



## **E-SAFETY AND ACCEPTABLE USAGE POLICY**

<b>Approved</b>	<b>July 2014 (approved by governors on 14/10/14)</b>		
<b>Review Date</b>	<b>July 2014</b>		
<b>Signed (Principal)</b>		<b>Name</b>	
<b>Signed (Chair of Local Governing Body)</b>		<b>Name</b>	
<b>Signed (Company Secretary)</b>		<b>Name</b>	

### **Physical Safety:**

- All electrical equipment in the school is tested annually to ensure that it is safe to use. We expect pupils to behave appropriately near electrical sockets and appliances.
- All the projectors in our school have maximum light levels below the government's health and safety guidance of 1,500 ANSI lumens.. We expect all users to not look directly into the light beam when working on the interactive whiteboards.
- Workstations are cleaned and sanitised regularly. We expect all users to refrain from eating and drinking when working at a computer.

- Health and safety guidance states that it is not healthy to sit at a computer for too long without breaks. We expect all users to take responsibility for their own physical well-being by adopting good practices.
- Computers and other ICT equipment can be easily damaged. We expect pupils to respect ICT equipment and take care when handling and using.

### **Network Safety:**

- All users need to log on using a username and password. We expect all users to only logon using their username.
- Each user is given an allocation of disk space for the storage of their work. We expect pupils to save and keep their work to build up a portfolio of evidence.
- Access to other users “My documents” areas are restricted by the network. . We expect pupils to respect the privacy of all other users and to make no attempt to access or interfere with another user’s work.
- On the network there are “shared resource” areas where many different groups of users can save work so that it is available to others. We expect pupils to respect the contributions of others, not to delete or alter others’ work and to ensure that they only save work to shared areas with permission.
- Each user is given an allocation of printer credits. The default print setting is for black and white. We expect pupils to only print out work when directed by staff to do so.
- The network software prevents changes being made to computer settings. We expect all users to make no attempt to alter the way the computer is set up.
- Only the network administrators are permitted to install software on to computers. . We expect all users to make no attempt to load or download any programme onto the network.
- All users of the network can be monitored remotely by the network administrators. We expect all users to understand that their use is subject to monitoring.

## **Internet Safety:**

- When using a network workstation all access to the Internet is protected by a number of different filters. These filters are designed to prevent accidental or deliberate access to unsuitable materials. In addition, the network administrators can manually add site addresses which are considered to be unacceptable. However, no system is 100% safe and we expect users to behave responsibly. We expect pupils to make no attempt to access a website that they know to be unsuitable for children and/or containing offensive language, images, games or other media.
- Pupils accessing the Internet at home are subject to the controls placed upon them by their parents. However, any home use of the Internet made in connection with the school or school activities; any of its staff, pupils and governors or any partnership organisation will be subject to this policy and any breach dealt with as if the event took place at school. We expect all members of our school community to behave as positive ambassadors of the school in all school related activities made through the Internet.
- The school website contains school policies, newsletters and other information. We expect all persons accessing the school web site to treat the content with respect and make no attempt to reproduce, use or alter any part in any way with malicious intent. No part can be reproduced for commercial reasons without written permission from the school. The school uses the guidance provided by Childnet and CEOP to ensure that all children are aware of Internet Safety rules. A poster is in place in every classroom and the ICT suite.

## **Email Safety:**

- Some classes have a class email address which pupils can use for sending messages to other classes, schools and other appropriate recipients. The class teacher monitors the pupil's use of this email address and receives a copy of all incoming email. We expect all users to communicate appropriately through email.
- Some pupils will have their own webmail accounts at home. As these are independent of the school they do not necessarily come with the safeguards that we set for email usage. Therefore we do not permit the

use of personalised email accounts by pupils at school or at home for school purposes. We expect pupils to use school issued email accounts only.

### **Digital Images:**

- Digital still and video cameras are used for recording special events as well as being essential tools for everyday learning experiences across the curriculum. As part of pupil induction, parents are asked to sign a consent form for images of their children to be used for school purposes. Some images celebrating the work of pupils involved in everyday and special event activities may be selected to be shown on the school website. On the website we never state a child's full name with their image. The school will happily remove any image of a child on the school website at their parent's request.
- Digital images may be shared with partner schools and organisations as part of collaborative learning projects. This can include live video conferencing. All such use is monitored and supervised by staff. We expect all pupils to seek permission from staff before sharing images outside of the school environment.

### **Cyber-Bullying:**

- The school takes bullying very seriously and has robust procedures for identifying and dealing with it. Cyber-bullying is the use of any communication medium to offend, threaten, exclude or deride another person or their friends, family, gender, race, culture, ability, disability, age or religion. We expect all members of our community to communicate with each other with respect and courtesy. Bullying of any type will not be tolerated by the school and will be dealt with under the procedures within the Whole School Policy on Behaviour and Anti-bullying.

### **Mobile Phones:**

- Pupils are not permitted to have mobile phones upon their person in school. We recognise that our oldest pupils may walk on their own to and from school and parents may wish them to have a mobile phone for emergencies. However we discourage this on security grounds as they are easily lost, damaged or stolen. We expect pupils not to carry a mobile phone in school.

## **Copyright:**

- Though there are lots of free to use resources on the Internet, the majority of image, sound and music files are covered by copyright laws. Some can be used for educational reasons without permission provided that the source is stated and that they are not made available outside the school. Some cannot be used under any circumstances, this is particularly so for music but can apply to other types of file e.g. photographic images. Care therefore needs to be taken with multi-media work which incorporates anything downloaded from the Internet or any other published source that it is not uploaded onto the school's website or broadcast through any other technology. We expect all users to respect copyright laws.
- It is important to know what work is original and when chunks of text have been copied from other sources such as the Internet. We expect all pupils to make it clear what is their own work and what is quoted from other sources.

## **Data Protection Act:**

- The Data Protection Act 1998 gives the right to access information held about you or your child by the school. The school has the right to charge for supplying this information. Further information on the Data Protection Act can be obtained from the Information Commissioners Office at [www.ico.org.uk](http://www.ico.org.uk) . Information about this is also contained within the School's Data Protection Policy.

## **E Safety Rules taken from CEOP/Childnet guidance**

### **E-Safety Rules for KS1**

#### **Think then Click**

These rules help us to stay safe on the Internet

- We only use the internet when an adult is with us.
- We can click on the buttons or links when we know what they do.
- We can search the Internet with an adult.
- We always ask if we get lost on the Internet.
- We can send and open emails together.
- We can write polite and friendly emails to people that we know.

### **E-Safety Rules for KS2**

#### **Think then Click**

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any web page we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.