



Newton Primary School

Ambitious Compassionate Imaginative Unique

Rooted in love and care

The Newton Community Primary School

E-Safety Policy

Date reviewed and adopted:	28 th May 2021
Reviewed and adopted by:	Full IEB
Approved by:	Louise Evans (Chair of IEB)
Next review due:	28 th May 2023



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Introduction

Computing and the use of digital devices 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.

Computing and ICT 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 apps and software children and young people are using both inside and outside of the classroom include:

- Websites
- Podcasting
- Coding
- Gaming
- Mobile devices
- Video & Multimedia

Whilst these can be exciting and beneficial all , users need to be aware of the range of risks associated with the use of these technologies.

At The Newton Community 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.

Both this policy and the Acceptable Use Policy (for all staff, governors and visitors) apply inclusively across all fixed and mobile internet technologies provided by the school. Any visitors using their own devices within school, adhere to the schools Acceptable Use Agreement and this e-Safety Policy.

Aims and Responsibilities

As e-safety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored along with the Computing Leader and SENDCO.

This policy, supported by the school's Acceptable Use Policy, has been written to protect the interests and safety of the whole school community. It is linked to the



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following school policies: computing, safeguarding and child protection, behaviour, health and safety, anti-bullying and personal development.

Managing the school's e-safety messages

We endeavour to embed e-safety messages across the curriculum both formally and informally **whenever** the internet and/or related technologies are used or discussed.

These messages will be appropriate to the age of the children being taught and are based on the SMART rules from Childnet International:

Be Smart on the Internet

S SAFE Keep safe by being careful not to give out personal information when chatting or posting online. Personal information includes your email address, phone number and password. **ZIP IT**

M MEETING Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.

A ACCEPTING Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages! **BLOCK IT**

R RELIABLE Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows. **?**

t TELL Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online. You can report online abuse to the police at www.thinkuknow.co.uk **THINK UK KNOW**

www.kidsmart.org.uk **FLAG IT**

KidSMART Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.

E-safety in the Curriculum

The school provides opportunities within a range of curriculum areas to teach about e-safety.



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Educating pupils on the dangers of technologies that maybe encountered outside school is done both informally when opportunities arise and formally as part of the e-safety curriculum for each year group.

The teaching of e-safety focuses on helping children to recognise inappropriate content, conduct, contact and commercialism and helps them learn how to respond or react appropriately.

As a result of teaching e-safety in the curriculum, pupils will

- be made aware of the impact of online bullying and know how to seek help if they are affected by these issues.
- know how 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.

Security, Data and Confidentiality

When accessing, amending and saving any data or information, relating to the school or pupils, school staff follow the guidelines set out in the General Data Protection Regulations 2018.

All adult users read and sign an Acceptable Use Agreement (as part of the school's Acceptable Use Policy) to demonstrate that they have understood their responsibilities with regards to the appropriate use of information and communication technology.

All pupil users read and sign the appropriate e-safety agreement at the end of this policy at home with their parents. This serves as a reminder of the importance of e-safety.

Managing the Internet

All internet activity within school is monitored and filtered by Cambridgeshire County Council's ICT Service. Whenever any inappropriate use is detected, the School Business Manager is notified and the incident will be followed up in line with the school Acceptable Use Policy.

Pupils will have supervised access to internet resources (where reasonable) through the school's digital devices.

If internet research is set for homework, staff will remind students of their e-safety training. Parents are encouraged to support and supervise any further research.

Infrastructure

The school's internet access is provided by Virgin Media and monitored by CMAT.



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CMAT manage the administrative devices throughout school and curriculum access is managed by the school's Computing leader.

Staff and pupils are aware that should they encounter or access anything unsuitable or damaging they must report it immediately to teachers, e-safety co-ordinator or the Computing leader.

Mobile Technologies

The school allows staff to bring in personal mobile phones and devices for their own use during designated times outside of the classroom. These are not to be used at any time whilst children are present in accordance with the school's Acceptable Use Policy.

Pupils are not permitted to bring on personal mobile phones, except in extenuating circumstances, in which case the mobile phone will be handed in to the School Office to be returned at the end of the day.

Any personal mobile devices do not have access to the internet via the schools WiFi network.

The school is not responsible for the loss, damage or theft of any personal mobile device.

Managing email

The use of email within school is an essential means of communication for staff.

Pupils have individual email accounts but can only email others who are members within the school domain.

Staff must use their school email address for any school business.

Staff must inform the Computing leader and the Head teacher if they receive an offensive or inappropriate e-mail.

Social Networking

The school does not permit the pupils to access their private accounts on social or gaming networks at any time during the school day.

The school also strongly discourages children from using age inappropriate social networking outside of school. Should the staff be made aware of incidents or



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activities on these social networks, which has a direct effect on the children's behaviour or attitudes within school, then the school reserves the right to take action regarding their accounts. This may include discussions with parents, information letters or reporting the child's access to the respective organisations/companies.

Safe Use of Images

Creation of videos and photographs

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.

All staff are aware of specific children (they have responsibility for) in school which do or do not have photograph permissions. If they do have permission, staff are aware of which platforms they can be used on.

Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes during field trips.

Publishing images of pupil's learning and work

All parents/carers will be asked to give permission to use their child's work/photos in publicity materials or on the school website.

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.

Parents/ carers may withdraw or amend permission, in writing, at any time.

Pupils' names will not be published alongside their image and vice versa on the school website or any other school-based publicity materials.

Storage of Images

Images/ films of children's learning are stored securely on the school server and / or teacher's individual school laptops, which are password protected.

Misuse and Infringements

Complaints

Complaints or concerns relating to e-safety should be made to the Head teacher.

Inappropriate material



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All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the Computing Leader.

Deliberate access to inappropriate materials by any user will lead to the incident being logged, in the first instance, by and then forwarded to the School Business Manager as e-safety co-ordinator. Depending on the seriousness of the offence; investigation maybe carried out by the Head teacher or Local Authority. Staff are aware that negligent use or deliberate misconduct could lead to disciplinary action.

Equal Opportunities

Pupils with additional needs

The school endeavours to deliver a consistent message to parents and pupils with regard to the school's e-safety rules.

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 must planned and well-managed for these pupils.

Monitoring and Review

This policy will be reviewed every two years by the Governing Body unless an incident or a change in government policy necessitates an earlier review.



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Appendix 1: e-Safety agreement for pupils in KS1

The Internet

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum.

In Key Stage Two the children are taught how to use the Internet safely and to guard against accidental access to materials which are inappropriate. The school takes all reasonable precautions to ensure that pupils cannot access inappropriate materials including receiving a filtered Internet feed through the Local Authority however it is not possible to provide a 100% assurance that pupils might not accidentally come across material which would be inappropriate.

In Key Stage One, the children are not usually working on the Internet without adult assistance / guidance, using the following rules:



Our e-Safety Top Tips!



1

If you don't like what you see then

*shut the lid

***tell a grown up**



Make sure that what you write or say is kind and polite.

2



3

Don't tell people your name, where you live or any other personal information.



Remember people online might not be who they say they are
Don't talk to strangers.

4





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To try and ensure the Internet is used without inappropriate content being accessed, pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and the pupil agrees to follow these rules when working on the computers within school.

I have read through the e-safety rules with my child and understand the procedures in place

Parent's Consent for Web and Newspaper Publication of Work and Photographs

Please tick the box alongside one of the following statements.

I **DO** agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil surnames.

I **DO** agree that my son/daughter's work may be electronically published but I **DO NOT** wish appropriate images of them to be placed on the school website or in newspapers.

I **DO NOT** wish for my son/daughter's work to be electronically published or appropriate images of them to be placed on the school website or in newspapers.

Child's Name:	Class:
Signed:	Date:
Please print name:	

Please complete, sign and return to school.



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Appendix 2: e-Safety agreement for pupils in KS2

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum.

The children are taught how to use the Internet safely and to guard against accidental access to materials which are inappropriate. The school takes all reasonable precautions to ensure that pupils cannot access inappropriate materials including receiving a filtered Internet feed through the Local Authority however it is not possible to provide a 100% assurance that pupils might not accidentally come across material which would be inappropriate.

To try and ensure the Internet is used without inappropriate content being accessed, pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and the pupil agrees to follow these rules when working on the computers within school.

Pupil Name:	
Pupil's Agreement: <ul style="list-style-type: none"> ▪ I have read and I understand the school e-Safety Rules. ▪ I will use the computer, school network and Internet access in a responsible way at all times. ▪ I know that the school network and Internet access may be monitored. 	
Pupil Signature:	Date:
Parent/Carer Signature:	

Parent's Consent for Web and Newspaper Publication of Work and Photographs

Please tick the box alongside one of the following statements.

- I **DO** agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil surnames.
- I **DO** agree that my son/daughter's work may be electronically published but I **DO NOT** wish appropriate images of them to be placed on the school website or in newspapers..
- I **DO NOT** wish for my son/daughter's work to be electronically published or appropriate images of them to be placed on the school website or in newspapers.

Signed:	Date:
Please print name:	

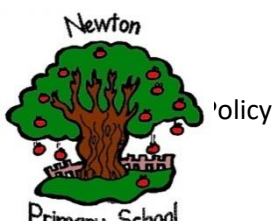
Please complete, sign and return to school.





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In school the children discuss the following agreement as part of their e-safety lessons and sign the agreement below:



May 2021





Newton Primary School Acceptable Use Policy

- I will use the school's ICT equipment and tools (including computers, i-pads, cameras, etc.) for schoolwork and homework.

If I need to use the school's computers for anything else, I will ask for permission first.

- I will only use the internet and email when an adult is nearby.
- I will not share my passwords with other people and will tell my teacher if I think someone else knows them.
- I will ask an adult before opening an email from someone I don't know.
- I will not share details about myself such as surname, phone number or home address.
- I will ask if I need to look at other peoples' work on the computer.
- I will try my hardest to only send messages which don't upset other people.
- I will ask my teacher before using photos or video.
- If I see something on a screen which upsets me, I will close the lid and I will always tell an adult.

I will do my best to follow these rules because I know they are there to keep me and my friends safe. If I don't follow these rules, I know that my teacher may stop me using technology at school and / or talk to my parents about how I use technology.

Pupil's name: _____



Pupil's signature: _____



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Appendix 3: Internet use - Possible teaching and learning activities with e-safety tips

Activities	Key e-safety issues	Relevant websites
Creating web directories to provide easy access to suitable websites.	Parental consent should be sought. Pupils should be supervised. Pupils should be directed to specific, approved on-line materials.	Web directories e.g. Ikeep bookmarks Webquest UK Purple Mash
Using search engines to access information from a range of websites.	Parental consent should be sought. Pupils should be supervised. Pupils should be taught what internet use is acceptable and what to do if they access material they are uncomfortable with.	Web quests e.g. <ul style="list-style-type: none"> - Ask Jeeves for kids - Yahoooligans - CBBC Search - Kidsclick - Purple Mash
Exchanging information with other pupils and asking questions of experts via e-mail.	Pupils should only use Google e-mail accounts. Pupils should never give out personal information. Consider using systems that provide online moderation e.g. SuperClubs.	RM EasyMail SuperClubs PLUS Gold Star Café School Net Global Kids Safe Mail E-mail a children's author E-mail Museums and Galleries Purple Mash
Publishing pupils' work on school and other websites.	Pupil and parental consent should be sought prior to publication. Pupils' full names and other personal information should be omitted.	Making the News SuperClubs Infomapper Headline History Purple Mash Focus on Film
Publishing images including photographs of pupils.	Parental consent for publication of photographs should be sought. Photographs should not enable individual pupils to be identified. File names should not refer to the pupil by name.	Making the News SuperClubs Learninggrids Museum sites, etc. Digital Storytelling BBC – Primary Art



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		Purple Mash
Communicating ideas within chat rooms or online forums.	Only chat rooms dedicated to educational use and that are moderated should be used. Access to other social networking sites should be blocked. Pupils should never give out personal information.	SuperClubs Skype FlashMeeting Google Meet
Audio and video conferencing to gather information and share pupils' work.	Pupils should be supervised. Only sites that are secure and need to be accessed using an e-mail address or protected password should be used.	Skype FlashMeeting National Archives "On-Line" Global Leap Natural History Museum Imperial War Museum Purple Mash