Tarleton Holy Trinity Church of England (Aided) Primary School

www.tarletonholytrinity.org

E Safety Policy

Policy

Tarleton Holy Trinity Church of England (Aided) Primary School

E Safety Policy

This policy reflects the Christian ethos and vision statement of our school.

Our Vision Statement

Value… Dream… Achieve…

As a loving Christian family, our aspiration is for all pupils to flourish, safe in the belief that we, "…can do all things through Christ, who strengthens us" Phil 4:13.

Everyone is valued, we all achieve and our dreams for the future begin.

WHO WILL WRITE AND REVIEW THE POLICY?

The school will appoint an Online Safety Champion from the school's Senior Leadership Team. This may be the Designated Safeguarding Lead or Designated Child Protection Coordinator as the roles overlap.

The Online Safety Champion is Mrs Seeley. The role of the Online Safety Champion:

- Having operational responsibility for ensuring the development, maintenance and review of the schools 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 the Online Safety Incident Log is appropriately maintained and regularly reviewed.
- Keeping personally up-to-date with Online Safety issues and guidance through liaison with the Local Authority Schools' ICT Team 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 Headteacher, SLT, staff, pupils and governors are updated as necessary.
- Liaising closely with the schools Designated Senior Person / Child Protection Officer to ensure a coordinated approach across relevant safeguarding areas.

Our e—Safety Policy has been written by the school, building on the Lancashire and Kent e—Safety Policies and government guidance. It has been agreed by the Senior Leadership Team and approved by governors. The Online Safety Policy and its implementation will be reviewed annually.

Parents will be requested to sign an Online Safety /Acceptable Use agreement as part of the Home-School Agreement.

OUR VISION FOR ONLINE SAFETY AND WHY INTERNET USE IS IMPORTANT?

- TARLETON HOLY TRINITY CE PRIMARY SCHOOL provides a diverse, balanced and relevant approach to the use of technology
- Children are encouraged to maximise the benefits and opportunities that technology has to offer
- TARLETON HOLY TRINITY CE PRIMARY SCHOOL ensures that children learn in an environment where security measures are balanced appropriately with the need to learn effectively

- We aim to equip children with the skills and knowledge to use technology appropriately and responsibly
- TARLETON HOLY TRINITY CE PRIMARY SCHOOL teaches how to recognise the risks associated with technology and how to deal with them, both within and outside the school environment
- We believe that all users in our school community understand why there is a need for an Online Safety Policy
- 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 functions.
- Internet use is part of the statutory curriculum and a necessary tool for learning. Internet access is an entitlement for students who show a responsible and mature approach to its use.
- The Internet is a part of everyday life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.
- Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.
- Pupils will be safe from radical or extremist material when accessing the Internet in school, in accordance with The Prevent Duty 2015.

HOW DOES INTERNET USE BENEFIT EDUCATION?

- It aids the exchange of curriculum and administration data with LANCASHIRE COUNTY COUNCIL and Department For Education
- It gives access to world-wide educational resources including museums and art galleries;
- It allows educational and cultural exchanges between pupils world-wide;
- For vocational, social and leisure use in libraries, clubs and at home;
- It gives access to experts in many fields for pupils and staff
- It facilitates professional development for staff through access to national developments, educational materials and effective curriculum practice;
- It allows collaboration across networks of schools, support services and professional associations;
- There is improved access to technical support including remote management of networks and automatic system updates;
- It gives access to learning wherever and whenever convenient.

HOW CAN INTERNET USE ENHANCE LEARNING?

- Staff should guide pupils to on-line activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- The school will ensure that the copying and subsequent use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Access levels will be reviewed to reflect the curriculum requirements and age of pupils.

HOW WILL PUPILS LEARN HOW TO EVALUATE INTERNET CONTENT?

- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- The evaluation of on-line materials is a part of teaching/learning in every subject.

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. Tarleton Holy Trinity CE Primary School has used 'The Lancashire ICT Security Framework' (published 2005) 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), 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.

HOW WILL INFORMATION SYSTEMS SECURITY BE MAINTAINED?

- Virus protection will be updated regularly. All of the computers in TARLETON HOLY TRINITY CE PRIMARY SCHOOL have 'Sophos' virus protection which is maintained by IT Services - BT Lancashire (our technical support team).
- The security of the school information systems and users will be reviewed regularly.
- Personal data sent over the Internet or taken off site will be encrypted.
- Data may be shared on SharePoint or oneDdrive but this is password protected
- Portable media may not be used without specific permission followed by a virus check.
- Unapproved software will not be allowed in pupils' work areas or attached to email.
- Files held on the school's network will be regularly checked.
- The ICT co-ordinator / network manager will review system capacity regularly.
- The school Internet access will be designed to enhance and extend education.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- There are various levels of passwords for different users.
- Stephen Smith, Elaine Sudworth and Mrs Seeley are responsible for managing information
- Staff know the location of data relevant to them
- Staff with access to personal data understand their legal responsibilities with reference to confidentiality, and if they are unsure in a certain area, they know to always be cautious and check with Head teacher before releasing any data.
- All sensitive data is to be stored on the school server in password protected areas.
- Extremely sensitive data is in one place where only two people have security access.
- Staff are aware that they should only use approved means to access, store and dispose of confidential data — otherwise, this needs digital shredding. Children's work can be deleted using the normal 'windows' method.
- Personal removable USB drives and SD cards are not encouraged for use in TARLETON HOLY TRINITY CE PRIMARY SCHOOL. However, if there is no other way, the device needs scanning first.

HOW WILL EMAIL BE MANAGED?

- Pupils may only use PURPLE MASH e-mail accounts.
- Staff should not use school or other email accounts to communicate with pupils.
- Only whole-class or group email addresses will be used in TARLETON HOLY TRINITY CE PRIMARY SCHOOL for communication outside of the school under the supervision of the class teacher.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult.

- E-mail sent to external organisations should be written carefully and authorised by Head teacher before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain messages is not permitted.
- Staff should not use personal e-mail accounts during school hours or for professional purposes.
- All School emails contain the following disclaimer:

'This e-mail and any files transmitted within it may be confidential and are intended solely for the individual to whom it is addressed. Any views or opinions presented are those of the author and do not necessarily represent Tarleton Holy Trinity CE Primary School CE School. If you are not the intended recipient, you must not use, disseminate, forward, print or copy this e-mail or its contents. If you have received this e-mail in error, please contact the sender. Please note that e-mail may be monitored in accordance with both school policy and the Telecommunications (Lawful Business Practices) (Interception of Communications) Regulations 2000.'

USE OF DIGITAL MEDIA

- As photographs and video of pupils and staff are regarded as personal data in terms of The Data Protection Act (1998), we obtain written permission for their use from the individual and/or their parents or carers.
- Images of pupils are retained indefinitely after they have left School. This is made explicitly to parents/carers in the e-safety / home school agreement
- Staff and pupils aware that full names and personal details will not be used on any digital media, particularly in association with photographs
- Parents/carers, who have been invited to attend school events, are allowed to take videos and photographs but they are only for use in their home — they are not to be uploaded onto Social Networking Sites. This is made explicitly to parents/carers in the e-safety/home school agreement.
- Tarleton Holy Trinity CE Primary School playground and foyer is monitored by CCTV. All school visitors are notified of this via signage. Only the Head teacher, admin staff, Mrs Seeley and named Parish Council representative have access to the recordings.
- All video conferencing (or similar) sessions are logged including the date, time and the name of the external organisation/ person(s) taking part.
- Staff recognise and understand the risks associated with publishing images, particularly in relation to use of personal Social Network sites.
- TARLETON HOLY TRINITY CE PRIMARY SCHOOL ensures that photographs/videos are only taken using school equipment and only for school purposes
- Staff are not allowed to store digital content on personal equipment including mobile telephones and personal cameras without the authorisation of the Head teacher or DHT. If staff have been authorised to do so, this data must not be shared with anyone else and must be deleted as soon as possible.
- When taking photographs/video, staff ensure that subjects are appropriately dressed and not participating in activities that could be misinterpreted

- The publishing of images and videos of pupils or adults on Social Network sites or websites (other than the School website or Facebook account) is strictly prohibited.

HOW WILL PUBLISHED CONTENT BE MANAGED?

- The contact details on the website should be the school address, email and telephone number. Staff or pupils' personal information must not be published.
- Email addresses should be published carefully, to avoid being harvested for spam (e.g. replace '©' with 'AT').
- The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The website should comply with the school's guidelines for publications including respect for intellectual property rights and copyright.

CAN PUPIL'S IMAGES OR WORK BE PUBLISHED?

- Images that include pupils will be selected carefully and will not provide material that could be reused.
- 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 images of pupils are electronically published.
- Pupils work can only be published externally with their permission or their parents/carers. Staff may share work with parents on ClassDojo

HOW WILL SOCIAL NETWORKING, SOCIAL MEDIA AND PERSONAL PUBLISHING BE MANAGED?

Primary School Pupils are too young to use most social network spaces. Social Network sites allow users to be part of a virtual community. Current popular examples of these are Facebook, Twitter, Snapchat and Instagram. These sites provide users with simple tools to create a profile or page including basic information about the user, photographs, and possibly a blog or comments published by the user. As a user on a Social Network site, you may have access to view other users content, send messages and leave comments.

All staff need to be aware of the following points:

1. The content on Social Network sites may be unmediated and inappropriate for certain audiences.
2. 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.
3. Adults must not communicate with pupils using any digital technology other than through PURPLE MASH, ClassDojo and then, the content of the communication needs to be appropriate, only during school hours and free from misinterpretation.
4. The content posted online should only be posted by authorised members of staff and should NOT:
    - bring the school into disrepute
    - lead to valid parental complaints
    - be deemed as derogatory towards the school and/or its employees
    - be deemed as derogatory towards pupils and/or parents and carers
    - bring into question their appropriateness to work with children and young people

5. Adults must not communicate with children using any digital technology where the content of the communication maybe considered inappropriate or misinterpreted.
6. Online communications with parents, past pupils or siblings of pupils, especially if under the age of 18 is discouraged.
7. Children must not be added as 'friends' on any Social Network site.

- The school will block/filter access to social networking sites.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and e-mail addresses, full names of friends, specific interests and clubs etc.
- Staff mobile phones are only allowed to be used away from children and at set break times.
- During curriculum teaching time all staff (including external visitors) should not be use their phone when supervising the children.
- Personal mobile phones are to be used for security purposes on school activities e.g. school trips
- VOIP and Instant Messaging, e.g. TikTok, WhatsApp, Text messaging, Facetime is a popular communication tool with both adults and children. It provides an opportunity to communicate in real time using text, sound and video. The Lancashire Grid for Learning filtering service blocks some of these sites by default, but access permissions can be changed by the IT Technician and by Mrs Seeley upon permission.
- Zoom, Microsoft Teams and Google Classroom Video Conferencing platforms are available throughout school – but only machines with a webcam (e.g. iPads and some laptops). All video conference meetings are accessed with a secure password. These platforms are used for remote learning and meetings during pandemics (please see remote learning policy).

MOBILE PHONES

- Children are not permitted to have mobile phones in school unless agreed with the Head teacher
- Mobile phones are not allowed in toilets or changing areas
- Mobile phones are only allowed to be used when not supervising the children (i.e. when not teaching or not on duty)
- Mobile phones must be switched off or 'on silent' during the school day
- Mobile phones are only to be used in school offices or the staffroom
- Staff and visitors bring in mobile phones at their own risk — they are not insured by school
- Images, video or audio must not be recorded on a personal mobile phone without specific authorisation from the Head teacher
- If staff see anyone else using a mobile phone near to the children, please ask them to stop
- Covid 19 – there may be some instances where teachers do need to use their mobile phones to be contacted in emergencies and to use the track and trace app.

HOW WILL FILTERING BE MANAGED?

- The school will work with BT Lancs and the Schools Broadband team to ensure that systems to protect pupils are reviewed and improved. TARLETON HOLY TRINITY CE PRIMARY SCHOOL is part of the Lancashire Grid for Learning/CLEO Broadband Service and so internet content filtering is provided by default
- If staff or pupils discover unsuitable sites, the URL must be reported to the e—Safety Champion.
- Mrs Seeley receives weekly updates on what the filter has blocked and keeps a monitoring record, focusing on any patterns of misuse. (Accidental or otherwise)

HOW CAN EMERGING TECHNOLOGIES BE MANAGED?

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time (as part of the School AUP). The sending of abusive or inappropriate text messages is forbidden.
- Staff will be issued with a school phone where contact with pupils is required.
- Covid-19 – staff ring parents with their number withheld.

HOW SHOULD PERSONAL DATA BE PROTECTED?

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

HOW WILL INTERNET ACCESS BE AUTHORISED?

- The school will maintain a current record of all staff and pupils who are granted access to the school's electronic communications.
- All staff must read and sign the Acceptable Use Policy before using any school ICT resource.
- At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.
- Parents will be asked to sign and return a consent form for pupil access (possibly as part of the Home-School agreement)
- Parents will be informed that pupils will be provided with supervised Internet access (an example letter for primary schools is available).
- The school website effectively communicates Online Safety messages to parents/carers
- All website editors are made aware of the guidance for the use of digital media on the website
- All website editors are aware of the guidance regarding personal information on the website
- Only the Head teacher has permission to edit the school website
- The Head teacher has overall responsibility for what appears on the website
- 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

HOW WILL RISKS BE ASSESSED?

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer.
- Neither the school nor BT Lancashire can accept liability for the material accessed, or any consequences resulting from Internet use.
- The school should audit ICT use to establish if the e—Safety policy is adequate and that the implementation of the e—Safety policy is appropriate.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990.
- Methods to identify, assess and minimise risks will be reviewed regularly.

ACCEPTABLE USE POLICY (AUP)

- An Acceptable Use Policy is intended to ensure that all users of technology within school will be responsible and stay safe. It should ensure that all users are protected from potential risk in their everyday use of ICT for educational, personal and recreational purposes.

- AUPs are recommended for Staff, Pupils and Visitors/Guests and must be signed and adhered to by users before access to technology is allowed
- A list of children who, for whatever reason, are not allowed to access technology must be kept in school and made available to all staff.
- Our school AUPS:
  - Are understood by each individual user and relevant to their setting and purpose.
  - Are regularly reviewed and updated.
  - Are regularly communicated to all users, particularly when changes are made to the Online Safety Policy/AUP.
  - Outline acceptable and unacceptable behaviour when using technologies, for example:
    - Cyber bullying
    - Accessing unlawful material that promotes extremism or radicalisation in accordance with The Prevent Duty 2015.
    - Inappropriate use of email, communication technologies and Social Network sites and any online content
    - Acceptable behaviour when using school equipment /accessing the school network.

- Outline the ways in which users are protected when using technologies e.g. Passwords, virus protection and filtering.
- Provide advice for users on how to report any failings in technical safeguards.
- Clearly define how monitoring of network activity and online communications will take place and how this will be enforced.
- Outline sanctions for unacceptable use and make all users aware of the sanctions
- Stress the importance of Online Safety education and its practical implementation.
- Highlight the importance of parents/carers reading and discussing the content of the AUP with their child.

DEALING WITH INCIDENTS

An incident log is completed to record and monitor offences. This is audited half termly by the Online Safety Champion or other designated member of the Senior Leadership Team.

ILLEGAL OFFENCES

- 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, 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 the 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
    - Accessing material that promotes extremism or radicalisation.

More details regarding these categories can be found on the IWF website http://www.iwf.org.uk

INAPPROPRIATE USE

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

Staff follow the system (See Appendix "Guidelines for Online Safety Incidents) when an incident occurs

- The Online Safety Champion is responsible for dealing with Online Safety incidents
- All staff are aware of the different types of Online Safety incident and how to respond appropriately e.g. illegal or inappropriate.
- All children are informed of the procedures as a part of their training and in day to day lessons if situations arise
- Incidents are logged in the file in the School Office.
- Online Safety Champion monitors incidents on a half termly basis

HOW IS THE INTERNET USED ACROSS THE COMMUNITY?

The school will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.

HOW WILL CYBER BULLYING BE MANAGED?

- Cyber bullying (along with all forms of bullying) will not be tolerated in school. Full details are set out in the school's policy on anti-bullying.
- All incidents of cyber bullying reported to the school will be recorded.
- There are clear procedures in place to investigate incidents or allegations of Cyber bullying. Pupils, staff and parents/carers will be advised to keep a record of the bullying as evidence.

HOW WILL LEARNING PLATFORMS (e.g. PURPLE MASH) AND LEARNING ENVIRONMENTS (e.g. GOOGLE DRIVE, CLASSDOJO INTERNET and SCHOOL'S NETWORK) BE MANAGED?

- The Head teacher, Mrs Seeley and staff will monitor the usage of the above by pupils and staff regularly in all areas; in particular – message, communication tools and publishing facilities.
- Pupils/staff will be advised on acceptable conduct and use when using the learning platform
- Only members of the current pupil, parent/carers and staff community will have access to the above.
- All users will be mindful of copyright issues and will only upload appropriate content onto the above

INFRASTRUCTURE AND TECHNOLOGY

Pupil access

Children are always supervised by a trusted adult when accessing school equipment and online materials

Passwords

- Staff are aware of the following guidelines concerning passwords:
- Passwords should not be obvious or guessable and their complexity should reflect the value and
- Sensitivity of the systems and data involved, e.g. 'master user' passwords are more critical.
- Users are instructed on appropriate techniques for selecting and setting a new password.
- Passwords should be changed frequently to previously unused passwords. Many systems have the capability to prompt or force the user, periodically, to select a new password. The System Manager should decide on the appropriate duration that users could leave their password unchanged. A typical period is termly
- The interval chosen and the methods by which the password changes will be enforced must be suitably documented for users.
- A password must be changed if it is affected by a suspected or actual breach of security or if there is a possibility that such a breach could occur, such as: -when a password holder leaves

the school or is transferred to another post; or when a password may have become known to a person not entitled to know it.

- The need to change one or more passwords will be determined by the risk of the security breach.
- Users must not reveal their password to anyone.
- Users who forget their password must request the admin (Mrs Seeley or ComputerServ) issue a new password.
- Where a password to boot a PC or access an internal network is shared, users must take special care to ensure that it is not disclosed to any person who does not require access to the PC or network.
- All users of the school network have a secure username and password
- The administrator password for the school network is available to the Head teacher and Mrs Seeley and is kept in a secure place
- Staff and pupils are reminded of the importance of keeping passwords secure.
- Staff passwords will be changed each term.
- Staff and pupil passwords are combinations of numbers and letters. Administrator passwords are combinations of numbers, letters and special characters.

Software/hardware

- TARLETON HOLY TRINITY CE PRIMARY SCHOOL has legal ownership of all software
- TARLETON HOLY TRINITY CE PRIMARY SCHOOL annually audits equipment and software
- BT Lancashire and Computer SERV controls what software is installed on school systems
- BT Lancashire Services manages their side of the network and Computer SERV manage the technical support for curriculum and admin
- Servers, wireless systems and cabling is/are securely located and physical access restricted
- All wireless devices have had their security enabled
- All wireless devices are accessible only through a secure password
- Online Safety Champions responsible for managing the security of your school network
- The safety and security of the school network is reviewed monthly
- School systems kept up to date in terms of security e.g. computers regularly updated with critical software updates/patches -monthly
- Users (staff, pupils, guests) have clearly defined access rights to the school network -they have a username and password and permissions assigned according to role
- Staff and pupils are required to lock or log out of a school system when a computer/digital device left unattended
- Only Online Safety Champion, BT Lancashire, Computer SERV and staff are allowed to download executable files or install software
- Users report any suspicion or evidence of a breach of security to Online Safety Champion
- All internal/external technical support providers are aware of TARLETON HOLY TRINITY CE PRIMARY SCHOOL requirements / standards regarding Online Safety
- IT Subject Leader is responsible for liaising with/managing the technical support staff

HOW WILL THE POLICY BE INTRODUCED TO PUPILS?

- An e—Safety training programme will be introduced to raise the awareness and importance of safe and responsible Internet use. All pupils and staff are required to read and sign the Online Safety agreement and/or the acceptable use policy. Age appropriate discussions will take place with children before the sign the Online Safety Agreement.
- E-Safety rules will be posted in rooms with Internet access.
- An e—Safety training programme will be introduced to raise the awareness and importance of safe and responsible Internet use.
- Pupil instruction in responsible and safe use should precede Internet access.
- All users will be informed that network and Internet use will be monitored.
- Safe and responsible use of the Internet and technology will be reinforced across the curriculum.
- Attention will be given where pupils are considered to be vulnerable.

HOW WILL THE POLICY BE DISCUSSED WITH STAFF?

- The e—Safety Policy will be formally provided to and discussed with all members of staff.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user.
- Discretion and professional conduct is essential.
- Staff training in safe and responsible Internet use both professionally and personally will be provided.
- To protect all staff and pupils, the school will implement Acceptable Use Policies.

HOW WILL PARENTS' SUPPORT BE ENLISTED?

- Parents' attention will be drawn to the School Online Safety Policy in newsletters, the school prospectus and on the school website.
- Information and guidance for parents on Online Safety will be made available to parents in a variety of formats including through a dedicated Parental Awareness Session
- On-line safety presentations will be delivered to the parents to make them aware of keeping their children safe on-line.

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.

APPENDICES

1. Image consent letter to parents
2. Image consent form
3. Consent Form for images to be taken
4. ICT Acceptable Use Policy (staff and governors)
5. ICT Acceptable Use Policy (visitors, supply teachers, students, guests)
6. ICT Acceptable Use Policy (children)
7. ICT Acceptable Use Policy (example letter)
8. Online Safety Rules KS1
9. Online Safety Rules KS2
10. ICT/Online Safety Training (example letter)
11. Online Safety – Incident Log
12. Responding tie Safety Incident/Escalation Procedures
13. Guidelines for Online Safety Incidents (Children)
14. Guidelines for Online Safety Incidents (Staff)

APPENDIX 1
Example of Image Consent Letter to Parents

<Insert School’s Letterhead>

Dear Parent / Carer

We regularly take photographs/videos of children at our school and believe that these can provide a valuable record of children’s learning. These may be used in children’s learning journeys and profiles, our school prospectus, in other printed publications, on our school website/VLE, or in school displays, including digital photo frames. (*List any other specific uses here).*

We also actively encourage children to use school cameras to take photographs / videos as part of their learning activity.

Occasionally, our school may be visited by the media or third party who will take photographs/videos of an event or to celebrate a particular achievement. These may then appear in local or national newspapers, websites or on televised news programmes.

We recognise that increased use of technology and opportunities for online publishing mean that there is greater potential for accidental or deliberate misuse. We endeavour to minimise risks by putting safeguards in place that will protect your child’s interests, and enable us to comply with the Data Protection Act (1998).

Please read and complete the attached consent form (for each child) and return to school as soon as possible. We appreciate that some families may have additional concerns and anxieties regarding protection of a child’s identity and therefore request that you inform us, in writing, of any special circumstances either now or at any time in the future that may affect your position regarding consent.

Yours sincerely,

Headteacher

APPENDIX 2
Image Consent Form

Name of the child's parent/carer:…………………………………………………………………………………

Name of child:……………………………………………………………………………………………………

Year group:………

Please read the Conditions of Use on the back of this form then answer questions 1-4 below. The completed form (one for each child) should be returned to school as soon as possible. (Please Circle your response)

1. Do you agree to photographs / videos of your child being taken by authorised staff within the school?
   Yes / No

2. Do you agree to photographs / videos of your child being taken in group situations by 3rd parties at special events e.g. School productions or extra curricular events?
   Yes / No

3. May we use your child's image in printed school publications and for digital display purposes within school? Yes / No

4. May we use your child's image on our school's online publications e.g. website / blog / VLE?
   Yes / No

5. May we record your child on video?
   Yes / No

6. May we allow your child to appear in the media as part of school's involvement in an event?
   Yes / No

I have read and understand the conditions of use attached to this form

Parent/Carer's signature: ………………………………………………………………………………………

Name (PRINT): ……………………………………………………………………………………………………

Date: ……..

Conditions of Use

1. This form is valid for this academic year *<insert dates>.*
2. The school will not re-use any photographs or videos after your child leaves this school without further consent being sought.
3. The school will not use the personal contact details or full names (which means first name **and** surname) of any pupil or adult in a photographic image, or video, on our website/VLE or in any of our printed publications.
4. If we use photographs of individual children, we will not use the full name of that pupil in any accompanying text or caption.
5. If we use the full name of a pupil in the text, we will not use a photograph of that pupil to accompany the article.
6. We will only use images of children who are suitably dressed and in a context that is not open to misinterpretation.
7. 3rd Parties may include other children's parents or relatives e.g. attending a school production.
8. Images / videos will be stored according to Data Protection legislation and only used by authorised personnel.
9. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Notes on Use of Images by the Media

If you give permission for your child's image to be used by the media then you should be aware that:

1. The media will want to use any images/video that they take alongside the relevant story.
2. It is likely that they will wish to publish the child's full name, age and the school's name in the caption for the picture (possible exceptions to this are large group or team photographs).
3. It is possible that the newspaper will re-publish the story on their website or distribute it more widely to other newspapers or media organisations.

APPENDIX 3
Example Consent Form for Images to be Taken e.g. at a School Production or Special Event

Dear Parent/ Carer,

Your child will be appearing in our school production / event name on *<insert date/s>.* We are aware that these events are special for children and their relatives / friends and form treasured memories of their time at school.

We have a rigorous policy in place with regard to taking, using and publishing images of children and you have already signed a consent form stating whether you agree to your child's images / video being used in general circumstances.

Many parents / carers like to take photographs / videos of their children appearing in school productions, but there is a strong possibility that other children may be included in the pictures. In these circumstances, we request specific consent for images / videos to be taken by a third party (i.e. other parents). We need to have permission from all parents / carers of children involved in the production to ensure that they are happy for group images / videos to be taken and I would be grateful if you could complete the slip at the bottom of this letter and return to school as soon as possible.

We would also request that images / videos including other children or adults are not posted online, especially on Social Media sites e.g. Facebook without the specific permission of the individuals included in the footage.

Should any parents / carers not consent, we will consider other options, e.g. arranging specific photo opportunities after the production.

These decisions are not taken lightly, but we have to consider the safeguarding of all our children and respect parents' rights to privacy.

Yours sincerely,

Headteacher.

Child's name: ______________________________ Date: ___________________________

I agree/do not agree to photographs/videos being taken by third parties at the *<insert event> on <Insert date /s>.*

Signed ____________________________________ *(Parent / Carer)*

Print name _________________________________

APPENDIX 4
Example ICT Acceptable Use Policy (AUP) – Staff and Governors

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 eSafety 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, children 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 children 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 *<insert name>.*
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 children 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 abide by the school's rules for using personal mobile equipment, including my mobile phone, at all times.
13. I will report any known misuses of technology, including the unacceptable behaviours of others.
14. 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.
15. I have a duty to report failings in technical safeguards which may become apparent when using the systems and services.
16. 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 users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.

17. I understand that network activities and online communications are monitored, including any personal and private communications made using school systems.
18. 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.
19. I will take responsibility for reading and upholding the standards laid out in the AUP. I will support and promote the school's eSafety policy and help children 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.

User Signature

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 ………(PRINT)

Position/Role …….

Appendix 5
Example of ICT Acceptable Use Policy (AUP) – Students, Supply Teachers, Visitors, Guests etc.

To be signed by any adult working in the school for a short period of time.

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 not browse, download/upload or distribute any material that could be considered offensive, illegal or discriminatory.
3. I will not use any external device to access the school's network e.g. pen drive.
4. I will respect copyright and intellectual property rights.
5. I will ensure that images of children 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.
6. I will abide by the school's rules for using personal mobile equipment, including my mobile phone, at all times.
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.
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.

User Signature

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 ……(PRINT)

Position/Role ……….

Appendix 6 Example of ICT Acceptable Use Policy (AUP) - Children

These rules reflect the content of our school's eSafety Policy. It is important that parents/carers read and discuss 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 not bring equipment e.g. a mobile phone or mobile games consoles into school unless specifically asked by my teacher.

✓ 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 or my own school email address when emailing.

✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty.

✓ I will not deliberately 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 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 eSafety.

✓ I understand that failure to comply with this Acceptable Use Policy may result in disciplinary steps being taken in line with the school's Behaviour Policy.

✓

……**Parent/ Carer**

Signature

We have discussed this Acceptable Use Policy and

……………………………................................... [Print child's name] agrees to follow the eSafety rules and to support the safe use of ICT at *<insert school name>*l.

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

Parent /Carer (Signature) ………………………………………………..……………………. …………………………..

Class ……………………………………………………. Date…………………………………………………………………….

This AUP must be signed and returned before any access to school systems is allowed.

Appendix 7
ICT Acceptable Use Policy (AUP) – Example Parent's Letter

<Insert School's Letterhead>

Dear Parent/Carer,

The use of ICT including the Internet, e-mail, learning platforms and mobile technologies are integral elements of learning in our school. To make this as successful and as beneficial as possible for all learners, we expect all children to act safely and responsibly when using technology both within, and outside of, the school environment.

In school, we ensure that all resources used by the children are age appropriate and suggest that parents check the terms and conditions for the use of online resources and games to ensure that resources used at home are also age appropriate. This is particularly relevant when using Social Network Sites that incorporate 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 the site's privacy policy and / or terms and conditions and therefore we actively discourage this in our school.

The enclosed ICT Acceptable Use Policy forms part of the wider School eSafety Policy and alongside the school's Behaviour and Safeguarding Policies outlines those principles we expect our children 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. Signing the School Acceptable Use Policy helps us to maintain responsible use of ICT and safeguard the children in school.

Along with addressing eSafety as part of your child's learning, we will also be holding Parental eSafety Awareness Sessions during the school year and I would take this opportunity to strongly encourage your attendance wherever possible. Further information on these sessions will be communicated as soon as dates are confirmed. In the meantime, if you would like to find out more about eSafety for parents and carers, please visit the Lancsngfl eSafety website http://www.lancsngfl.ac.uk/esafety

If you have any concerns or would like to discuss any aspect of the use of ICT in school, please contact *<insert school contact person>*.

Yours sincerely,

<The Headteacher>

Appendix 8
Typical Classroom e-Safety Rules (EYFS/KS1)

Our Golden Rules for Staying Safe with ICT

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 if we need help using the Internet.

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

Appendix 9
Typical Classroom e-Safety Rules (KS2)

Our Golden Rules for Staying Safe with ICT

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 if 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 10 Letter to Parents Regarding Parental e-Safety Awareness Session

<Insert School's Letterhead>

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 technologies 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 increasingly view Parental eSafety 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 include reference to 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?

The session will last for approximately 1¼ hrs.

Yours sincerely,

<The Headteacher>

. . . .

I / we will be attending the above Parental eSafety Awareness Session

Name(s):……….

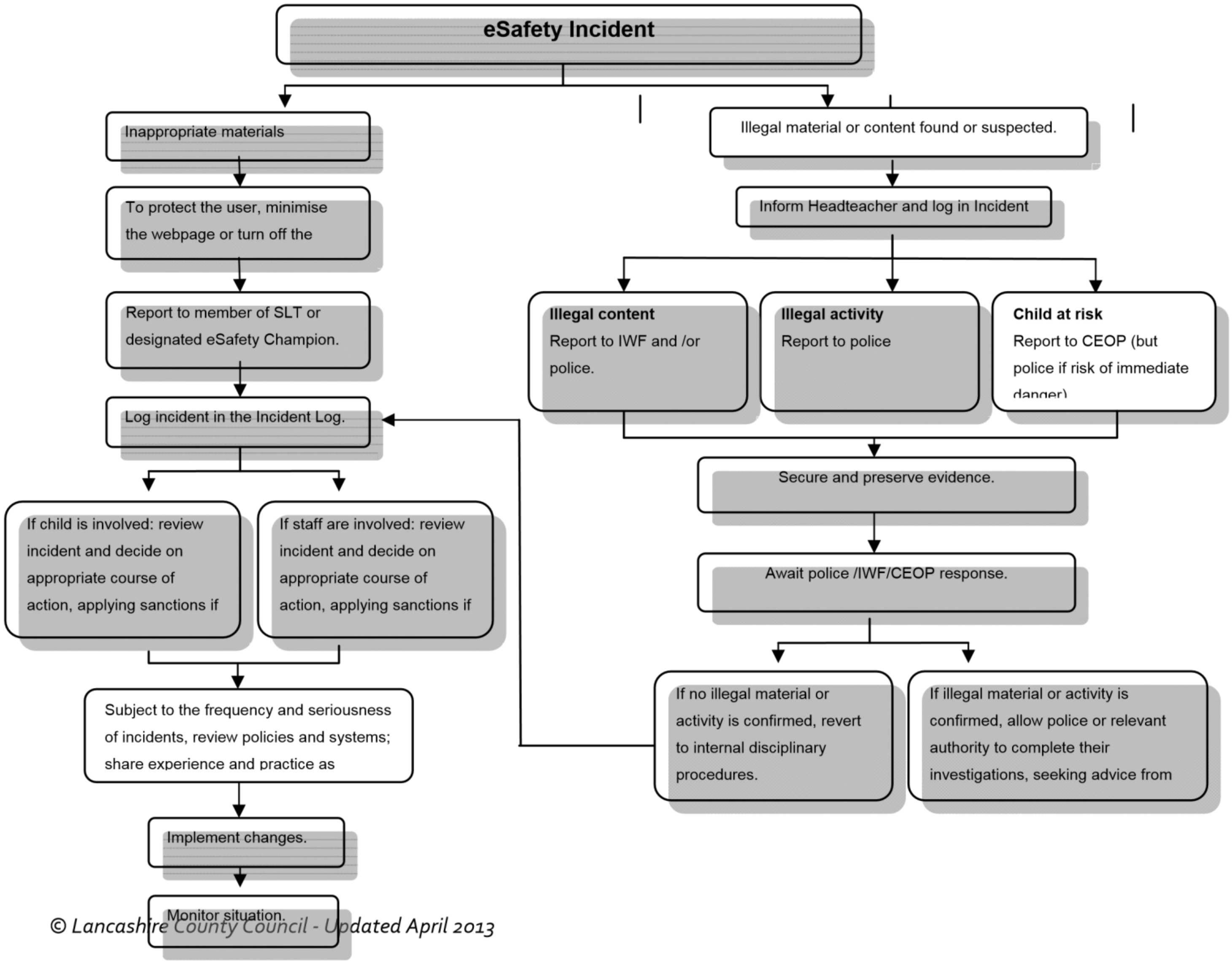
Parent / Carer of:………………………………………………………………….Year Group…………………………….

APPENDIX 11
Example eSafety Incident Log

All eSafety incidents must be recorded by the School eSafety Champion or designated person. This incident log will be monitored and reviewed regularly by the Headteacher and Chair of Governors.

Date / Time of Incident	Type of Incident	Name of pupil/s and staff involved	System details	Incident details	Resulting actions taken and by whom (and signed)
01 Jan 2010 9.50 am	Accessing Inappropriate Website	A N Other (Pupil) A N Staff (Class Teacher)	Class 1 Computer 1.5	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
Responding to eSafety Incident/ Escalation Procedures



eSafety Incident

Inappropriate materials

To protect the user, minimise the webpage or turn off the

Report to member of SLT or designated eSafety Champion.

Log incident in the Incident Log.

If child is involved: review incident and decide on appropriate course of action, applying sanctions if

If staff are involved: review incident and decide on appropriate course of action, applying sanctions if

Subject to the frequency and seriousness of incidents, review policies and systems; share experience and practice as

Implement changes.

Monitor situation.

Illegal material or content found or suspected.

Inform Headteacher and log in Incident

Illegal content
Report to IWF and /or police.

Illegal activity
Report to police

Child at risk
Report to CEOP (but police if risk of immediate danger)

Secure and preserve evidence.

Await police /IWF/CEOP response.

If no illegal material or activity is confirmed, revert to internal disciplinary procedures.

If illegal material or activity is confirmed, allow police or relevant authority to complete their investigations, seeking advice from

Internet Watch Foundation
IWF Reporting Page:
www.iwf.org.uk/reporting.htm

Lancashire Constabulary
Neighbourhood Policing Team
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

LCC Schools' eSafety Lead

Lancashire Schools' ICT Centre

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.

Incidents (pupils):		Refer to class teacher	Refer to ICT co-ordinator	Refer to Headteacher	Refer to police	Refer to technical support staff for action re filtering / security etc.	Inform parents / carers	Removal of network / Internet access rights	Warning	Further sanction e.g. detention /
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities)				X	X		X			
Unauthorised use of non-educational sites during lessons		X							X	
Unauthorised use of mobile phone/digital camera / other handheld device				X			X			
Unauthorised use of social networking/ instant messaging/personal email				X			X			
Unauthorised downloading or uploading of files			X						X	
Allowing others to access school network by sharing username and passwords				X					X	
Attempting to access or accessing the school network, using another pupil's account			X						X	
Attempting to access or accessing the school network, using the account of a member of staff				X			X			
Corrupting or destroying the data of other users				X			X		X	
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature				X			X			X
Continued infringements of the above, following previous warnings or sanctions				X			X			X
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school				X			X			
Using proxy sites or other means to subvert the school's filtering system				X			X			
Accidentally accessing offensive or pornographic material and failing to report the incident			X						X	
Deliberately accessing or trying to access offensive or pornography				X			X			X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act			X						X	

Incidents (staff and community users):	Refer to ICT	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re	Removal of network / Internet	Warning	Further sanction/disiplinary
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities)		X	X			X	
Excessive or inappropriate personal use of the internet / social networking sites / instant messaging / personal email		X				X	
Unauthorised downloading or uploading of files		X				X	
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account		X				X	
Careless use of personal data eg holding or transferring data in an insecure manner		X				X	
Deliberate actions to breach data protection or network security rules		X				X	
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		X			X		
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature		X			X	X	X
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with pupils		X			X	X	X
Actions which could compromise the staff member's professional standing		X				X	
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		X				X	
Using proxy sites or other means to subvert the school's filtering system		X				X	
Accidentally accessing offensive or pornographic material and failing to report the incident		X				X	
Deliberately accessing or trying to access offensive or pornographic material		X			X		X
Breaching copyright or licensing regulations		X	X			X	
Continued infringements of the above, following previous warnings or sanctions		X	X		X		

Tarleton Holy Trinity

Church of England (Aided) Primary School

Document reviews

We are aware of the need to review our school’s documents regularly so that we can take account of:
new initiatives, changes in the curriculum, developments in technology etc.

This policy was reviewed in September 2020

and will be reviewed in September 2023.

Signed by:

Member of staff responsible for this policy

………………………………………………………………………………………

Governor responsible for this policy

…………………………………………………………………………………………