



## Online Safety Policy (including Acceptable Use Policy)

Date reviewed: Jan 2020

Next Review: Feb 2021

### Mission Statement and Principles

*We learn, grow and care as part of God's family*

#### Key Principles

- Pupils positively understand their worth and potential-and that of others
- Pupils develop skills, knowledge and enthusiasm for ongoing learning through an inspiring curriculum
- Pupils grow in emotional and spiritual resilience, surrounded by God's love

#### **Our online safety vision statement:**

To equip children with the skills and knowledge they need to use technology safely and responsibly at the school, in the home and beyond.

Online encompasses internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing such as online 'blogs' and online forums including Twitter and Facebook. Access to these technologies highlights the need to educate staff and pupils about the benefits and risks of using technology as well as providing safeguards and awareness for users to enable them to manage their online experience.

The school's Online Safety Policy operates in conjunction with other policies including those for Safeguarding & Child Protection, Behaviour, Anti-Bullying and Curriculum.

The purpose of these measures is to protect users, the school and LCC making the use of online technologies a safer and more enjoyable experience.

### **Good Practice Regarding Online Safety**

Online Safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and students; encouraged by education and made explicit through published policies
- Sound implementation of Online Safety Policy in both administration and curriculum, including secure school network design and use
- Safe and secure broadband from the Cleo Network including the effective management of Netsweeper Filtering Web filtering
- National Education Network standards and specifications

### **Further Information**

For details of Online Safety in Lancashire schools:

School's ICT Centre 01257 516100 [info@ict.lancsngfl.ac.uk](mailto:info@ict.lancsngfl.ac.uk)

For cyber-bullying or digital safety concerns:

The Safer Internet Centre 0844 381 4772 [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk)

The following documents have been used for reference in the production of the Online Safety policy;

The Lancashire Online Safety Guidance Document and Framework Document. Both documents can be viewed and downloaded from; [http://www.lancsngfl.ac.uk/onlinesafety/index.php?category\\_id=13](http://www.lancsngfl.ac.uk/onlinesafety/index.php?category_id=13)

### **Introduction**

#### **Writing and reviewing the Online Safety policy**

The Online Safety Policy is part of the School Improvement Plan and relates to other policies including those for all curricular subjects, Behaviour, Anti-bullying, Safeguarding & Child Protection Policies.

- The school's Online Safety Co-ordinator and Champion is Mr Manning, with oversight from Mrs Aylott
- Our Online Safety Policy has been written using the Lancashire Online Safety Policy template and government guidance. It has been agreed by the Leadership Team, staff and by governors
- The Online Safety Policy and its implementation will be reviewed annually.
- The Online Safety Policy was revised by: Mrs Aylott on 5.1.2020
- It will be re-scrutinised by Governors on 26.2.202

#### **The School's Online Safety Champion- Mr Manning**

The Online Safety Champion is the main point of contact for Online Safety related issues and incidents. The role of the Online Safety Champion includes:

- Having operational responsibility for ensuring the development, maintenance and review of the school's Online Safety Policy and associated documents, including Acceptable Use Policies
- Ensuring that the policy is implemented and that compliance with the policy is actively monitored
- Ensuring all staff are aware of reporting procedures and requirements should an Online Safety incident occur
- Ensuring an Online Safety Incident Log is appropriately maintained and regularly reviewed. APPENDIX 9 - Online Safety Incident Log

- Keeping personally up-to-date with Online Safety issues and guidance through liaison with the Local Authority and through advice given by national agencies such as the Child Exploitation and Online Protection Centre (CEOP)
- Providing or arranging Online Safety advice/training for staff, parents/carers and governors
- Ensuring the Head, SLT, staff, children and governors are updated as necessary
- Liaising closely with the school's Designated Senior Leader (Mrs Aylott) to ensure a coordinated approach across relevant safeguarding areas

Some of the above responsibilities may be delegated to appropriate members of staff.

## Security and Data Management

ICT security is a complex subject that involves all technology users in the school, dealing with issues regarding the collection and storage of data through to the physical security of equipment. The Lancashire ICT Security Framework (published 2005) should be consulted, to ensure that procedures are in place to ensure data, in its many forms, is kept secure within the school.

In line with the requirements of the Data Protection Act (1998) and GDPR (2018), sensitive or personal data is recorded, processed, transferred and made available for access in school. This data must be:

- Accurate
- Secure
- Fairly and lawfully processed
- Processed for limited purposes
- Processed in accordance with the data subject's rights
- Adequate, relevant and not excessive
- Kept no longer than is necessary
- Only transferred to others with adequate protection.

All data in school must be kept secure, and staff informed of what they can or cannot do with data through the Online Safety Policy and statements in the ICT Acceptable Use Policy

### APPENDIX 3 -

ICT Acceptable Use Policy (AUP) - Staff and Governor Agreement

### APPENDIX 4 -

ICT Acceptable Use Policy (AUP) - Supply Teachers and Visitors/Guests Agreement

Depending on your role in school you will have access to different network drives.

The head teacher has access to all areas.

**Supply teachers/Student teachers** only have access to the public drive so work must be saved in their supply teacher's folder. Always use the supply teacher login for supply teachers.

Data on the curricular and admin system is backed up locally daily by BT Connect remote backup. BT Connect monitors the back-up of data and deletes older back-ups when they are no longer required, and all data is encrypted.

**Staff are permitted** to use pen drives and other similar devices to transfer only non- personal /non-sensitive information such as lesson plans and resources for use in school and at home.

**Staff are NOT permitted** to use pen drives and other similar devices to transfer personal pupil information such as reports, tracking, children's names and pictures. They are able to use Remote Log on to securely access data as needed from home.

Assessment data, such as trackers, are stored on the staff shared drive (T drive) on the school network, access to which is restricted by password to staff only. Staff are instructed not to store electronic copies of this data at home or on pen drives.

All user accounts are password protected and passwords must not be shared.

School does allow the use of 'cloud' storage facilities e.g. Dropbox / SkyDrive / Google docs and Moodle for external storage that is **not** confidential data.

We have one wireless network in school, supplied by LCC's provider BTLS.

## **The Use of Mobile Devices**

School use of mobile devices, including laptops, tablets, mobile phones, cameras and games consoles is becoming more common. Whilst these can provide a flexible solution and offer a range of exciting opportunities to extend children's learning, their use poses challenges in terms of online safety. Many of these devices integrate functionality to take images, access the Internet and engage users in various methods of external communication.

### **Mobile phones**

Mobile phones can present a variety of challenges if not used appropriately. Smart phones can upload pictures on to cloud storage so even if you delete pictures from a phone's memory, it is still stored on the cloud. They are valuable items that can be lost, stolen or damaged in the school environment and could also be considered as distracting or intrusive in a teaching or learning situation. However, staff and parents may equally have valid reasons why mobile phones should be readily available.

In order to balance the benefits of mobile phones alongside the possible issues they can create, the school has a number of guidelines in place:

- Staff are permitted to use personal mobile phones in school before the start of the school day, during break times, at lunch, after the school day has ended and during PPA. **Mobiles must not be used where any pupils are present.** The best place to use a mobile in school is the staffroom or office. Mobiles must not be linked to the school wifi.
- Children are not permitted to have mobile phones in school, except for Y5/6 who need them for safety when walking to/from school unaccompanied. The pupils must have the disclaimer signed by parents, and give their phones in to the teacher until the end of the day.
- In the event of a non-authorized child bringing a mobile phone into school the phone is removed and stored in the office. Parents are contacted to remind them of the school rules regarding mobile phones

- Parents are asked not to use mobile phones inside the school premises, or outside when a lesson is taking place. A notice is on display to remind visitors of this rule
- Staff are responsible for the security of their own belongings, including mobile phones. They can store them securely in the school office on request
- Staff are advised to store their mobile phones in 'silent' mode or off during lessons to reduce the risk of disturbance or inconvenience to others. The office will take any emergency call and contact staff immediately
- Images of children, video or audio must not be recorded on personal mobile phones

(Safeguarding and Child Protection policy page 11 'USE OF MOBILE PHONES AND CAMERAS)

- The school office can always be contacted in the event of an emergency.
- Lunchtime staff leave their phones off or in designated areas (staffroom/office)
- **Warning!** Mobile phones have access to the Internet; this is NOT filtered and could lead to unsuitable content being viewed.
- Any suspicious use of mobile phones and / or cameras is to be reported to the Headteacher or Deputy/Assistant Headteachers

### The Misuse of Mobile Phones

Mobile phones are one potential source of cyber bullying. The issue of cyber bullying is discussed with the children as part of the online safety/PSHE curriculum. The school reserves the right to confiscate a phone or device when there is good reason to believe that it is being used to contravene the school's behaviour policy. In the event of such action being required, the head teacher or a member of the SLT would be informed in order to manage the process and inform parents of the reasons for action. Staff are asked to be vigilant in monitoring visitors for any covert use of mobile phones or cameras and to report any concerns to the head teacher.

### Other mobile devices

The rules for mobile phone use in school apply to all other mobile devices.

- When permission to use such devices is granted it is expected that the relevant security settings, such as passwords and anti-virus protection, are in place and up to date
- The owners of the devices are responsible for ensuring that all the content held on them is legal and should understand that the school cannot be held liable e.g. for any damage or theft of personal devices
- Such devices can only be used by staff on the school's network, e.g. to transfer data by Bluetooth or to access the Internet using Wi-Fi, after obtaining the express permission of the head teacher and should be checked first to ensure that they contain no viruses or mal-ware that may cause damage to the school's systems. Staff are **not** allowed to connect to the school network for personal purposes, including using school wifi on mobiles.
- As with mobile phones, inappropriate use of such devices may lead to their confiscation

### Use of digital media (cameras and recording devices)

The use of cameras and sound recording devices offer substantial benefits to education but equally present schools with challenges particularly regarding publishing or sharing media on the Internet, e.g. on Social Network sites.

Photographs and videos of children and adults may be considered as personal data in terms of The Data Protection Act (1998) and GDPR (2018).

### Consent and Purpose

- Written consent is collected from parents for photographs of their children to be taken or used. Permission is given through a general written consent form issued to all families (Appendix 4 to 6)
- Staff are informed of any children whose parents or guardians have not given their consent for their photographs to be taken or their images used in digital form by the school. Every teacher is provided with a list relating to their class, a master list is kept in the office. **It is the responsibility of staff to ensure that only images containing children whose parents or guardians have given permission are used by the school.** Verbal consent is not considered acceptable. Images of staff or adults employed in the school will not be used without their written permission
- It is made very clear, when gaining consent, how photographs can / cannot be used (including the use of external photographers or involvement of 3rd parties)
- Written consent includes permission to store / use images once a child has left the school for a short time e.g. for brochures, displays etc. Parents should be informed of the timescale for which images will be retained
- Written permission forms will be issued to parents. In the event of any circumstances that may necessitate removal of permission, the list of children will be amended and reissued to all staff concerned
- Parents are informed of the purposes for which images may be taken and used e.g. displays, website, brochures, press and other external media
- Images that at times may be displayed in public areas e.g. the entrance hall, are subject to the same restrictions
- Parental permission is required for their child's images to be included in portfolios maintained by trainees and students not directly employed by the school
- Parental permission is required to use group images in individual children's profiles e.g. an image of a group activity in EYFS that is included in several children's profiles
- Images are not used of children or adults who have left the school unless their written permission has been obtained
- Written permission from parents is required when children's images are used by the press. Permission is required if the press wish to name individual children to accompany a photograph or if the media publish an image in their online publication which may offer facilities for the 'public' to add comments in relation to a story or image and can potentially invite negative as well as positive comments

### Taking Photographs / Video

- Teachers, Teaching Assistants and Office Staff are authorised to take images related to the curriculum. Other adults taking photographs must be designated by the head teacher
- Photographs and videos are only taken using **school-owned equipment**, including memory cards, digital tape and disks. The use of personal equipment to store images must be avoided

- When taking photographs and video the rights of an individual to refuse to be photographed are respected
- Photographs must never show children who are distressed, injured or in a context that could be embarrassing or misinterpreted
- Care is taken to ensure that individual children are not continually favoured when taking images
- The subject of any film or photograph must be appropriately dressed and not participating in activities that could be misinterpreted e.g. particular care may be needed with the angle of shots for children engaged in PE activities
- Certain locations are considered 'off limits' for taking photographs, e.g. toilets/cubicles, etc.
- Discretion must be applied with the use of close-up shots, as these may be considered intrusive. Shots should preferably include a background context and show children in group situations

### Parents Taking Photographs / Videos

Under the Data Protection Act (1998) and GDPR, parents are entitled to take photographs of **their own** children on the provision that the images are for **their own** use, e.g. at a school production. Including other children or other purpose could constitute a potential breach of Data Protection legislation.

- Parents are informed that they should only take photographs of their own children and that they need permission to include any other children / adults.
- As it is virtually impossible for school to monitor parental pictures, the school now publishes pictures on the school website after pictures are checked for permissions. Parents are reminded, in writing, that publishing images which include children other than their own or other adults on Social Network sites is not acceptable, unless specific permission has been obtained from the subjects and, in the case of children, their parents

### Storage of Photographs / Video

Photographs are securely stored and should not be removed from the school environment unless for a specific purpose and with the head teacher's consent. In this instance, the data must be kept secure and must be erased after use. This could include storage of images on portable devices e.g. laptops or tablets

- Images should be stored on tablets for the minimal amount of time. Only images intended for a specific purpose should be stored. They must be stored securely and be deleted once they have been used
- Staff should not store images on personal equipment e.g. tablets, laptops or USB storage devices
- Staff should not store personal images on school equipment unless they have a clear purpose e.g. to support in the teaching of a lesson. Once used, the images should be deleted
- Access to photographs / videos stored on school's equipment is restricted to school staff. The server allows data to be stored so that it accessible either to all staff, teachers or pupils
- Individual members of staff are responsible for deleting photographs / video or disposing of printed copies (e.g. by shredding) once the purpose for the image has lapsed. The IT Technician has access to all areas of the network and can assist with the removal of data.
- **Should a parent withdraw permission the class teacher at the time is responsible for the removal and deletion of images and may be assisted by the Computing Subject Leader.**

Photographs sent electronically must be sent securely. This is done using staff accounts on the Lancashire e-mail system. Private email is not accessed in school using the school's equipment unless there is a specific school reason for doing so. All school communications must be via official school email accounts.

### **Publication of Photographs / Videos**

- Consent is needed from parents for publication of children's images, e.g. on a website
- Photographs should only be published online to secure sites
- When publishing photographs, care should be taken over the choice of images to ensure that individual children / adults cannot be identified.
- Full names and / or other personal information should not accompany published images

### **When publishing images**

- Children's images taken in school, unless a public event, should not be displayed on insecure sites e.g. personal social networking sites. Parents and staff are informed in writing of this. If such images are reported their immediate removal will be requested
- Staff and children are made aware that full names and personal details will not be used on any digital media, particularly in association with photographs
- All staff should recognize, and understand the risks associated with publishing images, particularly in relation to use of personal Social Network sites. Staff should ensure that their own personal profiles are secured and do not display content that is detrimental to their own professional status or could bring the school into disrepute, as this could be a disciplinary matter.

### **The Media, 3rd Parties and Copyright**

- Visiting third parties within school are supervised at all times whilst in the school and are expected to comply with the Data Protection/GDPR requirements in terms of taking, storage and transfer of images
- The copyright for images taken by a 3rd party must be made clear beforehand and agreed by the school and parents before such images are used, e.g. in a local newspaper
- If uploading images to a 3rd party website, e.g. for printing or creating calendars, cards etc. staff are expected to read and be familiar with the terms and conditions of the website. (You could unknowingly be granting the site's host licence to modify copy or redistribute your images without further consent. The site may also be advertised for 'personal use' only - therefore using for business purposes would be a breach of the terms and conditions).

### **CCTV, Video Conferencing, VOIP and Webcams**

- Parents should be informed if CCTV, video conferencing or webcams are being used in the school.
- Parents are required to give written permission for their child/children to participate in activities that include taking of video and photographs which are to be broadcast. Although children may not be appearing 'live' on the Internet through a video conferencing link, it is still



important to remember that the images which are broadcast from school could be captured as a snapshot or video clip from a system receiving the broadcast

- Video conferencing (or similar) sessions should be logged including the date, time and the name of the external organisation/ person(s) taking part.
- The purpose for using CCTV /video conferencing or webcams should be made clear to those liable to be included in footage taken by these resources
- School uses CCTV cameras externally for safety and security purposes and there are notices to this effect, however these do not overlook sensitive areas, e.g. changing rooms or toilets. Images are recorded in school only and automatically deleted.
- The headteacher has overall access to any recordings made , which are securely stored with deletion after 10 days
- Consideration is required regarding copyright, privacy and Intellectual Property Rights (IPR) legislation
- Recordings are not repurposed in any other form or media other than the purpose originally agreed
- Image Consent forms can be found in Appendix 1

## **Communication technologies**

School uses a variety of communication technologies, each of which carries various benefits and associated risks. All new technologies should be risk assessed against the potential benefits to learning and teaching before being employed throughout the school. Ideally this should be done before multiple devices are purchased. As new technologies are introduced, the Online Safety Policy will be updated and all users made aware of the changes. The policy is reviewed annually.

## **Email**

- The Lancashire Office 365 service is the preferred school email system
- Staff should not access personal email accounts during school hours on school equipment unless prior permission is obtained from the head teacher and access is required for professional purposes.
- Currently children do not have e-mail accounts, but may have them created for specific teaching purposes
- Only official email addresses should be used to contact staff or children
- Office 365 Learning filtering service is employed to reduce the amount of SPAM (Junk Mail) received on school email accounts
- All users should be aware of the risks of accessing content including SPAM, phishing, unsuitable materials and viruses from external email accounts, e.g. Hotmail or Gmail. Notices are displayed in staffroom of new SPAM outbreaks
- All users should be aware that email is covered by The Data Protection Act (1988), GDPR 2018 and the Freedom of Information Act (2000), meaning that safe practice should be followed in respect of record keeping and security
- All users should also be aware that all email communications may be monitored at any time in accordance with the Acceptable Use Policy
- Staff are responsible for monitoring the content of children's email communications, both outgoing and incoming messages.

- Users must report any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature. Children are taught how to respond in such situations by reporting immediately to the adult in charge at that time. Staff report to senior leaders within the school and can report to Lancashire directly.
- Users should be aware that they should not open attachments that they suspect may contain illegal content as they could inadvertently be committing a criminal act
- Our school includes a standard disclaimer at the bottom of all outgoing emails (see below).

Scotforth St Paul's school email disclaimer:

\*\*\*\*\*

This e-mail is confidential and privileged. If you are not the intended recipient do not disclose, copy or distribute information in this e-mail or take any action in reliance on its content.

\*\*\*\*\*

\*\*\*\*\*

All users must immediately report any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature.

- We always tell an adult if we see anything we are uncomfortable with. APPENDIX 6 - Typical Classroom Online Safety Rules (EYFS KS1)
- We always tell a trusted adult if we find something that upsets us. APPENDIX 7 - Typical Classroom Online Safety Rules (KS2)

## Social Networks

Social Network sites allow users to be part of a virtual community. They include sites such as Facebook, Twitter, Instagram etc. These sites provide users with simple tools to create a profile or page including basic information about themselves, photographs, and possibly a blog or comments. As a user on a Social Network site, it may be necessary to access and view other users' content, send messages and leave unmediated comments.

Social Network sites are blocked by default through filtering systems used in schools, but these settings can be changed at the discretion of the head teacher.

Where social networking sites are used staff should always conduct themselves in a professional manner. If content is made available on the web it is available for everyone to see and potentially remains there forever.

All staff need to be aware of the following points:

- The content on Social Network sites may be unmediated and inappropriate for certain audiences
- If a Social Network site is used personally, details must not be shared with children and privacy settings be reviewed regularly to ensure information is not shared automatically with a wider audience than intended
- Staff must not give personal contact details to pupils or parents/carers including mobile telephone numbers, details of any blogs or personal websites

- Any content posted online should not bring the school into disrepute or lead to valid parental complaints. It should not be deemed as derogatory towards the school and/or its employees or towards pupils and/or parents and carers. It should not bring into question the appropriateness of staff to work with children and young people
- Adults must not communicate with children using any digital technology where the content of the communication maybe considered inappropriate or misinterpreted. Online Communications with parents, past pupils or siblings of pupils, especially if under the age of 18 should be discouraged
- Children must not be added as 'friends' on any Social Network site
- School's advice to parents in relation to their use of Social Networking Sites and how the school will respond to identified issues is: to refrain from posting inappropriate comments about staff or children that could be construed as instances of cyber bullying. Parents are also requested to refrain from posting images of children or adults on profiles without permission of the individuals involved, especially if the photographs contain children other than their own.

### **Instant Messaging or VOIP**

Instant Messaging systems, e.g. Text messaging, Skype, Facetime, Messenger etc. are popular communication tools with both adults and children. They can provide an opportunity to communicate in 'real time' using text, sound and video. The Lancashire Grid for Learning filtering service 'blocks' many of these sites by default, but access permissions can be changed at the request of the head teacher (See <http://www.lancsngfl.ac.uk/lgfladvice/index.php> for more details).

- Staff and children need to be aware of the risks involved using this technology e.g. viewing inappropriate images or making unsuitable contacts
- Staff do not use school equipment to communicate with personal contacts e.g. through 'Facetime' on an iPad
- Only secure messaging, forum or chat systems are used
- Any communication e.g. text messaging to contact parents, is to be kept secure and contact lists are stored securely in the school office.

### **Websites and other online publications**

This may include for example: school websites, Social Network profiles, podcasts, videos, wikis and blogs. Information posted online is readily available for anyone to see and thus form an opinion about the school. From September 2012, the School Information (England) (Amendment) Regulations 2012 specified that certain up to date information must be made available on a school's website. (Updated regularly and last in 2018)

More details regarding these requirements can be found on the DfE website or at <http://www.legislation.gov.uk/ukxi/2018/466/made>

- The school website, weekly newsletter and information events are used as some of the methods to communicate Online Safety messages to parents/carers via links to Online Safety sites and access to the Online Safety policy

- Everybody in the school who is involved in editing and contributing to the website is made aware of the guidance for the use of digital media
- Everybody in the school should also be aware of the guidance regarding the inclusion of personal information on the website
- Editing online publications is restricted to staff who have the responsibility to ensure that the content is relevant and current
- Overall responsibility for what appears on the website lies with the head teacher in conjunction with the SLT and Computing Subject Leader
- Consideration is given to the use of any content subject to copyright/personal intellectual property restrictions
- Some content is occasionally hidden behind a password protected area e.g. links to governors information
- Downloadable materials in a read-only format (e.g. PDF) where necessary, to prevent content being manipulated and potentially re distributed without the school's consent
- YouTube is used for teaching if the page has already been checked beforehand
- Pupils are not allowed to use YouTube, Facebook, Instagram, Snap Chat, Whats App etc. and the School's Netsweeper filtering system blocks access for pupils
- Website photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website

### **Infrastructure and technology**

School ensures that the infrastructure/network is as safe and secure as possible. Scotforth St Paul's Primary & Nursery School subscribes to the Lancashire Grid for Learning Broadband Service and so internet content filtering is provided by default. It is important to note that the Netsweeper filtering service offers a high level of protection but very occasionally unsuitable content may get past the filter service. Sophos Anti-Virus software is included in the school's subscription and is installed on computers in school by ED-IT then configured to receive regular updates.

Further information can be found at

<http://www.lancsngfl.ac.uk/onlinesafety/>

### **Children's access**

- Children are always supervised when accessing school equipment and online materials (e.g. working with a trusted adult). Use of the computers at break and during lunchtimes is prohibited unless supervised by a member of staff
- Children access the school systems using individual logins and age appropriate passwords
- Children's access is restricted to certain areas of the network and computer
- Children are taught how to stay safe online and must follow school's policies and practice
- Parents are asked to support school in ensuring their children follow school's AUP (Acceptable Use of the Internet Policy) and procedures, particularly as no filtering system is 100% fool-proof

## Adult access

- Access rights to school systems are allocated to all staff according to their areas of responsibility

## Passwords

- All staff should be aware of the guidelines in the Lancashire ICT Security Framework for Schools. This is available at <http://www.lancsngfl.ac.uk/onlinesafety/> website
- All adult users of the school network have a secure username and password. The administrator password for the school network is only available to HT and IT Technician
- Staff and children are reminded of the importance of keeping passwords secure
- Passwords can be changed at the individual's discretion by consultation with the HT/Computing Subject Leader
- There is an agreed format for creating passwords for adults e.g. mixture of letters, numbers and symbols
- Passwords for children are made up by the children, with increasing complexity as they age. They are taught to keep them secret

## Software/hardware

- School has legal ownership of all software (including apps on tablet devices)
- School keeps an up to date record of appropriate licenses for all software. This is maintained by the Computing Subject Leader with the assistance of the ICT Technician and school Business Manager
- An annual audit of equipment and software is made by the IT Technician/ Computing Subject Leader and Office Staff
- The Computing Subject Leader, IT Technician and the head teacher control what software is installed on school systems

## Managing the network and technical support

- Any servers, wireless systems and cabling are securely located and physical access is restricted
- All wireless devices have been security enabled
- All wireless devices are accessible only through a secure password
- Relevant access settings should be restricted on tablet devices e.g. downloading of apps and purchases
- BTLS are responsible for managing the security of our school network. This is monitored by LCC
- School systems are kept up to date regularly in terms of security e.g. computers are regularly updated with critical software updates/patches and Sophos antivirus software is automatically updated
- Users (staff, children, guests) have clearly defined access rights to the school network e.g. They have a username and password and, where appropriate, permissions are assigned
- Staff and children are reminded to lock or log out of a school system when a computer/digital device is left unattended
- Users are not allowed to download executable files or install software. The IT Technician possess administrator rights and is responsible for assessing and installing new software

- Users can report any suspicion or evidence of a breach of security to the Computing Subject Leader, IT Technician or the head teacher
- School equipment, such as teachers' laptops or cameras, should not be used for personal/family use
- Any network monitoring takes place in accordance with the Data Protection Act (1998) GDPR 2018. Staff are informed that the network may be monitored at any time and a regular suspicious search query report sent to HT.
- All staff, including The Computing Subject Leader and IT Technician have been provided with a copy of this policy and are aware of the standards required to maintain Online Safety in the school

### Filtering and virus protection

- IT system uses Netsweeper Filtering managed by BT Connect
- **Prevent Duty** - Light speed is complying with the Government's current Prevent Duty guidance.
- (See <https://education.btlancashire.co.uk/annual-services/education-bundle/internet-filtering.aspx> for more details)
- Staff wishing to block or unblock websites may do so by making a request to the IT Technician who will liaise with HT if on doubt. The IT Technician ensures that all equipment, such as school laptops, used at home are regularly updated with the most recent version of virus protection used in school
- Staff report any suspected or actual computer virus infection to the Computing Subject Leader or IT Technician

### Dealing with incidents

An incident log (see Appendix 8) is completed to record and monitor offences. This is audited on a regular basis by the head teacher. Any suspected illegal material or activity must be brought to the immediate attention of the head teacher who must refer this to external authorities, e.g. Police, CEOP or the Internet Watch Foundation (IWF). Never personally investigate, interfere with or share evidence as you may inadvertently be committing an illegal offence. It is essential that correct procedures are followed when preserving evidence to protect those investigating the incident.

Always report potential illegal content to CEOP. [Ceop.Police.uk/safety-centre/](https://ceop.police.uk/safety-centre/)

Internet Watch Foundation (<http://www.iwf.org.uk>). They are licensed to investigate - schools are not!  
Examples of illegal offences are:

- Accessing child sexual abuse images
- Accessing non-photographic child sexual abuse images
- Accessing criminally obscene adult content
- Incitement to racial hatred

See chart APPENDIX 11 - Responding to Online Safety Incident Escalation Procedures

## **Inappropriate use**

It is more likely that school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with quickly, and actions are proportionate to the offence.

## **Incident Procedure and Sanctions**

Record on Incident Log - Appendix 9

In the event of accidental access to inappropriate materials;

- Minimise the webpage/turn the monitor off. Tell a trusted adult
- Inform the teacher who will enter the details in the Incident Log and report to the head teacher

If other people's logins and passwords are used maliciously, inappropriate materials are searched for deliberately, inappropriate electronic files are brought from home or chat forums are used in an inappropriate manner;

- Inform the designated Online Safety Champion
- Enter the details in the Incident Log
- Implement additional Online Safety training with the individual child or class
- Take appropriate action in relation to the disciplinary policy, e.g. contact parents.

## **Acceptable Use Policy (AUP)**

The Acceptable Use Policy is intended to ensure that all users of technology within school are responsible and are protected from potential risk in their everyday use of ICT for educational, personal and recreational purposes.

The AUP is provided for Staff, Children and Visitors/Guests and must be signed and adhered to by users before access to technology is allowed. The parental agreement is a partnership between parents/carers, children and the school to ensure that users are kept safe when using technology. A list of children who, for whatever reason, are not allowed to access technology will be kept in school and made available to all staff.

The AUP reflects the content of the school's wider Online Safety Policy and is regularly reviewed and updated. It is regularly communicated to all users and is understood by each individual user and relevant to their setting and role/ responsibilities. (Appendix 2 to 5)

## **Education and training**

In 21st Century society, both adults and children need to be digitally literate and aware of the benefits that use of technology can provide. However, it is essential that children are taught to use technology responsibly, securely and safely, being able to recognise potential risks and knowing how to respond. They should, for example, be able to communicate safely and respectfully online, be aware of the necessity to keep personal information private, be taught how to search effectively and be discerning in

their evaluation of digital content and be aware of the need to respect copyright and Intellectual Property rights.

The three main areas of Online Safety risk that need particular consideration are;

### **Content**

Children need to be taught that not all content is appropriate or from a reliable source.

Examples of risk include:

- Exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist and sexist language) and substance abuse
- Lifestyle websites, for example pro-anorexia/self-harm/suicide sites
- Hate sites
- Content validation: how to check authenticity and accuracy of online content

### **Contact**

Children need to be taught that contact may be made when using digital technologies and that appropriate conduct is necessary when engaging with these technologies. Examples of risk include:

- Grooming
- Cyberbullying in all forms
- Identify theft (including 'frape' - hacking Facebook profiles) and sharing passwords

### **Conduct**

Children need to be aware that their personal online behaviour can increase the likelihood of, or cause harm to themselves or others. Examples of risk include:

- 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)
- Copyright (little care or consideration for intellectual property and ownership - such as music and film).

### **Online Safety - Across the curriculum**

It is vital that children are taught how to stay safe, protect themselves from harm and take a responsible approach to their own and others' e-safety. We provide relevant, flexible and engaging Online Safety education to all children as part of their curriculum entitlement.

- Regular, planned Online Safety teaching takes place within a range of curriculum areas (including use of the Lancashire ICT Progression document)
- Online Safety education is progressive throughout the school. Staff only use suitable sites, resources and activities for their year groups.
- Teachers consider how Online Safety education can be differentiated for children with special educational needs



- We take part in the annual 'Safer Internet Day' activities that focus on Online Safety during the National Online Safety Awareness Week
- During lessons where the internet is used children are made aware of the relevant legislation when using the Internet e.g. Data Protection Act (1998) GDPR and copyright implications
- As part of the Online Safety training children are made aware of the impact of cyberbullying and how to seek help if they are affected by these issues, e.g. talking to a trusted adult in school or parent/carer
- Regular visits to support E Safety are made by local Police/PCSOs and relevant charities such as NSPCC and Coram Life Education
- Children are taught to critically evaluate materials and develop good research skills through cross curricular teaching and discussions
- As part of their Online Safety training and PSHE children develop an understanding of the importance of the Acceptable Use Policy and are encouraged to adopt safe and responsible use of ICT both within and outside school
- Children are reminded of safe Internet use through corridor and classroom displays and the Online Safety rules that are displayed throughout school in all classrooms (Appendix 6 & 7).

### **Online Safety- Raising staff awareness**

- Online Safety is regularly discussed during staff meetings and training
- Courses are available from Lancashire to train staff with overall responsibility for e-safety e.g. the Computing Subject Leader and Online Safety champion
- Online Safety training can be provided in school or by external agencies such as Lancashire Advisory Service and the police. (CEOP)

<https://kcs0.nspcc.org.uk/Login.aspx?ReturnUrl=%2fImshomepage.aspx>

- Online Safety training and discussions ensure staff are made aware of issues which may affect their own personal safeguarding e.g. use of Social Network sites
- All staff are expected to promote and model responsible use of ICT and digital resources
- Online Safety training is provided within an induction programme for all new staff to ensure that they fully understand both the school's Online Safety Policy and Acceptable Use Policy.
- The Online Safety Policy, Acceptable Use Policy, curriculum resources and general Online Safety issues are discussed regularly in staff/team meetings

### **Online Safety - Raising parents/carers awareness**

"Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it." (Byron Report, 2008).

The school offers opportunities for parents/carers and the wider community to be informed about online safety, including the benefits and risks of using various technologies both at home and at school through:

- School newsletters, School Website and other publications
- Parents' Online Safety Awareness sessions or workshops

- Promotion of external Online Safety resources/online materials

### **Online Safety- Raising Governors' awareness**

Governors, particularly those with specific responsibilities for online safety, computing or child protection, are kept up to date through discussion at governor meetings, head teacher's report, attendance at Local Authority Training, CEOP or internal staff/parent meetings.

### **Evaluating the impact of the Online Safety Policy**

There is a need to monitor and evaluate the impact of safeguarding procedures throughout the school. The head teacher/ SLT and computing subject leader are responsible for the monitoring and evaluation of safeguarding (including online safety). Individual staff are responsible for the recording and reporting of incidents.

When monitoring takes place the school should consider:

- Is the Online Safety Policy having the desired effect?
- Are Online Safety incidents monitored, recorded and reviewed effectively?
- Is the introduction of new technologies risk assessed?
- Are these assessments included in the Online Safety Policy?
- Are incidents analysed to see if there is a recurring pattern e.g. specific days, times, classes, groups and individual children and how can these patterns be addressed most effectively e.g. working with a specific group, class assemblies, reminders for parents?
- How does the monitoring and reporting of Online Safety incidents contribute to changes in policy and practice?
- How are staff, parents/carers, children and governors informed of changes to policy and practice?
- How often are the AUPs reviewed and do they include reference to current trends and new technologies?

Appendices below:

### **Appendix List:**

**Appendix 1..... Example of Image Consent Form**

**Appendix 2 ..... Example of ICT Acceptable Use Policy (AUP) - Staff and Governors**

**Appendix 3 ..... Example of ICT Acceptable Use Policy (AUP) - Supply Teachers, Visitors/Guests**

**Appendix 4 ..... Example of ICT Acceptable Use Policy (AUP) - Pupils**

**Appendix 5 ..... Example of ICT Acceptable Use Policy (AUP) - Parent's letter**

**Appendix 6..... Example of Online Safety Rules (EYFS/KS1)**

**Appendix 7..... Example of Online Safety Rules (KS2)**

**Appendix 8..... Example letter - Parental Online Safety Awareness Session**

**Appendix 9..... Incident Log**

**Appendix 10..... Online Safety Incident/Escalation Procedures**

## APPENDIX 1 – Image Consent Form

### Conditions of Use

1. This form is valid for the time your child attends Scotforth St. Paul's C of E Primary and Nursery School. Your consent will automatically expire after this time. We will not re-use any images after this time. If you wish to remove your permission at any time please contact the school office.
2. During this period, the photos will be kept in a secure location and only authorised staff will have access to them. After this period the photographs will be privately destroyed.
3. We will only include a child's full name as photo captions for press releases if the child is not easily identifiable by a member of the public. Addresses will not be disclosed in detail. Personal e-mail or telephone numbers will not be disclosed.
4. If a pupil is named in the text of a publication, we will not use a photograph of that child to accompany the article unless we have specific consent. For example, we might want to include a picture and a full name of a competition winner. However, we will not include a picture and full name of a child in promotional literature.
5. We may use group or class images with very general labels, such as 'children exploring the environment' or 'World Book Day celebrations'.
6. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Scotforth St. Paul's C of E Primary School has always taken data protections very seriously and is fully compliant with data protection procedures.

In Line with GDPR (General Data Protection Regulations) **we need you to confirm the following regarding consent for use of data.** We really value using photographs of pupils to showcase what they do in school and show what life in our school is like to others, so we would appreciate you taking time to confirm consent.

Do you give permission for:

your child's photographs to appear on the school website

YES/NO

your child to have photographs taken for use in school

YES/NO

- Displays: YES/NO

- School blog  
YES/NO
- Scotforth St. Paul's website/Scotforth St. Paul's Church website  
YES/NO
- School work (which will go home at the end of each academic year)  
YES/NO

Do you give permission for:

your child to have press photographs taken without names (e.g. Lancaster Guardian)  
YES/NO

photographs for yourself taken in school to be used in all of the above  
YES/NO

your child to have their official school photograph taken by a company approved by the school  
YES/NO

If you change your mind at any time, please let us know in writing to that we can amend our records. You can let us know by e-mailing [Admin2@scotforth-st-pauls.lancs.sch.uk](mailto:Admin2@scotforth-st-pauls.lancs.sch.uk) or sending a letter to the school office.

Please sign below confirming you understand the above information and have made your choices accordingly. By signing below you also agree not to post any photographs/videos taken on school premises on social networking sites.

**NB The school requires a response to each question.**

Child's name .....

Signed ..... Parent

## **APPENDIX 2 - ICT Acceptable Use Policy (AUP) - Staff, Student, Volunteer and Governor Agreement**

ICT and the related technologies such as e-mail, the Internet and mobile devices are an integral part of our daily life in school. This agreement is designed to ensure that all staff and Governors are aware of their individual responsibilities when using technology. All staff members and Governors are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head teacher.

1. I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally.
2. I will be an active participant in Online Safety education, taking personal responsibility for my awareness of the opportunities and risks posed by the use of technology.
3. I will not use communications devices, whether school provided or personally owned, for bullying or harassment of others in any form.
4. I will not be involved with any online activities, either within or outside school that may bring the school, staff, pupils or wider members into disrepute. This includes derogatory/inflammatory comments made on Social Network Sites, Forums and Chat rooms.
5. I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
6. I will respect copyright and intellectual property rights.
7. I will ensure that all electronic communications with pupils and other adults are appropriate.
8. I will not use the school system(s) for personal use during working hours.
9. I will not install any hardware or software without the prior permission of Computing SL/HT /IT Technician
10. I will ensure that personal data (including data held on MIS systems) is kept secure at all times and is used appropriately in accordance with Data Protection legislation.
11. I will ensure that Images of pupils and/or adults will be taken, stored and used for professional purposes in line with school policy and with written consent of the parent/carer or relevant adult. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image.
12. I will report any known misuses of technology, including the unacceptable behaviours of others.
13. I have a duty to respect the technical safeguards which are in place. I understand that attempting to breach technical safeguards or gain unauthorised access to systems and services is unacceptable.

14. I have a duty to report failings in technical safeguards, which may become apparent when using the systems and services.

15. I have a duty to protect passwords and personal network logins, and should log off the network when leaving workstations unattended. I understand that any attempts to access, corrupt or destroy other user' data, or compromise the privacy of others in any way, using any technology, is unacceptable.

16. I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.

17. I am aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to confiscate personal technologies such as mobile phones.

18. I will take responsibility for reading and upholding the standards laid out in the AUP.

19. I will support and promote the school's Online Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

20. I understand that these rules are designed for the safety of all users, and that if they are not followed, school sanctions will be applied and disciplinary action taken.

I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the school.

User Signature .....

Date .....

Full Name ..... (PRINT)

Position/Role .....

### APPENDIX 3 - ICT Acceptable Use Policy (AUP) Occasional Supply Teachers and Visitors/Guests Agreement

Mobile telephone: In our school the following statements outline what we consider to be acceptable and unacceptable use of Mobile phones:

In our school we recognise the use of mobile devices offers a range of opportunities to extend children's learning. However, the following statements must be considered when using these devices:

- All staff are aware that some mobile devices e.g. mobile phones, game consoles or net books can access unfiltered internet content
- All devices are virus checked before use on school systems
- Children are not permitted to have mobile phones in school, except for Y5/6 who need them for safety when walking to/from school unaccompanied. The pupils must have the disclaimer signed by parents, and give their phones in to the teacher until the end of the day.
- If mobile phones are brought into school by a pupil who does not have authorization, they will be kept in the School Office until the end of the school day and then passed to parent/carer

#### **For use by any adult working in the school for a short period of time:**

1. I have read and understand the school's policy on the use of mobile phones and similar devices
2. I will take responsibility for my own use of any technologies, making sure that I use them safely, responsibly and legally
3. I will not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory
4. I will respect copyright and intellectual property rights
5. I will ensure that Images of pupils and/or adults will be taken, stored and used for professional purposes in line with school policy, on school equipment and with written consent of the parent/carer or relevant adult
6. I will not distribute images outside the school network without the prior permission of the parent/carer, or person/s in the image
7. I understand that network activities and online communications are monitored, including any personal and private communications made using school systems
8. I will not install any hardware or software onto any school system or use school wifi on personal devices
9. I understand that these rules are designed for the safety of all users and that if they are not followed, school sanctions will be applied and disciplinary action taken

I have read and agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature ..... Date .....

Full Name & Position / Role ..... (PRINT)



## APPENDIX 4 - Pupil Agreement / Online Safety Rules

These rules reflect the content of Scotforth St Paul's. Primary and Nursery School's Online Safety Policy.

**\*\*NB Parents/carers MUST read and discuss all the following statements with their child(ren), understanding and agreeing to follow the school rules on using ICT, including use of the Internet.**

- ✓ I will only use ICT in school for school purposes
- ✓ I will only use the Internet and/or online tools when a trusted adult is present
- ✓ I will only use my class e-mail address when emailing
- ✓ I will not deliberately look for, save or send anything that could be inappropriate or unpleasant
- ✓ I will not bring in inappropriate electronic materials from home
- ✓ I will not deliberately look for, or access inappropriate websites
- ✓ If I accidentally find anything inappropriate I will tell my teacher/trusted adult in school immediately
- ✓ I will only communicate online with people a trusted adult has approved
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- ✓ I will not give out my own, or others' details such as names, phone numbers or home addresses
- ✓ I will not tell other people my ICT passwords
- ✓ I will not arrange to meet anyone that I have met online
- ✓ I will only open/delete my own files
- ✓ I will not attempt to download or install anything on to the school network without permission
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe. I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my online safety
- ✓ I understand that failure to comply with this Acceptable Use Policy may result in being given consequences in line with the school's Behaviour Policy, including possible removal of access to use of ICT equipment

We have discussed this Acceptable Use Policy with ..... (print child's name) who agrees to follow the online safety rules and to support the safe use of ICT at Scotforth St Paul's. Primary School.

Parent /Carer Name (Print) .....

Parent /Carer (Signature) .....

Pupil Class ..... Date.....

**\*\*Only when this AUP has been signed and returned will access to school ICT systems be allowed\*\***

## APPENDIX 5 - ICT Acceptable Use Policy (AUP) - Parent's Letter

Dear Parent/Carer,

The use of ICT including the Internet, e-mail, learning platforms and today's mobile technologies are an integral element of learning in our school. To make this as successful and as beneficial as possible for all learners, we expect all pupils to act safely and responsibly when using technology both within, and outside of, the school environment. This is particularly relevant when using Social Network Sites, which are increasingly popular amongst both the adult population and young people. However, many sites do have age-restriction policies where the minimum acceptable age is 13 years. Any child who sets up or uses such a site and is below the acceptable age is in clear breach of these age-restriction policies and therefore we actively discourage this at home too.

The enclosed ICT Acceptable Use Policy forms part of the wider School Online Safety Policy and alongside the school's Behaviour Policy, outlines those principles we expect our pupils to uphold for the benefit of both themselves and the wider school community.

Your support in achieving these aims is essential, and I would therefore ask that you please read and discuss the enclosed ICT Acceptable Use Policy with your child, and return the completed document as soon as possible. Along with addressing Online Safety as part of your child's learning, we will also continue to raise parental Online Safety Awareness over the school year, I would strongly encourage your engagement whenever possible. Please keep a look out for items on the weekly newsletter! In the meantime, if you would like to find out more about Online Safety for parents and carers, please visit the lancsngfl Online Safety website [http://www.lancsngfl.ac.uk/Online Safety](http://www.lancsngfl.ac.uk/Online%20Safety) - or browse our school website: [www.scotforth-st-pauls.lancs.sch.uk](http://www.scotforth-st-pauls.lancs.sch.uk)

Signing the School Acceptable Use Policy helps us to maintain responsible use of computing/ICT and safeguards the pupils in school.

When you have any concerns or would like to discuss any aspect of the use of computing/ICT in school, please contact Mr Manning (Computing Subject Leader) or Mrs Aylott (HT).

Yours sincerely,

Mrs A. Aylott

(Headteacher/NLE)

## APPENDIX 6 - Online Safety Rules (EYFS/KS1)

### Our Golden Rules for Staying Safe with Computing for EYFS & KS1

We only use the Internet when a trusted adult is with us.

We are always polite and friendly when using online tools.

We always make careful choices when we use the Internet.

We always ask a trusted adult when we need help using the Internet.

We always tell a trusted adult when we find something that upsets us.

## APPENDIX 7 - Online Safety Rules (KS2)

### Our Golden Rules for Staying Safe with Computing for KS2

We always ask permission before using the internet.

We only use the internet when a trusted adult is around.

We immediately close/minimise any page we are uncomfortable with (or if possible switch off the monitor).

We always tell an adult when we see anything we are uncomfortable with.

We only communicate online with people a trusted adult has approved.

All our online communications are polite and friendly.

We never give out our own, or others' personal information or passwords and are very careful with the information that we share online.

We only use programmes and content which have been installed by the school.

## APPENDIX 8 - Parental Online Safety Awareness Session

<Insert School's Letterhead>

This example letter has been used by schools when hosting a Parents Online Safety Awareness session run by a consultant from Lancashire Schools' ICT Team.

Dear Parent/Carer,

Having access to online information and the opportunities that the digital world can offer has many benefits and for some it plays an important part of our everyday lives. However, as technology moves on at such a pace, it is sometimes difficult to keep up with new trends and developments, particularly with regard to mobile/games technology and secure and safe accessibility to online material.

Our school has policies in place to ensure our children are learning in a safe and secure environment which includes being safe online. This session has been organised to help you to contribute to the process of helping your child to be aware of the potential risks associated with using the Internet and modern technologies.

Ofsted inspections increasingly view Parental Online Safety Awareness sessions as essential components of effective safeguarding provision and I would therefore appreciate your support in attending this event.

We will be hosting the above session on the Date/Time below and I would strongly encourage your attendance:

Date: Time:

The session will address the following areas with time for you to ask questions: What are our children doing online and are they safe? Do they know what to do if they come across something suspicious? Are they accessing age-appropriate content? How can I help my child stay safe online?

Yours sincerely,

I / we will be attending the above Parental Online Safety Awareness Session

Name(s): \_\_\_\_\_

Parent / Carer of: \_\_\_\_\_ Year Group \_\_\_\_\_

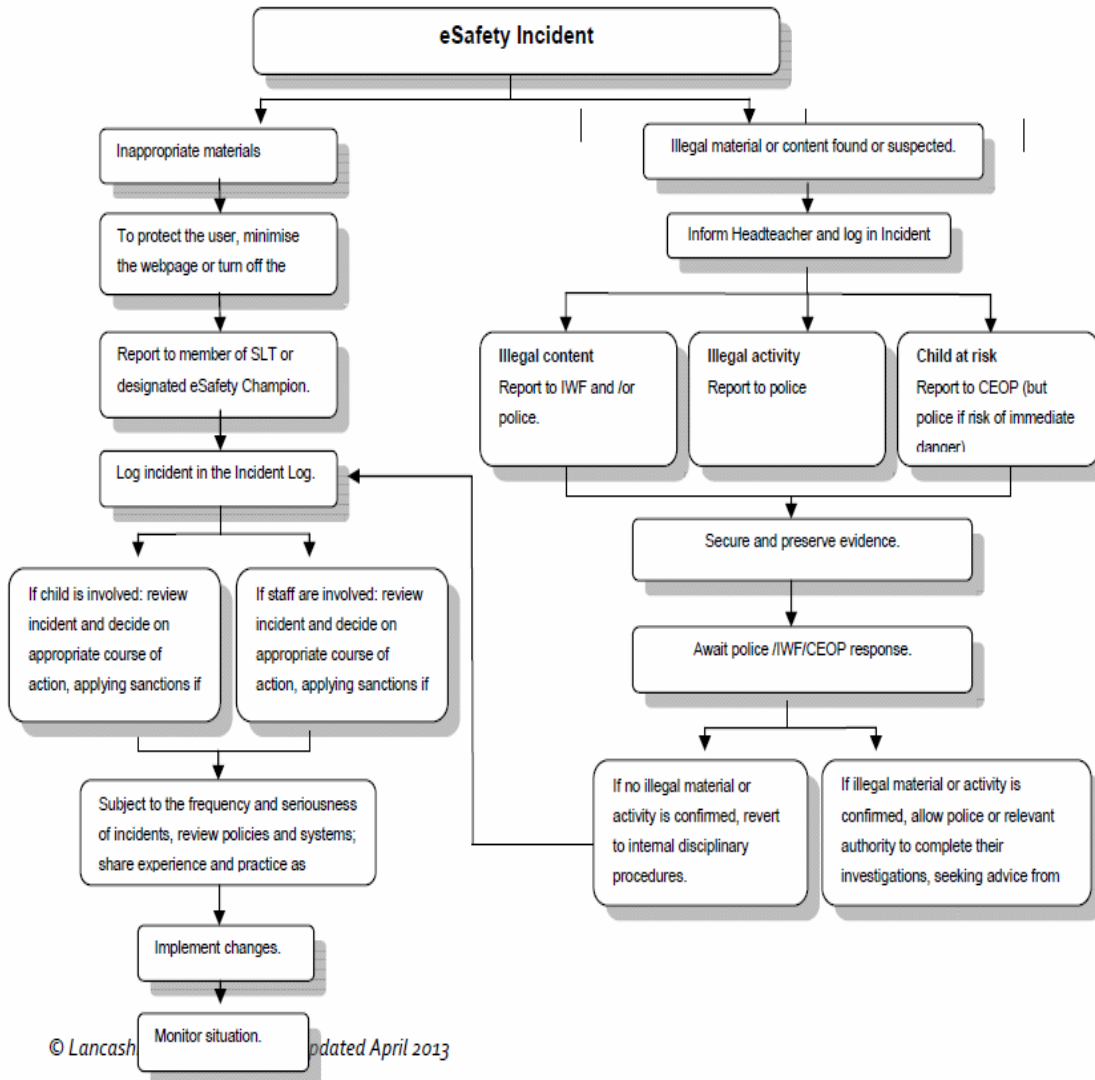
## APPENDIX 9 - Online Safety Incident Log

All Online Safety incidents must be recorded by the School Online Safety Champion, or designated person. This incident log will be monitored, and reviewed regularly by the Head teacher and Chair of Governors. Any incidents involving cyberbullying should also be recorded on the Integrated Bullying and Racist Incident Record Form 2 available via the Lancashire Schools Portal. Completed forms will be scanned and uploaded to CPOMS. If necessary it will also be entered into the Serious Incident Book.

Date / Time of Incident	Type of Incident	Name of pupil/s and staff involved	System details	Incident details	Resulting actions taken and by whom (signed)
01 Jan 2015 9.50 am	Accessing inappropriate website	A N Other (Pupil) A N Staff (Class Teacher)	Class 1 Computer	Pupil observed by Class Teacher deliberately attempting to access adult websites	Pupil referred to Headteacher and given warning in line with sanctions policy for 1st time infringement of AUP. Site reported to LGFL as inappropriate.

# APPENDIX 12 10

## Responding to eSafety Incident/ Escalation Procedures



Internet Watch Foundation  
IWF Reporting Page:  
[www.iwf.org.uk/reporting.htm](http://www.iwf.org.uk/reporting.htm)

Lancashire Constabulary  
Neighbourhood Policing Team  
[www.lancashire.police.uk/contact-us](http://www.lancashire.police.uk/contact-us)  
0845 1 25 35 45

Child Exploitation and Online Protection Centre (CEOP)  
CEOP Reporting Page:  
[www.ceop.gov.uk/reportabuse/index.asp](http://www.ceop.gov.uk/reportabuse/index.asp)

LCC Schools' eSafety Lead  
Lancashire Schools' ICT Centre  
[graham.lowe@ict.lancsngfl.ac.uk](mailto:graham.lowe@ict.lancsngfl.ac.uk)

### Securing and Preserving Evidence – Guidance Notes

The system used to access the suspected illegal materials or activity should be secured as follows:

- Turn off the monitor (Do NOT turn off the system).
- Ensure the system is NOT used or accessed by any other persons (inc. technical staff).
- Make a note of the date / time of the incident along with relevant summary details.
- Contact your School's Neighbourhood Policing Team for further advice.



### Home School Agreement 2019-20

Pupil's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Scotforth St. Paul's has a duty to provide an education for all our pupils, but that education starts in the home and is continued as a partnership between home and school. Parents are a child's first and enduring teachers. They play a crucial role in helping their children learn. Children achieve more when schools and parents work together. Parents can help more effectively if they know what the school is trying to achieve and how they can help. Home-school agreements provide a framework for the development of such a partnership. This agreement sets out the role of the school, parents and pupils in this vital partnership. We look forward to sharing in your child's progress and achievements.

#### As a parent/guardian I will aim:

- To support Scotforth St. Paul's School and its ethos as a worshipping Christian school
- To abide by the school's attendance policy and ensure that my child attends school regularly and punctually, and inform the staff by 9:30am the same morning if they are absent and why
- To inform the school if there are to be any changes in the arrangements for bringing my child to and from school
- To support the school behaviour and safety policies and help to reinforce my child's understanding of the rules
- To ensure my child fully supports the school's uniform code
- To maintain a two-way dialogue between home and school by completing the home/school reading record, reading the newsletter each week, attending parents' evenings and supporting other home/school initiatives
- To hear my child read every day and when they are fluent, to discuss books with them
- To support my child in completing any of the age-appropriate homework set by school
- To let the school know if there is anything worrying or troubling my child including any home circumstances which may adversely impact them (confidentially)

Signed: \_\_\_\_\_

#### The school will aim:

- To help your child develop as an individual with Christian values and attitudes, that will last them their whole life
- To create a safe, secure and happy place for children to learn and grow
- To provide a broad and balanced curriculum whilst making basic skills in mathematics, literacy and computing and a healthy lifestyle a priority
- To encourage caring, co-operative and respectful relationships
- To encourage good behavior, discipline and attitude to learning
- To provide information about the teaching programmes, the policies and practices of the school, and any events which take place during the school year
- To arrange regular parents' meetings with teachers and be happy to arrange to see you if you have concerns or questions
- To let you know if your child is having difficulties at school, or we are concerned about their physical or emotional health.
- To set relevant age-appropriate homework and encourage pupils to learn for themselves both inside and outside school

Signed: \_\_\_\_\_

(on behalf of the school)

#### As a pupil I will aim:

- To do my classwork and any reading or homework as well as I can, and on time
- To take good care of our school, the equipment, grounds and buildings and everyone in it, including keeping myself safe online
- To always try to live the school values by being kind, considerate and responsible, and not to hurt anyone in any way
- To attend school each day and on time
- To bring all the equipment I need every day and ask if I need help with this
- To wear the school uniform correctly and be tidy in appearance, including having sensible tidy hair styles

Signed:

\_\_\_\_\_ (pupil)

Parents are asked not to use  
mobile phones inside the school premises, or  
outside when a  
lesson is taking place.  
This is for everyone's safety. Many thanks

