

# **Cropredy C of E Primary School ICT,** **E-Safety and** **Acceptable use Policy**

This policy was reviewed in November 2020  
Next review date: November 2021

The school has a duty to provide pupils with quality Internet access as part of their learning. This e-safety policy considers the use of both the fixed and mobile internet, PCs, laptops, webcams, digital video equipment, mobile phones, and iPads/tablets. It will be revised to incorporate new and emerging technologies. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information systems. Internet use is a part of the 2014 national curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for students who show a responsible and mature approach to its use.

The aims of this Acceptable Use Policy are to:

- Ensure that pupils benefit from all learning opportunities offered by the internet resources provided by the school in a safe and controlled manner.
- Ensure that all staff benefit from Internet access, with clear guidance on safe and acceptable use.
- Ensure that the pupils are aware of the dangers on the internet; what they are and who to go to if they have any problems.
- Make staff and pupils aware that internet use in school is a resource and a privilege. If the terms are not met that the privilege will be taken away.
- Provide guidance to staff and pupils about the acceptable use of mobile technologies, both the school's and personal items that are brought into school.

## Cropredy C of E Primary School's Strategy

### General

- Virus protection software is used and updated on a regular basis.
- A member of staff will be appointed as responsible for the schools E-safety.

### Pupils' Access to the Internet and Filtering

Cropredy School endeavour to provide a safe online environment for the children to access the internet. Cropredy Primary School use an Oxfordshire County Council "filtered" Internet Service, which will minimize the chances of pupils encountering undesirable material.

Cropredy Primary School will only allow children to use the Internet when there is a responsible adult present to supervise. However, it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff will be aware of the potential for misuse and will be responsible for explaining these to pupils and outlining the expectations we have of pupils.

Any unsuitable content found must be forwarded to the ICT lead by staff, so that website can be blocked through the filter and these incidents or any others be documented in the ICT incidents book. Teachers have access to pupils' all Internet related files and if necessary, can check to ensure expectations of behavior are being met.

As part of the curriculum, pupils will be made aware of the guidelines for the acceptable use of the Internet and what is not acceptable. These guidelines for acceptable use (Appendix 2) will be clearly on display in all areas of the school where Internet access is available. All pupils will be given clear objectives when using the Internet.

Where Internet activities are part of the curriculum, they will be planned so that they enrich and extend the learning activities. Staff will guide pupils through on-line activities that will support the learning outcomes planned for the age and maturity of the pupils.

## Expectations of Pupils and Staff using the Internet

- All parents are expected to read and agree to their child's use of the Internet when they enter Foundation or start at Cropredy school (Appendix 1 and 3). Teachers in years 1 & 2 should share the 'Cropredy Internet Rules' at the start of the year. Pupils are expected to read and agree the Internet Agreement at the beginning of year 3, 4, 5 and 6 (Appendix 2). All teachers should be referring back to these rules throughout the year.
- At Cropredy Primary School, we expect all pupils and staff to be responsible for their own behavior on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.
- Pupils and staff using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils or staff encounter any such material accidentally, they are expected to report it immediately to the ICT leader, so that the Service Provider can block further access to the site.
- Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. They have been taught the rules of etiquette in email and are expected to follow them.
- All members of staff including teachers, supply staff, classroom assistants and support staff, will be provided with access to a copy of the school acceptable use policy. All staff will need to sign a copy of the *Acceptable use policy: all staff working in school* (Appendix 4) before using any Internet resource in school.
- Staff will be made aware that Internet traffic can be monitored and traced to the individual user and professional conduct is essential.
- Staff professional development in safe and responsible Internet use will be provided as part of the continuing professional development programme.

## Acceptable Use Policy at Cropredy Primary School

### Using the internet

- Pupils must ask permission before accessing the Internet and have a clear idea why they are using it.
- Pupils and Staff should not access other people's files unless permission has been given.
- Computers should only be used for schoolwork and homework unless permission has been granted otherwise.
- No program files may be downloaded to the computer from the Internet. This is to prevent corruption of data and avoid viruses.
- No programs on disc or CD Rom should be brought in by pupils from home for use in school although staff can seek permission from the Head. This is for both legal and security reasons.
- Homework completed at home may be brought in on storage devices e.g. CD-ROM or memory stick, but this will have to be virus scanned by the class teacher before use.
- No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.
- Pupils and Staff consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources. They will also come under the general discipline procedures of the school which comprises an escalating set of measures including a withdrawal of privileges.

## School Website

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
- The publication of children's work will be decided by a teacher.
- The school will endeavor to use digital photographs, audio or video clips focusing on group activities. Photographs and video focusing on individual children will not be published on the school website without parental permission.
- The school website will avoid publishing the full names of individuals in a photograph.
- The school will ensure that the image files are appropriately named and will not use pupils' names in image file names if published on the web.

## Instant Messaging, Chat Rooms and Mobile Phones

The use of online chat rooms and instant messaging services is prevented due to the "filtering" provided by Oxfordshire County Council. The use of text messaging will not be allowed during school time. The use of mobile phones will not be permitted during lessons or formal school time. This is to avoid the possibility of the sending of abusive or inappropriate text messages.

## Cyber-bullying

Cyber-bullying includes any comment or image that portrays another in a derogatory way that causes fear, hurt feelings, embarrassment or attacks their character. Any reports of cyber-bullying by text message, email, or on social media will be dealt with swiftly, ensuring the safety and wellbeing of the victim. The perpetrator will be asked to retract and apologise for any wrongdoing. If the behaviour continues meetings will be set up between the Head Teacher, staff, parents, and pupils involved to resolve issues and set sanctions.

## Terrorist and Extremist Content

The filtering system that is in place in the school will make it extremely hard for children to access images or websites with this kind of content. Due to the speed of the expanding internet however, if staff do discover anything that they believe to be inappropriate they should inform the ICT leader immediately so the website can be blocked through the filter.

## Data Protection and Passwords

School wide data is held on a secure online server, which is only shared in house between staff on a need to know basis. Children are taught to keep themselves safe online by not giving out personal information. It is the duty of the staff to keep passwords secure and regularly updated. They must never be shared under any circumstances.

## Social Media

No staff member will ever upload images of their pupils or comment in posts about things that happen in school. Posts to the Cropredy School Facebook page should follow all the above guidelines and comments from parents/caregivers should be positive in nature. To keep a professional relationship; teachers should refrain from contact with parents and children over social media. Parents and pupils should be aware when uploading any images, videos or making comments of who else may be in the images or how the comments may be received by the public (see cyber-bulling section). Any misuse should be reported immediately and dealt with by the Head Teacher.

## Digital Photography and Video Technology

No member of staff will take pictures of children using personal equipment. Photographs will only be taken on school cameras or iPad and stored on staff laptop temporarily, whilst needed and then they are removed and stored securely on the school's online server. All old data and photos should be regularly deleted.

## Staff Laptops

Staff laptops remain the property of Cropredy school and are only for staff use. Staff will not install or/and download programs without the SLT or ICT leader's permission. This is due to copyright and conflicts with existing software. They must also be aware of the information and data stored on their computers; previous children data will be deleted when no longer needed due to data protection. Staff need to make sure the laptop is stored in a secure place when not in use, e.g. not left out in a classroom over night or kept in cars.

## Staff e-mails

To e-mail pupils and parents, staff should forward their emails through the office, to enable staff privacy and security.

## Personal Devices

Staff and pupils may only use their own technology in school as part of a pre-arranged educational activity, with permission from a member of the SLT or ICT Leader. Inappropriate use is in direct breach of the school's acceptable use policy.

## Sanctions

Persistent Misuse of the internet by pupils in or outside of school (if related to school) will result in reduced access to the Internet. Misuse of other technologies will result in a complete ban and/or confiscation. Both actions will take place for a set period agreed by the Head Teacher. Parents will always be notified.



Cropredy School Internet Rules

- We ask permission before using the internet/specific website.
- We only use websites our teacher has chosen.
- We use the internet and devices sensibly and at the right time.
- We immediately close any webpage we don't like.
- We only e-mail people our teacher has approved.
- We send e-mails that are polite and friendly.
- We never give out any information that can identify us, our friends, or our location.
- We never arrange to meet anyone over the internet.
- We never open e-mails sent by anyone we don't know.
- We never use internet chat rooms or social network websites in school.
- We tell the teacher or teaching assistant if we see anything, we are unhappy with.
- We shut down properly and return the trolley key.

Signed by ICT co-ordinator.....

Headteacher.....

Chair of Governors.....

Date.....

## Appendix 1

Pupil's Name \_\_\_\_\_ Date \_\_\_\_\_

### E-LEARNING CODE OF CONDUCT Parent Agreement

Dear Parent/Guardian,

As part of our curriculum we encourage pupils to make use of educational resources available on the Internet. During lesson time teachers will guide pupils toward specific materials and educational resources.

Access to the Internet enables pupils to conduct research, use educational games and obtain information from around the world. At Cropredy School we endeavour to keep your children safe online.

To guard against accidental exposure to materials which are inappropriate for children, Cropredy School access the Internet through an approved Internet Service Provider. Included in this provision is a robust content filtering service. However, unfortunately it is not always possible to provide a 100% assurance that some things may slip through this net.

Therefore, before the children access the Internet, we would like all pupils to discuss the attached ELearning Code of Conduct with their parents/guardians and then return the signed form to the school office.

As parent or guardian, I have read, discussed and explained the E-Learning Code of Conduct to my son/daughter. I understand that if he/she fails to follow this code, his/her individual access may be withdrawn, and I will be informed.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 2

# E-LEARNING CODE OF CONDUCT Pupil Agreement

### Cropredy School Internet Rules

- We ask permission before using the Internet/specific website.
- We only use websites our teacher has chosen.
- We use the internet and devices sensibly and at the right time.
- We immediately close any webpage we don't like.
- We only e-mail people our teacher has approved.
- We send e-mails that are polite and friendly.
- We never give out any information that can identify us, our friends or our location.
- We never arrange to meet anyone over the internet.
- We never open e-mails sent by anyone we don't know.
- We never use internet chat rooms or social network websites in school.
- We tell the teacher or teaching assistant if we see anything, we are unhappy with.
- We shut down the devices properly and return the trolley key.

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

I have read the E-Learning Code of Conduct and discussed it with a grown up, and I agree to follow it.

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

As parent or guardian, I have read, discussed, and explained the E-Learning Code of Conduct to my son/daughter. I understand that if he/she fails to follow this code, his/her individual access may be withdrawn, and I will be informed.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 3

### CONSENT FORM FOR TAKING AND USING PHOTOGRAPHS AND VIDEOS

At Cropredy CE Primary School, we sometimes take photographs of pupils in school. We use these photos in children's learning journals, on display boards in school, in the school prospectus and on the school's website. We also, on occasion, video pupils' classroom and musical performances in the school.

#### Why are we asking for your consent?

You may be aware that there have been new data protection rules in place since May 2018 (GDPR). To ensure we are meeting these requirements, we need to gain your consent to take and use photos/videos of your child. We really value using photos and videos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent.

We would like your consent to take photos/videos of your child/children and use them in the ways described above. If you are not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form signed (**see reverse of letter**) to the school office by as soon as possible. Please can we ask that you send the form back to the school office in a clearly named envelope (to help maintain confidentiality).

#### Photographs

I am **NOT** happy for the school to take or use photos of my child. (*if this box is selected – please do not complete the boxes below*)

I am happy for the school to take photographs of my child.

I am happy for photos of my child to be used on internal displays/noticeboards.

I am happy for photos of my child to be displayed in school if necessary, for medical needs.

I am happy for photos of my child to be used in the school newsletter.  
(*this will also appear on the school website*)

I am happy for photos of my child to be used on the school website for other reasons.  
*e.g. sharing photographs of class work projects (no name included)*

I am happy for photos of my child to be used in the school prospectus.

I am happy for photos of my child to be used in the local newspaper.

*Obviously, if we wish to use your child's photo for any other reason, we will ask you separately first.*

#### Videos

I am happy for videos of my child to be taken to enhance learning in class  
*e.g. filming of classroom musical performances for viewing in school*

I am happy for videos of my child to be used to enhance plays, performances, and assemblies

**In addition, we would like to ensure that you are happy for your child/children's name to appear in the school newsletter to celebrate their successes in school.**

I am happy for my child's name to appear in the school newsletter.  
(First Name and Surname initial only to be used) e.g. Phil G

If you change your mind at any time, you can let us know by emailing [office.3000@croppedy.oxon.sch.uk](mailto:office.3000@croppedy.oxon.sch.uk) or by calling the school on 01295 750210, or by just visiting the school office.

### **CONDITIONS FOR USE OF PHOTOGRAPHS/VIDEOS**

**In order that you are able to give informed consent, please read the conditions of use below:**

- The form is valid for the period your child attends this school or until you advise us differently.
- We will not re-use any images or video recordings after your child leaves the school.
- We will not include the personal details or full names of any child with an image or in any of our printed publications, web pages or videos (if there is the intention to use a full name of a pupil, the school will seek permission separately on each occasion).
- We will not include personal e-mail or postal addresses, or telephone numbers in any of our printed publications, websites or video recordings.
- If we use images of individual or small groups of pupils, we will not include the name of that child in any accompanying text or image caption without good reason. If we name a pupil in the text, we will not use an image of that child to accompany the article without good reason e.g. the inclusion of the full name and image of a competition winner.
- We may include pictures of pupils that have been drawn by pupils.
- We may use group or class images or video recordings with very general captions only such as 'making Easter decorations'.
- We will only use images of pupils who are suitably dressed to reduce the risk of any inappropriate use.

As parent or legal guardian of the above pupil/s, I have read and understood the conditions of use of my child's image.

<b>Parent/Carer's Signature:</b> .....	<b>Parent/Carer's Name (in Block Capitals)</b> .....
<b>Child/Children's Name(s):</b>	
<b>Class:</b>	<b>Date:</b>

## Appendix 4

### The Acceptable Use Policy: All adults working in school

All adults working with ICT equipment in Oxfordshire schools must ensure that they have read and agree to abide by the Oxfordshire County Council Acceptable User Policy which can be found on the Intranet.

*For further information and to download copies of the relevant documentation see the OCN section of the Education Intranet:*

[http://portal.oxfordshire.gov.uk/content/public/corporate/AtWork/Policies/HR\\_ICT\\_Policy\\_Booklet.pdf](http://portal.oxfordshire.gov.uk/content/public/corporate/AtWork/Policies/HR_ICT_Policy_Booklet.pdf)

**This downloadable document should be included in the staff handbook.  
Here is a summary of some of the main points:**

#### For personal use:

- Do not give anyone access to your login name or password.
- Do not open other people's files without express permission. Do not corrupt, interfere with or destroy any other user's information.
- Do not release personal details including phone numbers, fax numbers or personal e-mail addresses of any colleague or pupil over the Internet.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- Do not attempt to visit sites which might be considered inappropriate. All sites visited leave evidence on the computer. Downloading some material is illegal and the police or other authorities may be called to investigate such use.
- Use of school Internet access for business, profit, advertising or political purposes is strictly forbidden.
- Users should log out and close their browser when their session has finished.

#### Personal E-mail

- Follow school guidelines contained in the ICT policy for the use of e-mail.
- Observe *netiquette* on all occasions. E-mail should not be considered a private medium of communication.
- Do not include offensive or abusive language in your messages or any language which could be considered defamatory, obscene, menacing or illegal. Do not use language that could be calculated to incite hatred against any ethnic, religious or other minority. You should be aware that all Oxfordshire e-mail is automatically monitored.
- Make sure nothing in the messages could be interpreted as libellous.
- Do not send any message which is likely to cause annoyance, inconvenience or needless anxiety.
- Do not send any unsolicited promotional or advertising material nor any chain letters or pyramid selling schemes.

### **When using the Internet or e-mail with children**

- Remind children of the rules for using the Internet or e-mail.
- Be aware of issues relating to cyber bullying and watch for evidence of any distress caused using ICT and investigate its cause.
- Check before publishing children's work; make sure that you have parental permission.
- Ensure children cannot be identified from photographs
- Be aware of issues relating to e-safety and cyber bullying and watch for evidence of any distress caused and investigate the reasons behind such distress.
- Report any breaches of the school's Internet policy to the Head Teacher.

### **Using own digital photography equipment and school Laptops.**

- Ask a member of the SLT to use own technology in school.
- Never use own equipment to take pictures of the children.
- Pictures of children will only be stored temporarily on staff laptops while they are needed.
- Staff laptops remain the property of Cropredy Primary School and need to be only used by the member of staff in line with the school's acceptable use policy.

I have read and agreed follow the school's acceptable use policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_