

Glusburn Community Primary School

Colne Road, Glusburn, Keighley, Yorkshire BD20 8PJ
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Website: www.glusburn.n-yorks.sch.uk
Reg Charity No 1060322
Headteacher Mr. R.Hunt

E-safety Policy

This policy was adopted by the Governing Body on	JANUARY 2021
This policy is scheduled for review on	JANUARY 2022

Rationale

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich his/her learning.

Scope

This policy applies to all pupils, all teaching staff, all support staff, all governors and all volunteers.

Aims

Our aims are to ensure that all pupils, including those with special educational needs will:

- use the internet and other digital technologies to support, extend and enhance their learning;
- develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- use existing, as well as up and coming, technologies safely.

Our aims also include:

- Internet use will support, extend and enhance learning.
- Pupils will be given clear objectives for internet use.
- Web content will be subject to age-appropriate filters.
- Internet use will be embedded in the curriculum.
- Pupils will develop an understanding of the uses, importance and limitations of the internet.
- Pupils will be taught how to effectively use the internet for research purposes.
- Pupils will be taught to evaluate information on the internet.
- Pupils will be taught how to report inappropriate web content.
- Pupils will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.
- Pupils will use the internet to enhance their learning experience.
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.
- Pupils will use existing technologies safely.
- Pupils will be taught about e-safety.

Data Protection: There is a separate Data Protection policy.

E-mail

- Pupils and staff will only use approved e-mail accounts when using the school network.
- Pupils will tell a member of staff if they receive inappropriate e-mail communications.
- Pupils will only use e-mail for approved activities.



Internet Access and Learning Platform (school website)

Staff will read and sign the NYCC Acceptable Use Policy – ICT and e-Technology before using any school ICT resource.

Parents will read and sign that they understand and agree to the school's Responsible Internet Use statement and will endeavour to ensure that their child follows this guide.

Pupils will be taught to use the internet responsibly and to report any inappropriate content to a responsible adult.

Mobile Phones and other handheld technology

Pupils are only permitted to have mobile phones or other personal handheld technology in school with the permission of the Headteacher. When pupils are using mobile technology (their own or that provided by the school) they will be required to follow the school's Acceptable Use Policy (AUP). Such items can be confiscated by school staff if they have reason to think that they are being used to compromise the wellbeing and safety of others (Education and Inspections Act 2006, Sections 90, 91 and 94).

Systems Security

ICT systems security will be regularly reviewed with support from Schools ICT.

Web Filtering

The school will work with Schools ICT to ensure that appropriate filtering is in place. Pupils will report any inappropriate content accessed to an appropriate member of staff.

Communication of the e-safety policy to pupils

E-safety rules will be posted in each room where a computer is used.

Pupils will be informed that internet and Learning Platform (school website including blogs) use will be monitored. E-Safety will be included in the curriculum and regularly revisited.

Children will take part annually in Safer Internet Day.

Communication of the e-safety policy to staff

The e-safety and acceptable use policies will be given to all new members of staff as part of induction.

The e-safety and acceptable use policies will be signed by all staff and discussed with them at least annually.

All staff have undertaken an online e-safety training course – guidance for practitioners working with children on the website: <https://nyscb.vctms.co.uk> (February – March 2018). Training will be refreshed in Spring 2021.

Communication of the e-safety policy to parents/carers

The school website will include a list of e-safety resources and information for parents to access.

The school will communicate and publicise e-safety issues to parents through Class Dojo and the school website, for general purposes, and through face to face meetings and telephone calls when individual issues require attention.

e-safety Complaints

Instances of pupil internet or Learning Platform misuse should be reported to a member of staff.

Staff will be trained so they are able to deal with e-Safety incidents. They must log incidents reported to them and if necessary refer the matter to a senior member of staff.

Instances of staff internet or Learning Platform misuse should be reported to, and will be dealt with by, the Headteacher. Pupils and parents will be informed of the consequences of internet and/or Learning Platform misuse.

Whole-School Responsibilities for Internet Safety

Headteacher

Responsible for e-safety issues within the school but may delegate the day-to-day responsibility to a Senior Leader (Designated Safeguard Lead / Deputy Headteacher, Neil Bithell).

Designated Safeguard Lead / Deputy Headteacher, Neil Bithell.

- Ensure that developments at Local Authority level are communicated appropriate staff.
- Ensure that the Governing Body is informed of e-safety issues and policies.
- Ensure that appropriate funding is allocated to support e-safety activities throughout the school.
- Establish and maintain a safe ICT learning environment.
- Establish and maintain a school-wide e-safety programme.
- Develop, and review, e-safety policies and procedures.
- Respond to e-safety policy breaches in an appropriate and consistent manner in line with protocols set out in policies, and maintain an incident log.
- Establish and maintain a staff professional development programme relating to e-Safety.
- Develop a parental awareness programme.
- Develop an understanding of relevant legislation and take responsibility for their professional development in this area.

Governing Body

- Appoint an e-Safety Governor (child protection Governor) who will ensure that e-safety is included as part of the regular review of child protection and health and safety policies.
- Support the Headteacher and Computing Co-Ordinators in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- Ensure that appropriate funding is authorised for e-safety solutions, training and other activities as recommended by the Headteacher and Computing Co-Ordinators (as part of the wider remit of the Governing Body with regards to school budgets).
- Promote e-safety to parents and provide updates on e-safety policies within the statutory 'security' section of the annual report.

Network Manager/Technical Support Staff

- Provide a technical infrastructure to support e-safety practices.
- Ensure that appropriate processes and procedures are in place for responding to the discovery of illegal materials, or suspicion that such materials are, on the school's network.
- Ensure that appropriate processes and procedures are in place for responding to the discovery of inappropriate but legal materials on the school's network.
- Develop an understanding of relevant legislation.
- Report network breaches of acceptable use of ICT facilities to the Headteacher.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Teaching and Support Staff

- Contribute to the development of e-safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Include e-safety regularly in the curriculum.
- Promote the Annual 'Safer Internet Day' with the use of e-safety activities.
- Deal with e-Safety issues they become aware of and know when and how to escalate incidents.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.
- Display 'Digital Citizen' poster and 'Be Smart' poster, in clear view in each classroom, learning environment. The children's attention should be drawn to this poster, which contains guidelines on how to use technology safely.

Wider School Community

This group includes: non-teaching staff; volunteers; student teachers; other adults using school internet, Learning Platform or other technologies.

- Contribute to the development of e-safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to pupils in their care.
- Model good practice in using new and emerging technologies.
- Know when and how to escalate e-safety issues.
- Maintain a professional level of conduct in their personal use of technology, both within and outside school.
- Take responsibility for their professional development in this area.

Parents and Carers

- Contribute to the development of e-safety policies.
- Read acceptable use policies and encourage their children to adhere to them.
- Adhere to acceptable use policies when using the school internet and/or Learning Platform.
- Discuss e-safety issues with their children, support the school in its e-safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liaise with the school if they suspect, or have identified, that their child is conducting risky behaviour online.

North Yorkshire LA
Autumn 2020: Glusburn Community Primary School
Acceptable Use Agreement – ICT and E Technology

This agreement is designed to ensure that all members of staff are aware of their professional responsibilities when using any form of technology. Technology relates to ICT systems, hardware, software, internet, email, Learning Platforms, mobile devices, cameras, laptops and memory devices.

Members of staff:

- Must only use the school's technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body. It is a criminal offence to use an ICT system for uses other than those permitted by its owner.
- Must only use approved, secure school email systems for any school business.
- Must not browse, download or send material that could be considered offensive, and should report any accidental access of inappropriate materials to their line manager.
- Have a duty to protect their passwords and personal network and Learning Platform logins, and should log off the network and Learning Platform when leaving a workstation unattended. Any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.
- MUST supervise all children whilst using any school devices.
- Should look after all devices in their care (laptops, Ipads etc.) and never eat or drink over a device or have liquids near the work area.
- Must not install any software or hardware without permission from a technician or the Computing Lead.
- Must not take any school devices out of the country e.g. during school holidays.
- Should ensure that personal data (such as data held on ScholarPack) is kept secure and is used appropriately, whether in school, taken off school premises, or accessed remotely. Personal data can only be taken out of school when authorised by the Headteacher or Governing Body.
- Are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, including when on external trips/visits. With the written consent of parents (on behalf of parents) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment. Digital images are easy to capture, reproduce and publish and, therefore, misused.
- Should ensure that their use of social networking sites, such as Facebook, Instagram, YouTube Snapchat, & Tik Tok does not question or bring their professional role into disrepute.

Members of staff:

- ***Are advised to consider, and set appropriately, their privacy settings on such sites.***
- ***Should consider the appropriateness of images and material posted. Once posted online, a message, photo or video clip can be freely copied, manipulated and circulated and will potentially exist forever.***
- ***Should not post negative comments about the school, an incident at school, pupils or other staff.***
- ***Should not communicate with pupils, in relation to either school or non-school business. Members of staff should only communicate with pupils using the appropriate LA/school learning platforms or other systems approved by the Headteacher.***
- Are not permitted to contact or communicate with pupils, parents or conduct school business using personal email addresses or telephones, without specific permission from the Headteacher.
- Should not give out their own personal details, such as telephone/mobile number or email address, to pupils.
- Must ensure that all electronic communication with pupils and staff is compatible with their professional role.
- Must promote and model positive use of current and new technologies and e-safety. Members of staff can access information about e-safety from the North Yorkshire Primary ICT room and within the North Yorkshire Learning Platform and from the Learning Network. The e-safety coordinator can also provide information, resources and guidance.
- Must respect and comply with copyright and intellectual property rights.
- Have a responsibility to report any misuses of technology, including the unacceptable conduct of others, to the Computing Lead, DSL or Headteacher.

User Signature

I agree to follow this user agreement, and understand that failure to do so may result in disciplinary proceedings in line with the School's Disciplinary Procedure.

Signature



Date

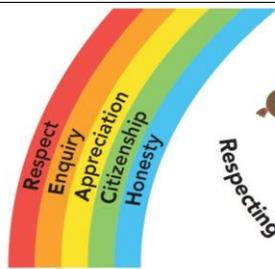
10.01.21

Full Name (Printed)

Neil Bithell

Job Title

Deputy Headteacher (DSL)



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Acceptable Use Policy – KS1 Students

My name is _____

The Children’s Commission ‘Digital 5 A Day’ is a set of Easy to follow, practical steps for children and parents to achieve a healthy and balanced digital diet. Please click on the following link to view: childrenscommissioner.gov.uk/our-work/digital/5-a-day/

To stay **SAFE online and on my devices**, I follow the Digital 5 A Day and:

1. I only **USE** devices or apps, sites or games if a trusted adult says so
2. I **ASK** for help if I’m stuck or not sure
3. I **TELL** a trusted adult if I’m upset, worried, scared or confused
4. If I get a **FUNNY FEELING** in my tummy, I talk to an adult
5. I look out for my **FRIENDS** and tell someone if they need help
6. I **KNOW** people online aren’t always who they say they are
7. Anything I do online can be shared and might stay online **FOREVER**
8. I don’t keep **SECRETS** or do **DARES AND CHALLENGES** just because someone tells me I have to
9. I don’t change **CLOTHES** or get undressed in front of a camera
10. I always check before **SHARING** personal information
11. I am **KIND** and polite to everyone

✓

My trusted adults are:

_____ at school

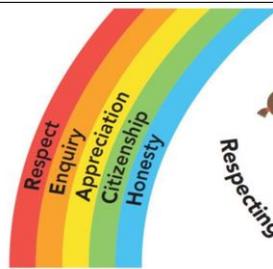
_____ at home

_____ at a club, place of worship or childminder

You can find support and online safety resources for parents at parentsafe.lgfl.net

For parents/carers

If your parents/carers want to find out more, they can read Glusburn Community Primary School's full Online Safety Policy available on our website. for more detail on our approach to online safety.



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Acceptable Use Policy – KS2 Students

These statements can keep me and others safe & happy at school and home

1. ***I learn online*** – I use the school's internet, devices and logons for schoolwork, homework and other activities to learn and have fun. All school devices and systems are monitored, including when I'm using them at home.
2. ***I learn even when I can't go to school because of coronavirus*** – I don't behave differently when I'm learning at home, so I don't say or do things I wouldn't do in the classroom or nor do teachers or tutors. If I get asked or told to do anything that I would find strange in school, I will tell another teacher.
3. ***I ask permission*** – At home or school, I only use the devices, apps, sites and games I am allowed to and when I am allowed to.
4. ***I am creative online*** – I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things, and I remember my Digital 5 A Day.
5. ***I am a friend online*** – I won't share or say anything that I know would upset another person or they wouldn't want shared. If a friend is worried or needs help, I remind them to talk to an adult, or even do it for them.
6. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!
7. ***I am careful what I click on*** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes app add-ons can cost money, so it is important I always check.
8. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
9. ***I know it's not my fault if I see or someone sends me something bad*** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.
10. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.

11. *I know new online friends might not be who they say they are* – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.
12. *I check with a parent/carer before I meet an online friend* the first time; I never go alone.
13. *I don't do live videos (livestreams) on my own* – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.
14. *I keep my body to myself online* – I never get changed or show what's under my clothes when using a device with a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.
15. *I say no online if I need to* – I don't have to do something just because someone dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.
16. *I tell my parents/carers what I do online* – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.
17. *I follow age rules* – 13+ games and apps aren't good for me so I don't use them – they may be scary, violent or unsuitable. 18+ games are not more difficult or skills but very unsuitable.
18. *I am private online* – I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.
19. *I am careful what I share and protect my online reputation* – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).
20. *I am a rule-follower online* – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour, at home and at school.
21. *I am not a bully* – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.
22. *I am part of a community* – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult and/or report it.
23. *I respect people's work* – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.
24. *I am a researcher online* – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find. If I am not sure I ask a trusted adult.

I have read and understood this agreement. If I have any questions, I will speak to a trusted adult: at school that includes my teacher and other adults who work in my classroom first. Outside school, my trusted adults are (discuss this with your parent / carers and write it down somewhere).

Signed: _____

Date: _____

For parents/carers

If your parents/carers want to find out more, they can read Glusburn Community Primary School's full Online Safety Policy available on our website. for more detail on our approach to online safety.