to consider every eventuality within this policy due to the nature of rapid technological change within short timescales.

The main areas of risk for our school community can be summarised as follows:

Content:

- exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language), substance abuse
- lifestyle websites, for example pro-anorexia/self-harm/suicide sites
- hate sites, including those which could lead to radicalisation or extremism
- content validation: how to check authenticity and accuracy of online content

Contact:

- grooming
- cyber-bullying in all forms
- identity theft (including 'frape' (hacking Facebook profiles) and sharing passwords

Conduct:

- privacy issues, including disclosure of personal information
- digital footprint and online reputation
- health and well-being (amount of time spent online (Internet or gaming))
- sexting (sending and receiving of personally intimate images) also referred to as SGII (self- generated indecent images))
- copyright (little care or consideration for intellectual property and ownership – such as music and film) (Ref Ofsted Inspecting e-safety in schools April 2014)

Commerce:

- risks such as online gambling, inappropriate advertising, phishing and/or financial scams

Rationale

The purpose of this policy is to:

- set out the key principles expected of all members of the school community at Harehills Primary School with respect to the use of ICT-based technologies.
- safeguard and protect the children and staff of Harehills 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.

Communication:

The policy will be communicated to staff/pupils/governors/community in the following ways:

- Policy to be posted on the school website
- Policy to be part of school induction pack for all staff to read at the start of each new academic year/as part of induction for new staff into school.
- Acceptable use agreements discussed with pupils at the start of each year.
- Acceptable use agreements to be held in classroom Investors in Pupils files and office files.

Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- Identify and support groups of pupils that are potentially at greater risk of harm online than others
- Deliver an effective approach to online safety, which empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Establish clear mechanisms to identify, intervene and escalate an incident, where appropriate

Relevant legislation and guidance

- This policy is based on the Department for Education's (DfE's) statutory safeguarding guidance, Keeping Children Safe in Education, and its advice for schools on:
- Teaching online safety in schools
- Preventing and tackling bullying and cyber-bullying: advice for headteachers and school staff
- Relationships and sex education
- Searching, screening and confiscation

It also refers to the DfE's guidance on protecting children from radicalisation. It reflects existing legislation, including but not limited to the Education Act 1996 (as amended), the Education and Inspections Act 2006 and the Equality Act 2010. In addition, it reflects the Education Act 2011, which has given teachers stronger powers to tackle cyber-bullying by, if necessary, searching for and deleting inappropriate images or files on pupils' electronic devices where they believe there is a 'good reason' to do so.

The policy also takes into account the National Curriculum computing programmes of study.
This policy also refers to, and complies with, the following legislation and guidance:

- Data Protection Act 2018
- The General Data Protection Regulation Computer Misuse Act 1990
- Human Rights Act 1998
- The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000
- Freedom of Information Act 2000
- Keeping Children Safe in Education 2021
- Searching, screening and confiscation: advice for schools
- National Cyber Security Centre (NCSC)
- Education and Training (Welfare of Children Act) 2021

Unacceptable use

The following is considered unacceptable use of the school's ICT facilities by any member of the school community. Any breach of this policy may result in disciplinary or behaviour proceedings (see section 4.2 below).

Unacceptable use of the school's ICT facilities includes:

- Using the school's ICT facilities to breach intellectual property rights or copyright
- Using the school's ICT facilities to bully or harass someone else, or to promote unlawful discrimination
- Breaching the school's policies or procedures
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Online gambling, inappropriate advertising, phishing and/or financial scams
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate or harmful
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth-produced sexual imagery)
- Activity which defames or disparages the school, or risks bringing the school into disrepute
- Sharing confidential information about the school, its pupils, or other members of the school community
- Connecting any device to the school's ICT network without approval from authorised personnel
- Setting up any software, applications or web services on the school's network without approval by authorised personnel, or creating or using any program, tool or item of software designed to interfere with the functioning of the ICT facilities, accounts or data
- Gaining, or attempting to gain, access to restricted areas of the network, or to any password-protected information, without approval from authorised personnel
- Allowing, encouraging or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities
- Causing intentional damage to ICT facilities
- Removing, deleting or disposing of ICT equipment, systems, programs or information without permission by authorised personnel
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation
- Using inappropriate or offensive language
- Promoting a private business, unless that business is directly

related to the school
- Using websites or mechanisms to bypass the school's filtering mechanisms
- Engaging in content or conduct that is radicalised, extremist, racist, anti- Semitic or discriminatory in any other way

This is not an exhaustive list. The school reserves the right to amend this list at any time. The headteacher will use professional judgement to determine whether any act or behaviour not on the list above is considered unacceptable use of the school's ICT facilities. Exceptions can be found in the Unacceptable Use section.

Where the use of school ICT facilities (on the school premises and/or remotely) is required for a purpose that would otherwise be considered an unacceptable use, exemptions to the policy may be granted at the headteacher's discretion. If such a situation arose, the headteacher would be approached and the situation would need to be sufficiently explained and considered before any permission was granted.

Personal device usage.

Staff must have their phones, tablets and watches on 'silent' or switched off during class time.
Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative), the member of staff will have made the Headteacher aware of this and can have their phone on in case of having to receive an emergency call.

- Use of phones, smart watches or tablets must be limited to non-contact time when no children are present.
- Phones and tablets must be kept out of sight (e.g. drawer, handbag, pocket) when staff are with children.
- Phones or tablets will never be used to take photographs of children or to store their personal data.

Parents and other Visitors

We request that parents and visitors do not use mobile phones, smart watches, laptops, cameras or tablets in the school building or grounds.
Mobile phones, cameras or tablets must never be used to take photographs in the school building or grounds.

Staff Ipads and Tablets

All teachers have a school Ipad which is to be used to document children's learning, through pictures and age appropriate apps. EYFS Support staff all have a computer tablet to enable them to document children's learning journals using the Class Dojo software.

All tablets used in school must be password protected and the devices must be secure at all times. Once images have been uploaded onto children's learning journals they are to be deleted from devices at regular intervals.

Responsibilities

The use of computer systems without permission or for purposes not agreed by the school could constitute a criminal offence under the Computer Misuse Act 1990.

Everyone who uses ICT connected with the school has a responsibility to have a regard for online safety. The Government has placed a responsibility on the Governors and Management of the school to ensure that all employees and pupils are aware of online safety concerns and procedures, and that they receive training to raise their awareness of the issues involved.

The teaching staff have a responsibility, as part of the statutory requirements of the curriculum, to teach online safety.

Although the ultimate responsibility lies with the Governing Body and the Head teacher, the school will nominate:

- an online safety lead(s) within the computing team.
- a Governor with responsibility for online safety issues.
- a member of the senior management team to deal with online safety issues and online safety complaints in particular.

The computing team will:

- oversee the development of this policy
- oversee the implementation of this policy
- advise the school management on online safety issues
- advise staff on online safety teaching and learning resources
- be a point of contact for anyone connected with the school who has questions or concerns about online safety issues
- be available to deal with general issues of online safety that are not specific complaints concerning individuals (for example: informing the ICT Manager of an inappropriate website or a security issue)
- be available to deal with minor infringements of the online safety policy and rules, including accidental infringements
- pass on to a nominated senior manager or Head Teacher any complaint or evidence received concerning individual pupils or staff

misuse of ICT

All governors will:

- Ensure they have read and understand this policy
- Agree and adhere to the terms on acceptable use of the school's ICT systems and the internet
- Ensure that online safety is a running and interrelated theme while devising and implementing their whole-school or college approach to safeguarding and related policies and/or procedures
- Ensure that, where necessary, teaching about safeguarding, including online safety, is adapted for vulnerable children, victims of abuse and some pupils with special educational needs and/or disabilities (SEND). This is because of the importance of recognising that a 'one size fits all' approach may not be appropriate for all children in all situations, and a more personalised or contextualised approach may often be more suitable

The Headteacher

The headteacher is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

The designated safeguarding lead

Details of the school's designated safeguarding lead (DSL) are set out in our child protection and safeguarding policy, as well as relevant job descriptions. The DSL takes lead responsibility for online safety in school, in particular:

- Supporting the headteacher in ensuring that staff understand this policy and that it is being implemented consistently throughout the school
- Working with the headteacher and governing board to review this policy annually and ensure the procedures and implementation are updated and reviewed regularly
- Taking the lead on understanding the filtering and monitoring systems and processes in place on school devices and school networks
- Working with the ICT manager to make sure the appropriate systems and processes are in place
- Working with the headteacher, ICT manager and other staff, as necessary, to address any online safety issues or incidents
- Managing all online safety issues and incidents in line with the school's child protection policy
- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy

- Ensuring that any incidents of cyber-bullying are logged and dealt with appropriately in line with the school behaviour policy
- Updating and delivering staff training on online safety
- Liaising with other agencies and/or external services if necessary
- Providing regular reports on online safety in school to the headteacher and/or governing board
- Undertaking annual risk assessments that consider and reflect the risks children face
- Providing regular safeguarding and child protection updates, including online safety, to all staff, at least annually, in order to continue to provide them with relevant skills and knowledge to safeguard effectively

This list is not intended to be exhaustive.

The ICT manager

The ICT manager is responsible for:

- Putting in place an appropriate level of security protection procedures, such as filtering and monitoring systems on school devices and school networks, which are reviewed and updated at least annually to assess effectiveness and ensure pupils are kept safe from potentially harmful and inappropriate content and contact online while at school, including terrorist and extremist material
- Ensuring that the school's ICT systems are secure and protected against viruses and malware, and that such safety mechanisms are updated regularly
- Monitoring the school's ICT systems and security on an ongoing basis
- Blocking access to potentially dangerous sites and, where possible, preventing the downloading of potentially dangerous files
- Ensuring that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy

This list is not intended to be exhaustive.

All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy
- Implementing this policy consistently
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet and ensuring that pupils follow

the school's terms on acceptable use

- Knowing that the ICT Manager is responsible for the filtering and monitoring systems and processes, and being aware of how to report any incidents of those systems or processes
- Following the correct procedures if they need to bypass the filtering and monitoring systems for educational purposes, by logging a request with the ICT Manager
- Working with the DSL to ensure that any online safety incidents are logged and dealt with appropriately in line with this policy
- Ensuring that any incidents of cyber-bullying are dealt with appropriately in line with the school behaviour policy
- Responding appropriately to all reports and concerns about sexual violence and/or harassment, both online and offline, and maintaining an attitude of 'it could happen here'

This list is not intended to be exhaustive.

Parents/carers

Parents/carers are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet

Parents/carers can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues? – UK Safer Internet Centre
- Hot topics – Childnet International
- Parent resource sheet – Childnet International

Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use.

Sanctions

Pupils and staff who engage in any of the unacceptable activity listed above may face disciplinary action in line with the school's policies in the staff code of conduct. Copies of this policy can be found on the New Staff Network or can be accessed by asking Sam Wiltshaw, the school Business Manager. Copies

of this policy are available online via Civica..

Online Safety

The increased use of technology at work and at home exposes people to a number of risks and dangers. In its simplest form online safety is about ensuring people use electronic technologies in a way which will keep them safe without limiting their opportunities for creation and innovation.
The Internet is fantastic for information and great for communication, but we all need to know how to use it safely. The children are likely to have internet access in more than one place, so it is important to equip them with the skills to handle this technology safely.

Online safety is also about protecting the hardware and software we use from attack by unscrupulous people, who may wish to cause disruption or commit illegal acts.
Online safety is also about protecting electronic data, our private, personal data and that of other people.

Pupils will be taught about online safety as part of the curriculum:
All schools have to teach:

- Relationships education and health education in primary schools
- Relationships and sex education and health education in secondary schools

In **Key Stage (KS) 1**, pupils will be taught to:

- Use technology safely and respectfully, keeping personal information private
- Identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies

Pupils in **Key Stage (KS) 2** will be taught to:

- Use technology safely, respectfully and responsibly
- Recognise acceptable and unacceptable behaviour
- Identify a range of ways to report concerns about content and contact By the **end of primary school**, pupils will know:
- That people sometimes behave differently online, including by pretending to be someone they are not
- That the same principles apply to online relationships as to face-to-face relationships, including the importance of respect for others online, including when we are anonymous
- The rules and principles for keeping safe online, how to recognise risks, harmful content and contact, and how to report them

- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met
- How information and data is shared and used online
- What sorts of boundaries are appropriate in friendships with peers and others (including in a digital context)
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know

Educating parents/carers about online safety

The school will raise parents/carers' awareness of internet safety in letters or other communications home, and in information via our website. This policy will also be shared with parents/carers.
Online safety will also be covered during parents' evenings.
The school will let parents/carers know:

- What systems the school uses to filter and monitor online use
- What their children are being asked to do online, including the sites they will be asked to access and who from the school (if anyone) their child will be interacting with online

If parents/carers have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher and/or the DSL. Concerns or queries about this policy can be raised with any member of staff or the headteacher.

Cyber-bullying

Definition

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of 1 person or group by another person or group, where the relationship involves an imbalance of power. (See also the school behaviour policy.)

Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.
The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can

be. Class teachers will discuss cyber-bullying with their classes.
Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.
All staff, governors and volunteers (where appropriate) receive training on cyber- bullying, its impact and ways to support pupils, as part of safeguarding training (see section 11 for more detail).
The school also sends information/leaflets on cyber-bullying to parents/carers so they are aware of the signs, how to report it and how they can support children who may be affected.
In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavours to ensure the incident is contained.
The DSL will report the incident and provide the relevant material to the police as soon as is reasonably practicable, if they have reasonable grounds to suspect that possessing that material is illegal. They will also work with external services if it is deemed necessary to do so.

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 is facilitated through EXA Networks for pupil use and will include Surfprotect 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 will be shown how to publish and present information to a wider audience.

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.
The school has a progressive online safety education programme as part of the computing curriculum / PSHE curriculum. This will include online safety lessons being taught each half term. This covers a range of skills and behaviours appropriate to their age and experience, including:

- to STOP and THINK before they CLICK
- to develop a range of strategies to evaluate and verify information before accepting its accuracy;
- to be aware that the author of a web site / page may have a particular bias or purpose and to develop skills to recognise what that may be;
- to know how to narrow down or refine a search;
- [for older pupils] to understand how search engines work and to understand that this affects the results they see at the top of the listings;
- to understand acceptable behaviour when using an online environment / email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;
- to understand how photographs can be manipulated and how web content can attract the wrong sort of attention;
- to understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;
- to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings;
- to understand why they must not post pictures or videos of others without their permission;
- to know not to download any files – such as music files - without permission;
- [for older pupils] to understand why and how some people will 'groom' young people for sexual reasons;
- that pupils will be taught the importance of cross-checking information before accepting its accuracy.
- that pupils are taught how to report unpleasant Internet content by telling a teacher.
- To know how to report any abuse including cyberbullying; pupils are taught how to seek help if they experience problems when using the Internet and related technologies, i.e. parent or carer, teacher or trusted staff member, or an organisation such as ChildLine. The teacher must report this to the ICT Manager or Safeguarding team.
- that Internet use is planned carefully to ensure that it is age-

appropriate and supports the learning objectives for specific curriculum areas.

- that students will be reminded about their responsibilities through an Acceptable Use Agreement which every student will sign which be kept in the Investors in Pupils File located in every classroom
- ensuring staff will model safe and responsible behaviour in their own use of technology during lessons.
- ensuring that when copying materials from the web, staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright / intellectual property rights;
- ensuring that staff and pupils understand the issues around aspects of the commercial use of the Internet, as age appropriate. This may include, risks in pop-ups; buying on-line; on-line gaming / gambling;

Children with Special Needs

ICT can be a positive tool for children with Special Educational Needs. Access to the Internet is therefore a vital link with which communication to the outside world can be achieved. Access to the Internet can also stimulate children to develop their ideas and research independently.

The school will endeavour to ensure that children with Special Educational Needs are made aware of the risks and dangers of using ICT, within their understanding and abilities. The ICT Coordinator will make appropriate resources available to facilitate this.

Managing Internet Access

Access to school ICT facilities and materials

The school's ICT Manager in conjunction with the Computing Team manages access to the school's ICT facilities and materials for school staff. That includes, but is not limited to:

- Computers, tablets, mobile phones and other devices
- Access permissions for certain programmes or files

Staff will be provided with unique log-in/account information and passwords that they must use when accessing the school's ICT facilities.

Use of phones and email

The school provides each member of staff with an email address. This email account should be used for work purposes only.

Staff should enable multi-factor authentication on their email accounts.

All work-related business should be conducted using the email address the school has provided.

Staff must not share their personal email addresses with parents and pupils and must not send any work-related materials using their personal email account.

Staff must take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.

Email messages are required to be disclosed in legal proceedings or in response to requests from individuals under the Data Protection Act 2018 in the same way as paper documents. Deletion from a user's inbox does not mean that an email cannot be recovered for the purposes of disclosure. All email messages should be treated as potentially retrievable.

Staff must take extra care when sending sensitive or confidential information by email. Any attachments containing sensitive or confidential information should be encrypted so that the information is only accessible by the intended recipient.

If staff receive an email in error, the sender should be informed and the email deleted. If the email contains sensitive or confidential information, the user must not make use of that information or disclose that information.

If staff send an email in error that contains the personal information of another person, they must inform the School Business Manager, Sam Willtshaw, immediately and follow our data breach procedure.

Staff must not give their personal phone numbers to parents or pupils. Staff must use phones provided by the school to conduct all work-related business. In some instances staff may use a phone that is not a work phone to make calls, so long as the caller ID has been masked. Wherever possible, work phones should be used.

School phones must not be used for personal matters.

Staff who are provided with mobile phones as equipment for their role must abide by the same rules for ICT acceptable use as set out in Unacceptable Use.

Personal use

Staff are permitted to occasionally use school ICT facilities for personal use subject to certain conditions set out below. Personal use of ICT facilities must not be overused or abused. The School Business Manager, Sam Willshaw, and Head Teacher, Judy Wood, may withdraw permission for it at any time or restrict access at their discretion.

Personal use is permitted provided that such use:

- Does not take place during teaching hours
- Does not constitute 'unacceptable use', as defined in section Unacceptable Use
- Takes place when no pupils are present
- Does not interfere with their jobs, or prevent other staff or pupils from using the facilities for work or educational purposes

Staff may not use the school's ICT facilities to store personal non-work-related information or materials (such as music, videos or photos).
Staff should be aware that use of the school's ICT facilities for personal use may put personal communications within the scope of the school's ICT monitoring activities. Where breaches of this policy are found, disciplinary action may be taken.
Staff should be aware that personal use of ICT (even when not using school ICT facilities) can impact on their employment by, for instance, putting personal details in the public domain, where pupils and parents could see them.
Staff should take care to follow the school's guidelines on social media (see appendix 1) and use of email to protect themselves online and avoid compromising their professional integrity.

Personal social media accounts

Members of staff should ensure their use of social media, either for work or personal purposes, is appropriate at all times.
The school has guidelines for staff on appropriate security settings for Facebook accounts (see appendix 1).

Monitoring of school network and use of ICT facilities

The school reserves the right to monitor the use of its ICT facilities and network. This includes, but is not limited to, monitoring of:

- Internet sites visited
- Bandwidth usage
- Email accounts
- User activity/access logs
- Any other electronic communications

Only authorised ICT staff may inspect, monitor, intercept, assess, record and disclose the above, to the extent permitted by law.
The school monitors ICT use in order to:

- Obtain information related to school business
- Investigate compliance with school policies, procedures and standards
- Ensure effective school and ICT operation

- Conduct training or quality control exercises
- Prevent or detect crime
- Comply with a subject access request, Freedom of Information Act request, or any other legal obligation

Pupils

Access to ICT facilities

- Computers and equipment in the school's ICT suite are available to pupils only under the supervision of staff
- Specialist ICT equipment, such as that used for music, or design and technology, must only be used under the supervision of staff
- Pupils will be provided with an email account linked to Pupil Mail which can only be used to send and receive e-mails within a closed network.

Acceptable use of the internet in school

All pupils, parents/carers, staff, volunteers and governors are expected to sign an agreement regarding the acceptable use of the school's ICT systems and the internet. Visitors will be expected to read and agree to the school's terms on acceptable use if relevant.

Use of the school's internet must be for educational purposes only, or for the purpose of fulfilling the duties of an individual's role.

We will monitor the websites visited by pupils, staff, volunteers, governors and visitors (where relevant) to ensure they comply with the above and restrict access through filtering systems where appropriate.

More information is set out in the acceptable use agreements in appendices 1 to 3.

Unacceptable use of ICT and the internet outside of school

The school will sanction pupils, in line with the Relationships Policy, if a pupil engages in any of the following **at any time** (even if they are not on school premises):

- Using ICT or the internet to breach intellectual property rights or copyright
- Using ICT or the internet to bully or harass someone else, or to promote unlawful discrimination
- Breaching the school's policies or procedures
- Any illegal conduct, or statements which are deemed to be advocating illegal activity
- Accessing, creating, storing, linking to or sending material that is pornographic, offensive, obscene or otherwise inappropriate
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos and/or livestreams (also known as sexting or youth produced sexual imagery)
- Activity which defames or disparages the school, or risks bringing the school

into disrepute

- Sharing confidential information about the school, other pupils, or other members of the school community
- Gaining or attempting to gain access to restricted areas of the network, or to any password protected information, without approval from authorised personnel
- Allowing, encouraging, or enabling others to gain (or attempt to gain) unauthorised access to the school's ICT facilities
- Causing intentional damage to ICT facilities or materials
- Causing a data breach by accessing, modifying, or sharing data (including personal data) to which a user is not supposed to have access, or without authorisation
- Using inappropriate or offensive language

How the school will respond to issues of misuse

Where a pupil misuses the school's ICT systems or internet, we will follow the procedures set out in our policies on relationships and ICT. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.
Where a staff member misuses the school's ICT systems or the internet or misuses a personal device where the action constitutes misconduct, the matter will be dealt with in accordance with the staff code of conduct. The action taken will depend on the individual circumstances, nature and seriousness of the specific incident.
The school will consider whether incidents that involve illegal activity or content, or otherwise serious incidents, should be reported to the police.

Handling online safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Complaints of a child protection nature must be dealt with in accordance with
  school's Safeguarding Policy.
- Pupils and parents will be informed of the complaints procedure via the Harehills website under the family tab.
- Pupils and parents will be informed of consequences for pupils misusing the Internet.
- Discussions will be held with the school police contact to establish procedures for handling potentially illegal issues.

PupilE-mail

- Pupils may only use Pupil Mail in school to access and send e-mails.
- 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.

- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- Pupil email is limited to internal use only.
- The forwarding of chain letters is not permitted.

Staffusing work devices outside school

Some staff members have access to Laptops which can be used outside of school. All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device 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)
- Ensuring their hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date by always installing the latest updates Staff members must not use the device in any way that would violate the school's terms of acceptable use, as set out in.
- Work devices must be used solely for work activities.

If staff have any concerns over the security of their device, they must seek advice from the ICT manager.

Training

All new staff members will receive training, as part of their induction, on safe internet use and online safeguarding issues, including cyber-bullying and the risks of online radicalisation.
All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).
By way of this training, all staff will be made aware that:

- Technology is a significant component in many safeguarding and wellbeing issues, and that children are at risk of online abuse
- Children can abuse their peers online through:
  - Abusive, harassing and misogynistic messages
  - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
  - Sharing of abusive images and pornography, to those who don't want to receive such content

Physical abuse, sexual violence and initiation/hazing type violence can all contain an online element

Training will also help staff:

- Develop better awareness to assist in spotting the signs and symptoms of online abuse
- Develop the ability to ensure pupils can recognise dangers and risks in online activity and can weigh up the risks
- Develop the ability to influence pupils to make the healthiest long-term choices and keep them safe from harm in the short term

The DSL will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.

Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.

Volunteers will receive appropriate training and updates, if applicable.

More information about safeguarding training is set out in our child protection and safeguarding policy.

Monitoring arrangements

The DSL logs behaviour and safeguarding issues related to online safety. An incident report log can be found in appendix 5.

This policy will be reviewed every year by the Computing Team. At every review, the policy will be shared with the governing board. The review (such as the one available here) will be supported by an annual risk assessment that considers and reflects the risks pupils face online. This is important because technology, and the risks and harms related to it, evolve and change rapidly.

Links with other policies

This online safety policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Staff Code of Conduct
- Data protection policy and privacy notices
- Complaints procedure
- ICT and internet acceptable use policy

Parents

Access to ICT facilities and materials

Parents do not have access to the school's ICT facilities as a matter of course. However, parents working for, or with the school in an official capacity (for instance, as a volunteer or as a member of the PTA) may be granted an appropriate level of access, or be permitted to use the school's facilities at the headteacher's discretion.

Where parents are granted access in this way, they must abide by this policy as it applies to staff.

Communicating with or about the school online

We believe it is important to model for pupils, and help them learn, how to communicate respectfully with, and about, others online. Parents play a vital role in helping model this behaviour for their children, especially when communicating with the school through our website.

Data security

The school is responsible for making sure it has the appropriate level of security protection and procedures in place. It therefore takes steps to protect the security of its computing resources, data and user accounts. However, the school cannot guarantee security. Staff, pupils, parents and others who use the school's ICT facilities should use safe computing practices at all times.

Software updates, firewalls and anti-virus software

All of the school's ICT devices that support software updates, security updates and anti-virus products will be configured to perform such updates regularly or automatically.
Users must not circumvent or make any attempt to circumvent the administrative, physical and technical safeguards we implement and maintain to protect personal data and the school's ICT facilities.
Any personal devices using the school's network must all be configured in this way.

Data protection

All personal data must be processed and stored in line with data protection regulations and the school's data protection policy.
The School's Data Protection Policy can be found on school website. A Hard Copy is available from the office.

Access to facilities and materials

All users of the school's ICT facilities will have clearly defined access rights to school systems, files and devices.
Users should not access, or attempt to access, systems, files or devices to which they have not been granted access. If access is provided in error, or if something

a user should not have access to is shared with them, they should alert their line manager immediately.
Users should always log out of systems and lock their equipment when they are not in use to avoid any unauthorised access. Equipment and systems should always be logged out of and closed down completely at the end of each working day.

Protection from cyberattacks

The school will:

- Work with governors and the IT department to make sure cyber security is given the time and resources it needs to make the school secure
- Provide annual training for staff (and include this training in any induction for new starters, if they join outside of the school's annual training window) on the basics of cyber security, including how to:
    - Check the sender address in an email
    - Respond to a request for bank details, personal information or login details
    - Verify requests for payments or changes to information
- Make sure staff are aware of its procedures for reporting and responding to cyber security incidents
- Investigate whether our IT software needs updating or replacing to be more secure
- Not engage in ransom requests from ransomware attacks, as this would not guarantee recovery of data
- Put controls in place that are:
    - **'Proportionate'**: the school will verify this using a third-party audit annually to objectively test that what it has in place is up to scratch
    - **Multi-layered**: everyone will be clear on what to look out for to keep our systems safe
    - **Up-to-date:** with a system in place to monitor when the school needs to update its software
    - **Regularly reviewed and tested**: to make sure the systems are as up to scratch and secure as they can be
- Back up critical data once a day and store these backups on [cloud based backup systems/external hard drives that aren't connected to the school network and which can be stored off the school premises]
- Delegate specific responsibility for maintaining the security of our management information system (MIS) to Computer Manager
- Make sure staff:
    - Enable multi-factor authentication where they can, on things like school email accounts

- Store passwords securely using a password manager
- All users of the school's ICT facilities should set strong passwords for their accounts and keep these passwords secure.
- Users are responsible for the security of their passwords and accounts, and for setting permissions for accounts and files they control.
- Members of staff or pupils who disclose account or password information may face disciplinary action. Parents or volunteers who disclose account or password information may have their access rights revoked.

- All staff are recommended to use a password manager to help them store their passwords securely. Teachers will generate passwords for pupils using password manager/generator tools and keep these in a secure location in case pupils lose or forget their passwords.

Make sure ICT staff:

- Conduct regular access reviews to make sure each user in the school has the right level of permissions and admin rights
- Have a firewall in place that is switched on
- Check that its supply chain is secure, for example by asking suppliers about how secure their business practices are and seeing if they have the Cyber Essentials certification
- Develop, review and test an incident response plan with the IT department, for example, including how the school will communicate with everyone if communications go down, who will be contacted when, and who will notify Action Fraud of the incident. This will be reviewed and tested once a year and after a significant event has occurred.
- Work with our Local Authority to see what it can offer the school regarding cyber security, such as advice on which service providers to use or assistance with procurement

This school:

- Has the educational filtered secure broadband connectivity through EXA Networks
- Uses Surfprotect Quantum filtering system which blocks sites that fall into categories such as:
    - Pornography
    - Race hatred, including those which could lead to radicalisation or extremism and that staff are aware of the dangers these sites pose
    - Gaming
    - sites of an illegal nature, etc
- All changes to the filtering policy are logged and only available to staff with the approved 'web filtering management' status;
- Uses user-level filtering where relevant, thereby closing down or opening up options appropriate to the age / stage of the students;
- Ensures network healthy through use of Sophos anti-virus software etc. and network set-up so staff and pupils cannot download executable files;

- Uses approved systems such as secured email to send personal data over the Internet and uses encrypted devices or secure remote access where staff need to access personal level data off-site;
- Blocks all social networking sites;
- Only unblocks other external social networking sites for investigative purposes;
- Has blocked pupil access to music download or shopping sites – except those approved for educational purposes at a regional or national level, such as Audio Network;
- Works in partnership with EXA Networks to ensure any concerns about the system are communicated so that systems remain robust and protect students;
- Is vigilant in its supervision of pupils' use at all times, as far as is reasonable, and uses common-sense strategies in learning resource areas;
- Ensures all staff and students have signed an Acceptable Use Agreement and understand that they must report any concerns;
- Requires staff to preview websites before use [where not previously viewed or cached] . Never allows / Is vigilant when conducting 'raw' image search with pupils e.g. Google image search;
- Informs all users that Internet use is monitored;
- Informs staff and students that that they must report any failure of the filtering systems directly to the ICT Manager. Our ICT Manager logs or escalates as appropriate to the Internet service provider (EXA Networks) as necessary;
- Makes clear all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse – through staff meetings and teaching;
- Provides advice and information on reporting offensive materials, abuse/ bullying etc. available for pupils, staff and parents
- Immediately refers any material we suspect is illegal to the appropriate authorities – Police – and the LA.

Internet access

The school wireless Internet connection is secured.

Parents and visitors

Parents and visitors to the school will not be permitted to use the school's wifi unless specific authorisation is granted by the headteacher.
The headteacher will only grant authorisation if:

- Parents are working with the school in an official capacity (e.g. as a volunteer or as a member of the PTA)
- Visitors need to access the school's visitor wifi (Harehills Guest) in order to fulfil the purpose of their visit (for instance, to access materials stored on personal devices as part of a presentation or lesson plan)

Published content and the school website

Staff or pupil personal contact information will not generally be published. The contact details given online should be the school office.
The Head Teacher and Governors will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupil's images and work

Pupils' full names will not be used anywhere on a school Web site or other on-line space, particularly in association with photographs. This is recommended by CEOPS as it stops people who do not know a child being able to identify them outside school.
Written permission from parents or carers will be obtained before photographs of pupils are published on the school Web site.
Pupil image file names will not refer to the pupil by name.
Parents should be clearly informed of the school policy on image taking and publishing The school will block access to social networking sites. Although the school recognises that primary age children should not be on social media sites it will consider how to educate pupils in their safe use.
Newsgroups will be blocked unless a specific use is approved.
Pupils will be advised never to give out personal details of any kind which may identify them, their friends or their location.

Managing 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 should note that technologies such as mobile phones with Internet access can bypass school filtering systems and present a new route to undesirable material and communications.

Children are forbidden from bringing mobile phones to school.

PolicyDecisions

Authorising Internet access

All staff must read and sign the "Staff Code of Conduct for ICT" before using any school ICT resource.

The school will maintain a current record of all staff and pupils who are granted access to school ICT systems.

At Key Stage 1, access to the Internet will be by adult demonstration with directly supervised access to specific, approved on-line material.

In Key Stage 2, children will be given their own email account details. They are introduced to, and use e-mail as part of the ICT/Computing scheme of work.

Makes clear that no one should log on as another user and makes clear that pupils should never be allowed to log-on or use teacher and staff logins as these have far less security restrictions and inappropriate use could damage files or the network;

Has set-up the network with a shared work area for pupils and one for staff. Staff and pupils are shown how to save work and access work from these areas;

Parents will be asked to sign and return a form to consent the use of the Internet when their child starts school. This can be reviewed at any time by the parents via the Arbor system.

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 EXA Networks can accept liability for any material accessed, or any consequences of Internet access.

The school should audit ICT use to establish if the online safety policy is adequate and that the implementation of the online safety policy is appropriate and effective.

Community Access to the Internet

The school will not allow external out of school lettings to use the Internet from school unless this has been agreed with the Head teacher and the appropriate consent form signed.

The school will liaise with local organisations to establish a common approach to online safety.

Communications Policy

Introducing the online safety policy to pupils

Online 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.
A programme of training in online safety will be developed, possibly based on the materials from CEOP.
Online safety training will be embedded within the Computing curriculum or the Personal Social and Health Education (PSHCE) curriculum.

Staff and the online safety policy

All staff will be given the School online safety Policy and its importance explained. Staff must be informed that network and Internet traffic can be monitored and traced to the individual user.
Staff that manage filtering systems or monitor ICT use will be supervised by a member of senior management and work to clear procedures for reporting issues.
Staff will always use a child friendly safe search engine when accessing the web with pupils.

Enlisting parents' and carers' support

Parents' and carers' attention will be drawn to the School online safety Policy in newsletters, the school brochure and on the school Web site.
The school will maintain a list of online safety resources for parents/carers.
The school will ask all new parents to sign the parent /pupil agreement when they register their child with the school.

Appendix

Staff Code of Conduct for ICT

To ensure that all members of staff are fully aware of their professional responsibilities when using information systems and when communicating with each other and pupils, you are asked to sign this code of conduct. Members of staff should consult the school's online safety policy for further information and clarification.

- I understand that it is a criminal offence to use a school ICT system for a purpose not permitted by its owner.
- I appreciate that ICT includes a wide range of systems, including mobile phones, PDAs, digital cameras, email, social networking and that ICT use may also include personal ICT devices when used for school business.
- I understand that school information systems may not be used for private purposes without specific permission from the Head teacher.
- I understand that my use of school information systems, Internet and email may be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely in accordance to the GDPR privacy statement.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the Designated Child
- Protection Coordinator or Head teacher.
- I will ensure that electronic communications with pupils including email, IM and social networking are compatible with my professional role and that messages cannot be misunderstood or misinterpreted. (Do not add current pupils as "friends" and consider carefully about the ex-pupils still in FT education as "friends" on Facebook or other social networking sites.) I know I should not access these facilities during directed time or by using school equipment. During access to such sites either in or out of school, I will not comment on this school or any persons in it, which might bring the school into disrepute.
- I will promote online safety with students in my care at the start of each half term and in computing lessons and will help them to develop a responsible attitude to system use, communications and publishing.

- The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept email and to delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept the Staff Code of Conduct for ICT.

Print Name: _____ Sign: _____Date: _____

Code of Conduct for the Acceptable Use of ICT

Year 1 and Year 2 Pupils

ICT means Information & Communication Technology *and includes:*

Computers, the school computer network, laptops, the school e-mail, the Internet, webcams, digital cameras, mobile phones, smart watches, memory sticks, games consoles, mp3 players, iPods and any other devices that can be operated by connecting them to a computer.

The school uses ICT to help me with my learning.

The school does its best to keep me safe when I am using ICT. This is part of my learning about Online safety.

I understand that



- The school makes these rules so as to be fair to everyone.
- The school will keep a record of everything I do on the school computers.
- If I deliberately break these rules I will get into trouble.



I will



- Always ask permission from a member of staff before I use any ICT equipment in school.
- Use school ICT in a sensible and responsible way.
- Only use my own username and password when I log on to a school computer.
- Tell a member of staff straight away if I accidentally do something that I know I am not supposed to do with school ICT equipment.
- Tell a member of staff if I see anything on a school computer that upsets me or I do not like.

I will not





- Use a mobile phone at school.
- Deliberately use ICT to cause harm or be nasty to another person.

Full name **……**

Class **……**

Date for the school year _/ _____

Code of Conduct for the Acceptable Use of ICT

Year 3, Year 4, Year 5 and Year 6 Pupils

The school uses ICT to help me with my learning.

The school does its best to keep me safe when I am using ICT. This is part of my learning about online safety.

I understand that



- The school makes these rules to keep me, my family and my friends safe.
- The school makes these rules so as to be fair to everyone.
- The school will keep a record of everything I do on the school computers, the Internet sites I visit and all my e-mails.
- If I deliberately break these rules I will get into trouble,
- my parent / carer may be told and I may not be allowed to use school ICT equipment.

I will



- Always ask permission from a member of staff before I use any ICT equipm school.
- Always ask permission from a teacher before I use the Internet or use e-mail.
- Use school ICT in a sensible and responsible way.
- Do my best to look after school ICT equipment properly.
- Only use my own username and password when I log on to a school computer.
- Keep my login and e-mail password secret.



- Follow the school's "Rules for Responsible Internet Use"

when I am using the Internet (EXA Network).

- Save my work in my own user area on the school network.
- Ask permission before I save any work in the Resources drive of the school network.
- Tell a member of staff straight away if I accidentally do something that I know I am not supposed to do with school ICT equipment.

- Use school equipment without permission.
- Use a mobile phone on school premises.
- Take digital photographs, or use a webcam, on school premises without permission from the Head teacher.
- Use computer equipment from home whilst on school premises.
- Use any computer disk or memory stick from home on any school computer.
- Use any other ICT equipment from home, including any games machine or console that has a built in camera, webcam, internet access or wireless connection.
- Use another person's username and password.
- Deliberately look at other people's computer files without permission.
- Deliberately use ICT to cause harm or be nasty to another person.



I agree to obey this code of conduct for the school year ___/_____

Signature .....

Class .....

Date .....

Full Name (printed) .....

Information & Communication Technology includes:

Computers, laptops, the school network, email, the Internet, webcams, digital cameras, mobile phones, smart watches, memory sticks, games consoles, mp3 payers, iPods and any other devices that can be operated by connecting them to a computer.