

# MOORFIELD PRIMARY SCHOOL



## E-SAFETY POLICY AND ACCEPTABLE USE AGREEMENT

<b>Term of Staff Review:</b>	<b>Autumn 2024</b>
<b>Reviewed &amp; Approved By Governing Body:</b>	<b>Autumn 2024</b>
<b>Committee:</b>	<b>Full Governing Body</b>
<b>Term of Next Review:</b>	<b>Autumn 2025</b>

*Inspiring Creative Learners for Exciting Futures*

## **Rationale**

As a community primary school working with our local, national and international communities, Computing in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of Computing within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education, much Computing particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

At Moorfield Primary School, we understand the responsibility to educate our pupils on e-safety issues; 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.

Both this policy and the Acceptable Use Agreements (for all staff, governors, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, personal digital assistants (PDAs), webcams, whiteboards, digital video equipment, tablets etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones, camera phones, and portable media players, etc).

## **Roles and Responsibilities**

As e-safety is an important aspect of strategic leadership within the school the Governing Body have ultimate responsibility to ensure that the policy and practices are embedded and monitored. This responsibility is delegated to the Head. Any extra permission given by the Head must be recorded (e.g. memos, minutes from meetings) in order to be valid.

The named person - E-Safety Leader (or Senior Designated Person for Safeguarding in their absence) and Computing Leader have the responsibility of ensuring this policy is upheld by all members of the school community and that they have been made aware of the implication this has. It is the role of these members of staff to keep abreast of current issues and guidance through organisations such as the LA, Becta, CEOP (Child Exploitation and Online Protection), Childnet and Local Authority Safeguarding Children Board.

This policy, supported by the school's acceptable use agreements for staff, governors, visitors and pupils (appendices), is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies:

- Staff Code of Conduct policy
- Safeguarding and Child Protection policy
- Anti-bullying policy
- Behaviours for Learning policy
- Remote Learning Offer

### **E-safety skills development for staff**

- Our staff receive regular information and training on e-safety issues in the form of full staff meetings/professional development, as well as through whole staff briefings.
- New staff receive information on the school's acceptable use policy as part of their induction.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by any member of the school community.
- All staff are encouraged to incorporate e-safety activities and awareness within their curriculum areas.

### **Communicating the school e-safety messages**

- E-safety rules will be posted in all classrooms and discussed with the pupils at the start of each computing session.
- Pupils will be informed that network and Internet use will be monitored.
- E-safety posters will be prominently displayed in all classrooms.

### **E-Safety in the Curriculum**

Computing and online resources are increasingly used across the curriculum. We believe it is essential for e-safety guidance to be given to the pupils on a regular and meaningful basis. E-safety is embedded within our curriculum and we continually look for new opportunities to promote E-safety. We regularly monitor and assess our pupils' understanding of e-safety.

- The school provides opportunities within a range of curriculum areas and discrete Computing lessons to teach about e-safety.
- Educating pupils on the dangers of technologies that maybe encountered outside school may also be done informally when opportunities arise.
- Pupils are aware of the relevant legislation when using the internet such as GDPR and intellectual property which may limit what they want to do but also serves to protect them.
- Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modelling and activities.
- Pupils are aware of the impact of online bullying and know how to seek help if they are affected by these issues. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline/CEOP report abuse button.
- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the Computing curriculum.

### **Password Security**

Password security is essential for staff, particularly as they are able to access and use pupil data. Staff have access to this through Administrator Rights on the NGFL network. The pupils from Year R upwards have individual logins. Staff and pupils are regularly reminded of the need for password security.

### **Data Security**

The accessing and appropriate use of school data is something that the school takes very seriously. Staff are aware of their responsibility when accessing school data. Level of access is determined by the Head Teacher. Data can only be accessed and used on school computers or laptops. Staff are aware they must not use their personal devices for accessing any school/pupil data.

### **Managing the Internet**

The internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. Whenever any inappropriate use is detected it will be followed up.

- All staff must read and agree to the 'Acceptable Computing Use Agreement' before using any school Computing resource.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Staff will preview any recommended sites before use.
- Raw image searches are discouraged when working with pupils.
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research.

- All users must observe software copyright at all times. It is illegal to copy or distribute school software or illegal software from other sources.
- All users must observe copyright of materials from electronic resources.

### **Infrastructure**

- School internet access is controlled through the LA's web filtering service.
- Our school also employs additional web filtering.
- Staff and pupils are aware that school-based email and internet activity can be monitored and explored further if required.
- If staff or pupils discover an unsuitable site, the screen must be switched off/closed and the incident reported immediately to the class teacher who must inform an e-safety co-ordinator.
- It is the responsibility of the school, by delegation to the technical support; to ensure that Anti-virus protection is installed and kept up-to-date on all school machines.
- If pupils wish to bring in work on removable media it must be given to the teacher for a safety check first.
- Pupils and staff are not permitted to download programs or files on school-based technologies without seeking prior permission from the Computing Leader.
- If there are any issues related to viruses or anti-virus software, the ICT Technician should be informed.

### **Managing other Web 2 technologies**

Web 2, including social networking sites, if used responsibly both outside and within an educational context can provide easy to use, creative, collaborative and free facilities. However, it is important to recognise that there are issues regarding the appropriateness of some content, contact, culture and commercialism. To this end, we encourage our pupils to think carefully about the way that information can be added and removed by all users, including themselves, from these sites.

- At present, the school endeavours to deny access to unmonitored social networking sites to pupils within school.
- There should be no communication between staff and pupils through social networking sites such as Facebook.
- All pupils are advised to be cautious about the information given by others on sites, for example users not being who they say they are.
- Pupils are taught to avoid placing images of themselves (or details within images that could give background details) on such sites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online.
- Pupils are always reminded to avoid giving out personal details on such sites which may identify them or where they are (full name, address, mobile/home phone numbers, school details, IM/email address, specific hobbies/ interests).
- Our pupils are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.
- Pupils are encouraged to be wary about publishing specific and detailed private thoughts online.
- Our pupils are asked to report any incidents of bullying to the school.
- Staff may only create blogs, wikis or other web 2 spaces in order to communicate with pupils using the school's website or other systems approved by the Head Teacher.

### **Mobile technologies**

Many emerging technologies offer new opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people. They often provide a collaborative, well-known device with possible internet access and thus open up risk and misuse associated with communication and internet use. Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed. Our school chooses to manage the use of these devices in the following ways so that users exploit them appropriately.

### **Personal Mobile devices (including phones)**

- The school allows staff to bring in personal mobile phones and devices for their own use. If it is necessary for a member of staff to contact a pupil or parent/carer using their personal device the 'no caller ID' function must be enabled.
- The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any members of the school community is not allowed.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

## **Managing email**

The use of email is an essential means of communication for both staff and pupils. Educationally, email can offer significant benefits including; direct written contact between schools on different projects, be they staff based or pupil based, within school or internationally. We recognise that pupils need to understand how to style an email in relation to their age and good 'netiquette'. In order to achieve end of year expectations or above, pupils must have experienced sending and receiving emails.

- The school gives all staff and governors their own email account to use for all school business. This is to minimise the risk of receiving unsolicited or malicious emails and avoids the risk of personal profile information being revealed.
- It is the responsibility of each account holder to keep the password secure. This should be the account that is used for all school business.
- Under no circumstances should staff contact pupils, parents or conduct any school business using personal email addresses.
- E-mail sent to an external organisation should be written carefully before sending, in the same way as a letter written on school headed paper.
- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes.
- All children have a school Gmail address to support the use of Google Drive.
- All e-mail users are expected to adhere to the generally accepted rules of network etiquette particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in e-mail communication, or arranging to meet anyone without specific permission, virus checking attachments.
- Pupils must immediately tell a teacher/trusted adult if they receive an offensive e-mail.
- Staff must inform the Headteacher if they receive an offensive e-mail.
- Pupils are introduced to email as part of the Computing Scheme of Work.

## **Taking of Images and Film**

Digital images are easy to capture, reproduce and publish and, therefore, misused. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking consent and considering the appropriateness.

- With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment.
- Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images/videos of pupils, this includes when on school trips but must use a class device such as digital camera or iPad provided. Images/videos should be downloaded as soon as possible on to the school network and then deleted immediately from the device.
- Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images/videos of others, this includes when on school trips. With the consent of the class teacher, pupils are permitted to take a class device to record images and can download these images on the school network.

## **Publishing pupil's images and work**

On a child's entry to the school, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

- on the school web site
- in the school prospectus and other printed publications that the school may produce for promotional purposes
- recorded/ transmitted on a video or webcam
- in display material that may be used in the school's communal areas
- in display material that may be used in external areas, i.e. exhibition promoting the school
- general media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically)
- on school social media sites

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc.

Parents/ carers may withdraw permission, in writing, at any time. Consent has to be given by both parents in order for it to be deemed valid.

Pupils' full names will not be published alongside their image and vice versa. E-mail and postal addresses of pupils will not be published.

Before posting pupils' work on the Internet, a check needs to be made to ensure that permission has been given for work to be displayed.

### **Storage of Images**

Images/ films of children are stored on the school's network.

- Pupils and staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the Head Teacher.
- Rights of access to this material are restricted to the teaching staff and pupils within the confines of the school network.
- Teaching Staff have the responsibility of deleting the images when they are no longer required, or when the pupil has left the school.

### **Misuse and Infringements**

Complaints

- Complaints relating to e-safety should be made to the Head Teacher.
- All incidents will be logged and followed up.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures and must be reported to the Senior Designated Person for Safeguarding. Pupils and parents will be informed of the complaints procedure.

### **Inappropriate material (see Computing Acceptable Use Agreement)**

- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the e-safety leader
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the ICT Technician, depending on the seriousness of the offence; investigation by the Head Teacher/ LA, immediate suspension, possibly leading to dismissal and involvement of police for very serious offences.
- Users are made aware of sanctions relating to the misuse or misconduct.

### **Equal Opportunities - Pupils with additional needs**

The school endeavours to create a consistent message with parents for all pupils and this in turn should aid establishment and future development of the schools' e-safety rules.

However, staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of e-safety issues. Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of e-safety. Internet activities are planned and well managed for these children and young people.

### **Parental Involvement**

We believe that it is essential for parents/ carers to be fully involved with promoting e-safety both in and outside of school. We regularly consult and discuss e-safety with parents/ carers and seek to promote a wide understanding of the benefits related to computing and associated risks.

- Parents/ carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to school.
- Parents/ carers are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (e.g. on school website, Dojo etc).
- The school disseminates information to parents relating to e-safety where appropriate in the form of:
  - Posters
  - Learning Platform postings/links to further information
  - Newsletter items
  - Class Dojo
- Parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupil.
- Parents/carers are expected to reinforce the guidance from school when using technologies at home. The school will not be responsible for communications between pupils' outside school through social networking sites.

## Moorfield Acceptable Use Policy Agreement (AUP)

### Staff (and Volunteers) Acceptable Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

#### **This Acceptable Use Policy is intended to ensure:**

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for *pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

#### **Acceptable Use Policy Agreement**

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

#### **For my professional and personal safety:**

- I understand that Moorfield Primary School will monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

#### **I will be professional in my communications and actions when using Moorfield Primary School ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the school website) it will not be possible to identify by name, or other personal information for those who are featured.
- I will only use agreed social networking sites in school in accordance with the school's policies.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. As a member of Moorfield staff team I am aware of the risks attached to using my personal email addresses / mobile phones / social networking sites for such communications and that this contravenes the acceptable use policy.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

**The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of Moorfield Primary School:**

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Data Protection Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority. All school mobile devices to be passcode enabled.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

**When using the internet in my professional capacity or for school sanctioned personal use:**

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

**I understand that I am responsible for my actions in and out of Moorfield Primary School:**

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by Moorfield Primary School.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use Moorfield Primary School digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name: .....

Signed: .....

Date: .....



Name \_\_\_\_\_

I acknowledge receiving a laptop computer, which has been loaned to me for use while I remain in the employment of Moorfield Primary School (your name will be recorded against this asset in the school's asset database). I have read the attached Acceptable Usage Policy and I agree to the following responsibilities:

- I agree to lock my laptop when left logged in and unattended. This should also apply to PCs.
- I agree to keep this laptop computer in my possession at all times or if left in school overnight deposit it in the IT Suite. I will not give or lend it to anyone except to return it to the school for upgrades, network connection or repair in case it is damaged.
- I agree to carry this laptop in a padded case or backpack, to minimise the chances that it will be damaged or destroyed.
- I agree to read and follow the school's Acceptable Usage Policy and will not use this laptop, in or out of school, for inappropriate or unlawful purposes.
- I agree to turn in my laptop to the school whenever requested for occasional maintenance, updates, or repairs.
- I agree to shutdown my laptop when leaving the school building, I understand that if my laptop is lost or stolen, I will immediately notify the School.
- I agree to return this laptop to the school before I leave Moorfield Primary School.
- I understand that failure to comply with any of these rules and policies will result in the suspension of my use of this laptop. Restoration of this privilege may require the involvement of the Headteacher.

Device \_\_\_\_\_ Serial Number \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Checked by \_\_\_\_\_

The laptop has been permanently returned

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

All items accounted for? Yes  No

Details if no and any other comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Moorfield Primary School Acceptable Use Agreement



At Moorfield we make sure that everyone feels safe in school at all times. Staying safe when you are using the computer and on the internet - whether at home or at school – is very important too. These rules will help to keep you safe. You can discuss them in class with your teacher and once you have understood them, you can sign at the bottom.

- I will use technology only for educational purposes.
- I will make sure to use school technology properly and to take care of the equipment.
- I will not view, send, or copy anything that is inappropriate, disrespectful, or threatening.
- I will push the back button and let my teacher know right away if I come to something inappropriate.
- I will not copy the work of others that I find on the Internet or on any other electronic resource.
- I will not copy anything that is protected by copyright.
- I will make sure to get permission from my teacher to use email.
- I will not publish anything that is not true.
- I will not post anonymous messages.
- I will not give anyone my personal information on the internet or through email.
- I will not use school technology to order, buy things, or to sell things.

Signed.....

Year .....

Date:

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# Moorfield Primary School

## K/EYFS/KS1 Acceptable Use Agreement



At Moorfield we make sure that everyone feels safe in school at all times. Staying safe when you are using the computer and on the internet - whether at home or at school – is very important too. These rules will help to keep you safe. You can discuss them in class with your teacher and once you have understood them, you can sign at the bottom.

- I will only use the internet or computer when a teacher or adult is with me.
- If I see anything that upsets me, I will tell an adult.
- I will not give out any details about myself – like my name or address.
- I know that school will be able to check my computer and see which sites I have visited.
- I will not look at or delete other people's files.
- If I break these rules I know that I may be stopped from using the internet/computers in school.

Year .....

Signed.....

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