Penketh Primary School

E-Safety Policy

Ratified: November 2022

Next Review Date: November 2023

Policy Responsibilities and Review

Policy type:	School
Guidance:	EDAC – Technical Support
Related policies:	• Safeguarding Policy • Anti-Bullying Policy • Behaviour Policy
Review frequency:	Annually
Committee responsible:	To be reviewed by: • R Kayll DSL • G Clarke Computing Lead • M Darlington Business Manager • EDAC- Technical support
Chair signature:	Jane Whalen
Changes in latest version:	Detail changes, if any, since last reviewed

Contents

What is E-Safety?

We view E-Safety as the ability to educate and protect pupils, staff and the wider community in their use of technology. E-Safety equips individuals with the knowledge of how to stay safe when using technology, as well as establishing clear mechanisms and protocol to intervene and support in the event of potential incidents.

Why is E-Safety important?

We consider E-Safety a crucial element in empowering the children with the confidence and knowledge of how to use technology safely and confidently. Within school we protect pupils through creating a safe learning environment through the use of appropriate monitoring and filtering of what pupils can access. **However, this protection is only available to pupils while they are on the school premises.** With many pupils having access to mobile phones, tablets, computers and online gaming outside of school, it is now imperative that E-Safety equips pupils with the knowledge of how to stay safe wherever they are and with whatever form of technology they use.

What are the key elements of E-Safety Education?

There are several key elements that need to be taught as part of E-Safety. These elements are taught at age-appropriate levels and in a way that the children can understand.

- Online Behaviour - understanding what constitutes acceptable behaviour when using technology and the Internet. Pupils need to understand how to behave safely and responsibly. Pupils need to be aware of what 'Cyber-bullying' is and know how to report it confidently (this is linked to our Anti-Bullying Policy).
- Online Protection - understanding the importance of keeping safe with personal information on line (The Digital Foot-print).
- How to use social networking responsibly - understanding the benefits and dangers of using social networking. With many pupils using social networking as a method of communication, the importance of acting responsibly and safely is paramount. Many games on consoles are now used as a platform for communication.
- Data Security - learning about the potential dangers of 'viruses' and 'hacking' and understanding how to keep personal information safe e.g. the importance of not sharing passwords.
- Knowing what to do if something goes wrong - empowering pupils with the knowledge and confidence of knowing what to do if something happens that should not. For example, cyber-bullying and inappropriate content.

As a school and community, how do we approach E-Safety?

Whole School Consistent Approach	All teaching staff and non-teaching staff are aware of the importance of E-Safety and share the same approach in delivering it. The whole school and Governing Body will have agreed to this policy.
Responding to potential incidents	All teaching staff and non-teaching staff know how to deal with and report potential incidents. Staff are aware of how to report concerns and who to report to in the event of an incident. In the event of an incident, it will be brought to the attention of the Senior Management Team and if needed, the Local Authority.
Pupils responding to potential incidents	All pupils will know how to deal with potential incidents. They will follow the procedure of using the 'Report Abuse Panic' buttons that are integrated into the School's Learning Platform. They will know to report the incident to a member of staff immediately, who will then respond.
E-Safety awareness/training	All staff will be given quality E-Safety training. This will be updated on an annual basis.
Parent awareness/training	We propose to hold E-Safety training sessions/information workshops. These will be informal sessions where families are invited to come and discuss what E-Safety is and how it can be strengthened/discussed at home.
Policies	The E-Safety policy will be reviewed on an annual basis and in discussion with the Governing Body and whole school. E-Safety will be linked to other school policies (e.g. Anti-Bullying and Safeguarding Policies).
Education	We will teach E-Safety through the use of age- appropriate resources. It will be a continual topic taught throughout the year. There will be clear posters referring to E-Safety around the school.
Monitoring and Evaluating	Clear risk assessments will be put in place relating to E-Safety. They will be evaluated and amended on a regular basis.
Management of Personal Data	We will work in in accordance with the Data Protection Act of 1998, ensuring data and information is stored in accordance with GDPR.

What can you do as a Parent/Carer/Family?

E-Safety is a topic that not all families feel confident discussing. With technology changing on a rapid basis, games and social networking are areas that many pupils are now using outside of school. It is important that as adults, we understand the facts relating to E-Safety so that we can help to eliminate risks.

As a community, we need to be able to talk about safety when using technology and the internet. As a school, we propose to hold training sessions where we can give examples of useful resources that could be a starting point for discussions at home. Please feel free to contact a member of staff.

What are the rules that children must follow when using technology?

We have a 'Responsible Internet Use' agreement that all children need to adhere to in order to use ICT and the Internet within school. These rules are:

- I will only use the Internet in order to access the Penketh Primary School Website using my Username and Password.
- The only websites that I will use will be those that have been chosen by my teacher and loaded onto the Class Portal Page as hyperlinks.
- I will only use my own login and password. I will not share these details with others. If I think somebody knows these details, I will tell my class teacher.
- I will not use or bring in memory sticks/DVD's/CD's without the permission of my class teacher.
- I will only email and message other contacts within school. When I message others, I will only use the School's Learning Platform.
- When messaging others, I will not give my home address or phone number. I will not arrange to meet anybody. If I see a message containing this information, I will tell an adult straight away.
- I will ask for permission before opening an email or email attachment from somebody that I do not know. This is restricted by using the school learning platform.
- I will not post any comments that could upset or harm others.
- If I see anything that I am unhappy with, or I receive messages that I do not like, I will tell a member of staff.
- I know that the school may check my computer folders and will monitor the messages that I send/post on the learning platform.
- I understand that if I deliberately break these rules, I could be stopped from using the technology.
- I will respect laptops and any form of technology.

Why do we ask parents and pupils to sign agreements?

We ask that the children sign the Responsible Internet Use agreement so that they understand the importance of E-Safety. By making this a whole school agreement, we share the responsibility of keeping everybody safe.

As a parent/guardian, we ask for parent's consent for Internet Access. As mentioned, all websites are selected by the class teacher and linked via the Class Portal Page.

Does the school have a 'filter' for the Internet?

In common with media such as magazines, books and DVD's, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that

users access only appropriate material. However, due to the international scale and link nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor WBC can accept liability for the materials accessed or consequences of internet access.

However, the school does have a 'filter' in place to reduce the risk of this happening, and there is an agreed procedure in place to deal with such an event.

Useful links

By using the school website at www.penkethprimary.co.uk and clicking onto the 'Pupils' tab, pupils and parents can access the 'Staying Safe Online' area. This gives clear rules as well as links to websites relating to E-Safety. These sites include SMART, KID SMART and THINK U KNOW.

By using the same school website and clicking on 'Parents' and then 'Child Internet Safety', you can access the UKCCIS Advice on Child Internet Safety.

The Behaviour and safety of pupils at school.

In accordance with Ofsted's criteria, we aspire to ensure that all pupils are "consistently displaying a thirst for knowledge and a love of learning, including in independent, group and whole class work". We recognise the crucial role that computing and technology plays in the world and as a tool for learning. In order to achieve success and safety for all, we instil clear guidelines in ensuring that safety is paramount.

Here at Penketh Primary School, we strongly believe in working as a 'whole community'. We value the contribution that the wider community can bring and as such welcome you to contact the school with any ideas or concerns.

Appendix 1 - RESPONSIBLE INTERNET USE

We use the school computer and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will ask permission before entering any website, unless my teacher has already approved that site.

- On a network, I will use only my own login and password, which I will keep secret.

- I will not look at or delete other people's files.

- I will not bring memory sticks, hard-drives, CDs or DVDs into school without permission.

- I will only message people my teacher has approved, using the secure system. I will message my friends only using the School Portal.

- When sending messages, I will not give my home address or 'phone number, or arrange to meet someone.

- I will ask for permission before opening e-mail or an e-mail attachment sent by someone I do not know.

- I will not use Internet chat other than via the School Portal.

- If I see anything I am unhappy with or I receive messages I do not like, I will tell a member of staff.

- I know that the school may check my computer files and may monitor the Internet sites I visit.

- I understand that if I deliberately break these rules, I could be stopped from using the Internet or computers.

Appendix 2 - Pupil Acceptable Use Agreement – for KS2 students/pupils

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone.
These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended to ensure:
- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Agreement
I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:
- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- I will not arrange to meet people off-line that I have communicated with on-line, I will always let my trusted adult know who I am talking with on line
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to a trusted adult.

I understand that everyone has equal rights to use technology as a resource and:
- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for anything other than the activity directed by my class teacher

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:
- I will only use my own personal devices (mobile phones/USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not access any social media sites

When using the internet for research or recreation, I recognise that:
- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:
- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be online-bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.

Appendix 3 - Pupil Acceptable Use Agreement Form

This form relates to the pupil acceptable use agreement; to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this schoole.g. communicating with other members of the school, accessing school email, VLE, website etc.

Responsible Internet Use *Please complete, sign and return to the school office*	
Pupil:	Class:
Pupil's Agreement I have read and understand the school Rules for Responsible Internet Use. I will use the computer system; Internet and messaging in a responsible way and obey these rules at all times.	
Signed:	Dated:
Parent's Consent for Internet Access I have read and understood the school rules for responsible Internet use and give permission for my son/daughter to access the Internet and where appropriate use messaging. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.	
Signed:	Date:
Please print name:	
Parent's Consent for Web Publication of work I agree that, if selected, my son's/daughter's work may be published in future on the school website using their first name only.	
Signed:	Date:

Appendix 4 - Pupil Acceptable Use Policy Agreement – for younger pupils (Foundation/KS1)

This is how we stay safe when we use computers:
- I will ask a teacher or suitable adult if I want to use the computers/tablets
- I will only use activities that a teacher or suitable adult has told or allowed me to use
- I will take care of computers/tablets and other equipment
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong
- I will tell a teacher or suitable adult if I see something that upsets me on the screen
- I know that if I break the rules I might not be allowed to use a computer/tablet

Responsible Internet Use *Please complete, sign and return to the school office*	
Pupil:	Class:
Pupil's Agreement I have read and understand the school Rules for Responsible Internet Use. I will use the computer system; Internet and messaging in a responsible way and obey these rules at all times.	
Signed:	Dated:
Parent's Consent for Internet Access I have read and understood the school rules for responsible Internet use and give permission for my son/daughter to access the Internet and where appropriate use messaging. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet.	
Signed:	Date:
Please print name:	
Parent's Consent for Web Publication of work I agree that, if selected, my son's/daughter's work may be published in future on the school website using their first name only.	
Signed:	Date:

OOPS!

If something appears on the screen that is NOT appropriate, YOU MUST do the following:

1. IF IN DOUBT SCREEN GOES OUT!

2. TELL YOUR TEACHER STRAIGHT AWAY.

Do not turn the screen/monitor back on yourself!

Appendix 6

Where can I go to get support to help keep my child safe online?

Here are some useful links to help you keep their children safe online:

- government guidance on keeping children safe from online harms such as child sexual exploitation, cyberbullying and harmful content
- government guidance on staying safe online including parental controls, fact-checking information, communicating with family and friends while social distancing is in place and taking regular breaks from the screen
- Thinkuknow is the education programme from the National Crime Agency (NCA) proving age- appropriate resources for children and support for parents
- Parent Info is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- Childnet provides a tool kit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- Internet Matters provides age-specific online safety checklists, guides on how to set parental controls on a range of devices and a host of practical tips to help children get the most out of their digital world
- LGfL provides support for parents and carers to keep their children safe online, including 6 top tips to keep primary aged children safe online
- Net Aware provides support for parents and carers from the NSPCC and O2, providing a guide to social networks, apps and games
- Let's Talk About It provides support for parents and carers to keep children safe from online radicalisation
- UK Safer Internet Centre provides tips, advice, guides and resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

Age-appropriate practical support on reporting concerns is available from:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

Government guidance for E-Safety

Whilst there are huge benefits to being online in order to stay connected to family and friends during this period, the government recognises many parents may feel concerned about the activities and content their children are accessing. This guidance outlines resources to help keep children safe from different risks online and where to go to receive support and advice.

Keep your child safe online

It is important to have regular conversations about staying safe online and to encourage children to speak to you if they come across something worrying online.

These resources provide guidance for parents and carers to keep children safe online. They will, amongst other things, support you to talk to your child about a range of online safety issues, set up home filtering in a child-friendly way and set up age-appropriate parental controls on digital devices

Cyberbullying

If you are concerned about cyberbullying, you can find government advice and information about how you can protect your child and tackle it if it happens.

Age-inappropriate content and parental controls

If you have downloaded new apps or bought new technology to help stay connected at this time, remember to review and adjust privacy and safety settings if you or your child is signing up to a new online service.

Internet Matters has provided step-by-step guides on how to set up parental controls so that you can control what content your child can access online.
The UK Safer Internet Centre has developed guidance on how to switch on family-friendly filters to prevent age-inappropriate content being accessed on devices in your home.
The NSPCC provides more information for parents or carers with concerns about their child seeking inappropriate or explicit content online.

Apps to help children stay safe online

The BBC have a website and app called Own It. The website has a lot of content for children to help them navigate their online lives, and the free smartphone app comes with a special keyboard which can intervene with help and support in the moments that children need it the most. It can be downloaded for free in the Google Play Store and Apple App Store.
SafeToNet is an app for parents to help them safeguard their children from online risks like cyberbullying and sexting, whilst respecting their child's rights to privacy. The SafeToNet Foundation is providing UK families with free access to 1 million licences during coronavirus.

Support for children

If your child is worried or needs support, they can receive advice and support from Childline (0800 1111) or download the 'For Me' app.