South Farnham School
E-Safety Policy

E-Safety is part of the school's safeguarding responsibilities. This policy relates to other policies including the Behaviour Policy, Safeguarding Policy and Data Handling Policy.

Using this Policy

- The school will form an E-safety Committee and which will include the Headteacher, Deputy Head and the Computing Coordinator.
- The E-Safety Policy has been written based on best practice and government guidance. It has been agreed by Senior Management and approved by Governors.
- The E-safety Policy was reviewed in Autumn 2019.
- The policy was approved by Governors on 12th November 2019
- The E-safety Policy and its implementation will be reviewed annually. The next review is due in Autumn 2020.
- The E-safety policy covers the use of all technology which can access the school network and the internet or which facilitates electronic communication from school to beyond the bounds of the school site. This includes but is not limited to workstations, laptops, mobile phones, tablets and hand held games consoles used on the school site.
- The E-safety policy recognises that there are differences between the use of technology as a private individual and as a member of staff or as a pupil.

Managing access and security

The school will provide managed internet access to its staff and pupils in order to help pupils to learn how to assess and manage risk, to gain the knowledge and understanding to keep themselves safe when using the internet and to bridge the gap between school IT systems and the more open systems outside school.

- The school will use a recognised internet service provider or regional broadband consortium.
- The school will ensure that all internet access has age appropriate filtering provided by a recognised filtering system which is regularly checked to ensure that it is working, effective and reasonable.

- The school will ensure that its networks have virus and anti-spam protection.
- Access to school networks will be controlled by **personal passwords.**
- Systems will be in place to ensure that internet use can be monitored and a log of any incidents will be kept to help to identify patterns of behaviour and to inform future E-safety Policy.
- The security of school IT systems will be reviewed regularly.
- All staff that manage filtering systems or monitor IT use will be supervised by senior management and have clear procedures for reporting issues.
- The school will ensure that access to the internet via school equipment for anyone not employed by the school is filtered and monitored.

Internet Use

The school will provide an age-appropriate E-Safety curriculum that teaches pupils how to stay safe, how to protect themselves from harm and how to take responsibility for their own and others' safety.

All electronic communication between staff and pupils and their families will take place using school equipment and/or school email accounts.

Pupils will be advised not to give out personal information or details which may identify them or their location.

E-mail

- Staff may only use approved e-mail accounts on the school IT systems.
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- Pupils will not be given school e-mail addresses and will not be given access to other e-mail accounts on the school IT systems.

Published Content – e.g. School Website, school social media accounts

- The contact details will be school address, e-mail and telephone number. Staff and pupil's personal information will not be published.
- The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing pupils' images and work

- Written permission will be obtained from parents or carers before photographs or names of pupils are published on the school website or any school run social media as set out in Surrey Safeguarding Children Board Guidance on using images of children.

Use of social media including the school learning platform

- The school has a separate social media policy.
- The school will control access to social networking sites, and consider how to educate pupils in their safe use.
- Use of video services such as Skype will be monitored by staff and will be limited to class based activities.
- Staff and pupils should ensure that their online activity both in school and out takes into account the feelings of others and is appropriate for their situation as a member of the community.

Use of personal devices

- Personal equipment may be used by staff to access the school IT system provided their use complies with the E-safety Policy and the Acceptable Use Policy.
- Staff must not store images of pupils or pupil personal data on personal devices.
- The school cannot be held responsible of the loss or damage of any personal devices used in school or for school business.

Protecting personal data

- The school has a separate Data Handling Policy. It covers the use of biometrics in school, access to pupil and staff personal data on and off site, remote access to school systems.

Policy Decisions

Authorising Access

- All staff (including teaching staff, teaching assistants, support staff, office staff, trainee teachers, work experience trainees, ICT technicians and governors) must read and sign the Staff Acceptable Use Policy before accessing the school IT systems.

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- The school will maintain a current record of all staff and pupils who are granted access to school IT systems.
  - At Key Stage1, access to the internet will be by adult demonstration with supervised access to specific, approved on-line material.
  - At Key Stage 2, access to the internet will be with teacher permission and supervision but with increasing levels of autonomy.
- People not employed by the school must read and sign a Guest Acceptable Use Policy before being given access to the internet via school equipment.
- Parents/carers will be asked to sign and return a consent form to allow use of technology by their pupil.

Assessing risks

- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Surrey County Council can accept liability of the material accessed, or any consequences of internet access.

Handling E-safety Complaints

- Complaints of internet misuse will be dealt according to the school behaviour policy.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.
- Pupils and parents will be informed of consequences and sanctions for pupils misusing the internet and this will be in line with the school's behaviour policy.

Communication of the Policy

To Pupils

- Pupils need to agree to comply with the pupil Acceptable Use Policy in order to gain access to the school IT systems and to the internet.
- Pupils will be reminded of the contents of the Acceptable Use Policy as part of their E-Safety Education.

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To Staff

- All staff will be shown where to access the E-safety Policy and its importance explained.
- All staff must sign and agree to comply with the staff Acceptable Use Policy in order to gain access to the school IT systems and to the internet.
- All staff will receive E-safety Training on an annual basis.

To Parents

- The school will ask all new parents to sign the parent/pupil agreement when they register their child with the school.
- Parents' and carers' attention will be drawn to the school E-safety Policy in newsletters, and on the school website.
- Parents will be offered E-safety Training annually.

Mobile Technology Guidance

Staff and Visitors use of personal devices

- Mobile phones and personally-owned devices may not be used during lessons or formal school time. They should be switched off (or silent) at all times.
- Mobile phones and personally-owned devices brought into school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally owned mobile phones or devices.
- NO images or videos should be taken on mobile phones or personally-owned devices including on school trips or out of school activity, only school provided equipment will be used for this purpose.
- Staff are not permitted to use their mobile phones or personal devices for contacting pupils, young people or those connected with the family of a student
- If a member of staff breaches the school policy then disciplinary action may be taken as appropriate.
- Staff use of mobile phones during the school day will normally be limited to the lunchbreak and after school, and only within the staff room.

Pupil use of mobile devices

- Pupils bringing mobile devices into school must hand them into the office on arrival. No mobile phones or personal devices are to be kept in classrooms or cloakrooms during school hours.

- If a pupil needs to contact his or her parents or carers, they will be allowed to use the school phone, in the school office. Parents are asked not to contact their child via their mobile phone during school hours, but to contact the school office.
- Pupils should protect their mobile phone numbers by only giving them to trusted friends and family members. Pupils will be instructed in safe and appropriate use of mobile phones and personal devices.
- If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents and carers in accordance with school policy.

Appendices

Appendix 1: Staff Acceptable Use Policy and Agreement

Appendix 2: Pupil and Parent/Carer Acceptable Use Agreement

Appendix 3: Visitor Acceptable Use Agreement

South Farnham School

Acceptable Use of Computers, IT Equipment, Internet and Email (Staff)

1.   All network access must be made via the user's authorised account and password, which must not be given to any other person. I understand that it is a criminal offence to use the school IT system for a purpose that is not permitted by its owner.

2.   All user accounts can and will be monitored as directed by the Headteacher. I understand that I am responsible for all activity carried out under my username.

3.   School computer use and Internet use must be appropriate to staff professional activity. Where laptops have been provided, they may be used outside the school's premises for professional activities only. Laptops are not covered by the school's insurance when they are off school property. They must not be left unattended at any time, both on and off school premises.

4.   Copyright and intellectual property rights must be respected.

5.   The use of personal email accounts within school is strictly prohibited. Certain members of staff are provided with a school email account which can be used for communication with a third party as directed by the Headteacher.

6.   All email accounts are monitored by the Headteacher, supported by the Computing Coordinator and IT Technician. Emails should be written carefully and politely and authorised before sending, in the same way as a letter written on school headed paper. The forwarding of chain letters via email is not permitted.

7.   In accordance with the procurement procedures of the school, individuals must not order items for the school via the Internet or by email. Any orders must be processed by the designated office staff.

8.   The use of Internet Chat rooms, Instant messaging services and Internet Notice Boards is strictly prohibited unless authorised for professional activity by the Headteacher.

9.   The use of portable media such as memory sticks and portable hard-drives, as well as the use of 'cloud storage', is not allowed without permission from the Headteacher or Computing Coordinator.

10.   Downloading applications or software from the Internet or from CD-ROMs is not allowed without permission from the Headteacher or Computing Coordinator.

11.   Computers, particularly laptops, will be regularly serviced by the IT Technician. Please tell the Computing Coordinator or IT Technician immediately if you have concerns about a machine.

12.   A printer is provided for general Staff use, it is situated in the photocopy room. If it is not working properly remove all the paper and inform the Computing Coordinator or IT Technician immediately. Staff should consider carefully if they need a hardcopy of a document before they print, especially if they are printing a large, coloured document.

13.   The children's laptops are timetabled throughout the week for children's learning. Please check the timetable carefully before taking laptops in order to reduce disruption wherever possible.

14.   Children must not use the Internet unsupervised at any time. If a teacher wishes pupils to use the Internet, this must take place in a room where a member of staff is present at all times.

15.   Peripherals are kept in the IT cupboard. This is a shared resource and care must be taken when using equipment for lessons. All equipment must be returned to the cupboard in the same working order. If anything is not working properly, inform the Computing Coordinator immediately.

16.   Digital cameras and digital videos may only be used for school activities. Care must be taken when taking photographs of children and may only be used within the school. If photographs are required for external presentations, the Headteacher must be consulted before they are used. After using the digital cameras, any photographs should be downloaded immediately and the memory card cleared before returning the camera to the Computing Coordinator.

17.   Personal cameras, including Smartphones are not permitted for taking photographs of children at any time.

18.   Smartphones are not permitted to be used for the sending or receiving of school related data and information, including accessing social media accounts, unless the device has been provided by the Academy Trust.

19.   Take care around all IT equipment, always follow safety advice and report any breakages or problems, however minor they may seem, immediately to the Computing Coordinator or IT Technician.

20.   I understand that sanctions for disregarding any of the above will be in line with the school's disciplinary procedures and serious infringements may be referred to the police.

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Declaration of Understanding:

I confirm that I have read and understood the **Responsible Use of Computers, IT Equipment, Internet and Email (Staff) policy**. I understand that the school may exercise its right to monitor the use of the school's computer systems, including access to web sites, the interception of email and the saving and retrieval of files contained in the Network User areas and on laptops.

Full Name: …………………………………………… (Printed)

Job Role: ………………………………………..

Signed:……………………………………………………..Date:…………………………

South Farnham School

Acceptable Use of the School Computers

Pupil and Parent Agreements

Dear Parent/Carer,

All pupils at South Farnham School will use the computers facilities, including the Internet, as part of their learning, and as required by the National Curriculum. The school takes every reasonable precaution to keep pupils safe and to prevent them from accessing inappropriate materials.

These steps include:

- A filtering system
- Vigilant oversight of all pupils' computer files and Internet access
- The teaching of E-safety
- The requirement that pupils and parents/carers observe E-safety rules

IT provides an exciting and challenging learning opportunity for the children that embraces the technology and methodology which is such an important part of our world.

We would like both pupils and parents/carers to sign the agreements to show that the E-safety rules have been read and understood.

Please would you be so kind as to read, sign and return the agreements attached to the school office.

Yours Sincerely

Mrs Claire Donnachie
Headteacher

South Farnham School

Acceptable Use of the School Computers

Pupil Agreement

As a pupil of South Farnham School:

1. I will take care of the school computers

2. I will not give my username and/or password or any personal information to anyone

3. I will only use the Internet when I have been given permission by an adult

4. I will only use websites provided by a teacher or a teaching assistant

5. I will tell an adult if I see anything that makes me uncomfortable, worried or unsure

6. I will always be polite and friendly when I write messages on the internet

……………………………………………………………………………………………………

My Name: ……………………………………………………………………………

Date:…………………………………………………………………………………

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Acceptable Use of the School Computers

Parent/Carer Agreement

As a Parent/Carer of a pupil at South Farnham School:

1. I have discussed the Pupil Agreement with my child to ensure their understanding.
2. I accept that ultimately the school cannot be held responsible for the nature and the content of materials accessed through the internet, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials.
3. I understand that the school is not liable for any damages arising from my child's use of the internet facilities.
4. I will support the school by promoting safe use of the internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.
5. I will not distribute any photographic images of children on social media networks or using any other photographic format.

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Name (Printed):……………………………………………………………………

Parent /Carer Signature:. …………………………………………………………….

Date:…………………………………………………………………………………….

Please complete, sign and return to the school office

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Acceptable Use of Computers, IT Equipment, Internet and Email (Visitor)

1.   I understand that I have been given use of the school internet and/or school IT systems in order to carry out a specific job for the school.

2.   I understand that it is a criminal offence to use a school IT system for a purpose not permitted by its owner.

3.   I will use the school's internet/intranet/learning platform and any related technologies for the purpose for which I have been given access.

4.   I will comply with the IT system security and not disclose any passwords provided to me by the school or other related authorities.

5.   I will not install software without the permission of the Headteacher and Computing Coordinator.

6.   I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory whilst using the school IT system

7.   I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available, on request, to the Headteacher or my employer.

8.   I will respect copyright and intellectual property rights.

9.   I understand that if I disregard any of the above then it will be reported to my employer and serious infringements may be referred to the police.
………

Declaration of Understanding:

I confirm that I have read and understood the **Responsible Use of Computers, IT Equipment, Internet and Email (Visitor) policy**. I understand that the school may exercise its right to monitor the use of the school's computer systems, including access to web sites, the interception of email and the saving and retrieval of files contained in the Network User areas and on laptops.

Full Name: ……………………………………………… (Printed)

Company: …………………………………………………

Signed:……………………………………………………………………..Date:…………………………

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