



BIDSTON AVENUE PRIMARY SCHOOL

RESPONSIBLE USE AND E-SAFETY POLICY

E-Safety: Protecting Our School Community

Introduction

At Bidston Avenue Primary School, the resources we use are usually carefully chosen by the teacher and determined by curriculum policies. Use of the internet, by its very nature, will occasionally provide access to information which has not been selected by the teacher - particularly as children reach the later years of Key Stage 2. Within school and our wider community, there is genuine cause for concern that children may access unsuitable material either accidentally or deliberately.

The purpose of this document is to provide a basis for us all to secure safety online. Its content has been devised in accordance with national guidance from UKCCIS (UK Council for Child Internet Safety) and the National Crime Agency (most notably, CEOP the Child Online Protection command). It should be considered alongside complementary school policies on e-Safety, Safeguarding, Health and Safety, Home-School Agreement and Behaviour (including the Anti-Bullying Policy). Under the "Every Child Matters" framework, the implementation of this policy seeks to ensure that children stay safe, and that they "be protected from harm and neglect and grow up able to look after themselves."

The internet and other digital and information technologies are powerful tools that open up new opportunities for everyone. We believe that the benefits to pupils from access to the

resources of the internet far exceed the disadvantages. Ultimately, the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one the School shares with parents and carers. We feel that the best recipe for success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our pupils, in partnership with parents.

Using the Internet for Education

The benefits include:

- access to a wide variety of educational resources including libraries, art galleries and museums, that can stimulate discussion and promote creativity
- rapid and cost effective world-wide communication
- gaining an understanding of people and cultures around the globe
- staff professional development through access to new curriculum materials

At Bidston Avenue Primary, we teach pupils about the vast information resources available on the internet, using it as a planned aspect of many lessons. All staff will review and evaluate resources available on websites appropriate to the age range and ability of the pupils being taught. The Computing Leader will assist in the dissemination of this information.

Initially, pupils may be restricted to sites that have been reviewed and selected for content. They may be given tasks to perform using a specific group of websites. Pupils have

the opportunity to share and exchange information with others via their class blog and other online tools, including email.

As pupils gain experience, they will be taught how to use searching techniques to locate specific information for themselves. Comparisons will be made between researching from different sources of information such as books and the internet, and the need to evaluate sources for reliability. We hope that pupils will learn to decide when it is appropriate to use the internet as opposed to other sources of information, in terms of: the time taken; the amount of information found; the usefulness and reliability of information found.

At times, information, including images and videos, may be accessed from the internet for use in pupils' work. As children become older, tasks will be set to encourage pupils to view websites and information with a critical eye. However, Bidston Avenue Primary specifically discourages the downloading of text for inclusion in pupils' work. *This includes inclusion of such text for homework projects.* As well as encouraging pupils to create original work and avoid plagiarism (a serious academic offence), Bidston Avenue Primary School considers it appropriate to emphasise the importance of protecting intellectual property rights and, in particular, copyright. Pupils will be made aware of these issues and, as soon as they are able, will be encouraged to identify copyrighted content (including information and images) on websites and use this accordingly.

Pupils' Access to the Internet

Bidston Avenue Primary will use Wirral Borough Council's actively monitored and 'filtered' internet Service, which will minimise the chances of pupils encountering undesirable material. No pupil is able to use a mobile phone during school hours/trips and so internet access should only occur via the school networks. We will only ever allow children to use the internet when there is a responsible adult present to supervise them. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, on a regular basis, the expectation we have of them. Teachers will have access to pupils' emails and workspaces, and will make periodic checks on a regular basis to ensure expectations of behaviour are being met.

Expectations for Internet use

- We expect everyone to be responsible for their own behaviour on the internet, just as they are anywhere else in school.
- Pupils must have permission to use the internet and have a clear idea why they are using it.
- Children, staff and visitors should adhere to their respective responsible use agreements (appendices 1 and 2 respectively): they will never reveal personal details, home addresses and telephone numbers on the web or in dialogue with other internet users.
- Children are only permitted to use Purple Mash email and this will be moderated and monitored by the class teacher/subject leader. The use of unfiltered web-based email (such as Hotmail) is not permitted.
- Children will not engage in any form of conversation or dialogue with other users on the internet without permission and supervision from their teacher.
- The use of public chat rooms and other internet messaging services is prohibited.
- The use of social networking sites, such as Facebook, are not generally appropriate to primary education and the use of the internet for such purposes is not currently permitted.
- Computers should only be used for schoolwork and homework.
- Files may only be downloaded by children and staff from reliable sources.
- Pupils using the internet are expected not to deliberately seek out offensive materials. Should any such material be encountered accidentally, or if any child finds themselves uncomfortable or upset by anything they discover on the internet, they will turn off the device's screen immediately and report it straight away to the supervising

adult. Any adult should report it to the ICT Leader or Headteacher immediately. Arrangements can then be made to request that the filter controller blocks the site.

In FS2, children may log on using a year group login, but from Year 1 upwards, pupils should generally only access the network using their own personal login. No network user should access other people's files unless permission has been given, with the exception of teachers accessing children's work.

Any infringement of these conditions of use will be dealt with by the class teacher/Computing Leader/Head Teacher as appropriate and sanctions may apply (see e-Safety policy: *Handling and e-safety incident*). Parents **will** be informed.

School Web Site, Kidblog and Social Media Outlets

A website and social media outlets can celebrate good work, promote the school, publish resources for projects and homework, and link to other good sites of interest. However, to protect our children, the following guidelines will be adhered to:

- Children are only referred to by first names on our school website
- Where images of children are used, their name is never included
- We will only use images of pupils in suitable dress
- Home information and e-mail identities will not be included - only the point of contact to the school, i.e., telephone number, school address and e-mail to the school office
- Work displayed will be of the highest quality and reflect the status and ethos of the school

Parents who would prefer that their children do not appear on our school website, for whatever reason, should indicate this on the *Use of Images* agreement. An up-to-date list of any children is kept in the school office and relevant children's names are known to class teachers. If, at any time, a parent expresses concern about usage of an image or piece of work, it will be removed from our site as quickly as possible.

Kidblog

As our children, from Y2 upwards, have their own blogging account, it is important to note that any user who accesses this provision will be expected to agree to this Policy before access is granted. As online reporting and parental engagement develops, our e-safety guidelines will be reviewed.

Usage

- It is permitted that Kidblog may be used within or outside of the school
- The site is accessible through the internet and it must be acknowledged by all that use the site that this is the case.

Submitting content

Any content uploaded must not contain any of the following:

- Swearing or rude language in either censored or uncensored form.
- Slander or abuse in any form, jokingly or not.
- Inappropriate images.
- Repeated or nuisance messages.
- Advertisement for any services, goods or events outside of the school, without being given prior permission.
- Personal or private details of users.

- Content that could interfere with examination or marking.
- Viruses, ad-ware or malware of any form that could do damage to another user's PC.
- Anything that may offend others.

Information and further guidance for parents:

We have done all that is possible to ensure children are protected through the use of a filtered service and a requirement that an adult always supervises internet access. Our children are taught to use the facility sensibly - the rules concerning internet use are regularly discussed in class and we welcome your endorsement of these. We strongly recommended that parents consider and develop a similar set of rules for the use of the internet outside of school. You might also like to discuss as a family the issues surrounding the downloading of music, use of mobile phones, social networking sites, and the use of blogs/vlogs, within the home environment. You may find the following websites extremely useful to help ensure that children stay safe:

<http://www.childnet.com>

You can find downloadable safety leaflets here:

<http://www.childnet.com/blog/free-internet-safety-leaflets-for-parents-2016>

Other useful sites include:

Safe Kids <http://www.safekids.com>

Cyber Patrol <http://www.cyberpatrol.com>

Net Nanny <http://www.netnanny.com>

Bullying Online <http://www.bullying.co.uk>

Think U Know <http://www.thinkuknow.co.uk> (including Hector's World™ - suitable for 5-7 year olds)

Family Lives <https://www.familylives.org.uk/advice/teenagers/online/online-safety/>

NSPCC <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

Childline <https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/>

Parental E-safety Information Sessions will be arranged and we will advise you of these in our usual Bidston Avenue newsletters.

These guidelines will be monitored and reviewed by governors/the senior leadership team on a regular basis. This will be at least annually, though this may need to occur more regularly in the light of any significant new developments in the use of the technologies, or new threats to e-safety.

Responsible Use Letter to Parent/Carer





Dear Parent/Carer,

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Pupils' access to the internet, class blogs and other online services

Bidston Avenue Primary will use Wirral Borough Council's actively monitored and 'filtered' internet Service, which will minimise the chances of pupils encountering undesirable material. No pupil is able to use a mobile phone during school hours/trips and so internet access should only occur via the school networks. We will only ever allow children to use the internet when there is a responsible adult present to supervise them. Members of staff will be aware of the potential for misuse, and will be responsible for explaining to pupils, on a regular basis, the expectation we have of them. Teachers will have access to pupils' emails and workspaces, and may check these to ensure expectations of behaviour are being met.

Kidblog is an established, child-friendly blogging site that is used by thousands of schools worldwide. Children, from Y2 upwards, will receive a username and password to access their 'virtual' or online work-space. They can logon at school, home, library and anywhere in the world that has internet access. Our class blogs, and other internet services we use provide a collection of tools such as those for communication, uploading of content, pupil questionnaires, peer/self-assessment, administration of pupil groups, collecting and organising assessments, tracking tools, and so on.

I have attached our acceptable use agreement for you to discuss with your child. Please discuss the agreement together, sign it and return it to school.

By working together, we can ensure that our children are safe and responsible users of the internet and new technologies.

Yours sincerely

S.G. Brady
Headteacher



Appendix 1:

Bidston Avenue Primary School Responsible Use Agreement for IT Systems

Bidston Avenue Primary School accepts that its first priority is to ensure the safety of children. All pupils use IT systems, including internet access, as an essential part of learning. This agreement sets out how children should behave responsibly when using these systems, when using the internet and class blogs.

Working with Wirral LA, all internet traffic at school is filtered for inappropriate content. Children do however, still need to act responsibly in the following ways to minimise the chance of accessing material that will upset or offend:

When Using the School's IT Systems:

- I understand that my use of the network and internet may be tracked by the school.
- I will not download or install software/apps on the school's computer network and other devices.
- Any emails I send or blog posts I write will be polite and responsible and never aggressive or hurtful.

When Using the Internet

- I understand that the school filters all internet traffic to help protect me from unsuitable material.
- I understand that I should not use my mobile phone (or other device that can connect to the internet at school) because any information does not pass through the school's internet filter.
- I will never give out personal information such as my full name, photograph, home address, date of birth, phone number, personal email address, route to school.
- I will not arrange to meet somebody outside school hours after meeting them online.
- I will tell my teacher or another adult at school about any unpleasant or upsetting material or messages.

When Using the School's Class Blogs & Other Online Services:

- I will treat my username and password *like a toothbrush*; I will not share it, or try to use anybody else's username and password.
- If I think somebody else knows my password, I will tell my teacher who will change my password immediately.
- I will be kind and polite when posting entries on blogs, forums, or wikis etc.
- I understand that the school's online services (including Kidblog and Purple Mash) track usage and all comments/messages sent can be traced back to the login or computer used (inside or outside school).
- If I see anything I am unhappy with or receive a message that I do not like I will tell my teacher, as soon as possible.
- All my work on my blog account will be my work; if I ever copy short passages word-for-word from other sources it will be indicated appropriately (e.g. in italics).

The parents/carers of any child found not to be responsibly using the school's IT equipment, internet, or class blogs will be invited into school to discuss their child's actions with the Headteacher, who may if necessary, choose to restrict or block access to the school's IT systems, internet, blogs, and contact the appropriate authorities.

Please sign, detach and return the form below to school as soon as possible. Failure to sign and return this agreement will result in your child not being granted access to the internet or class blogs.

I have read this agreement with my child and we both understand that these guidelines apply when:

Using the school IT systems, equipment and services (both and in and out of school).

I use my own equipment out of school in a way that is related to me being a member of Bidston Avenue Primary School, e.g. communicating with other members of the school, accessing the class blogs, other online tools, etc.

Name of pupil:

Year Group:

Parent/Carer Signature:

Date:

Appendix 2:

Responsible Use Agreement for IT Systems: Staff, Governors, Parent Volunteers, Visitors

IT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of IT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the school e-safety leader, Mrs Tucker or the designated safeguarding lead.

To protect Bidston Avenue Primary School:

- I understand my personal and the school's responsibilities in relation to e-safety and helping to safeguard children online.
- I will not use personal devices to store data related to school, such as images and sensitive data on a computer at home, etc.
- I understand that the rules set out in this agreement also apply to use of school IT systems (e.g. laptops, iPads, class blogs, etc) out of school.

To protect myself:

- I will keep secure any usernames and passwords to school IT systems (SIMS, online services (such as Kidblog, Purple Mash) etc).
- I will not give out my own personal details, such as a mobile phone number and personal email address, to pupils or parents.
- I will not try to install any software or hardware without consulting the Computing subject leader or senior leadership team.
- I understand that all my use of the Internet and other related technologies (email etc) can be monitored and logged and made available on request.
- I will only take photographs of pupils on a school camera, school i-pad or school mobile phone.
- I will ensure that any images of children will be stored securely on the shared drive once I have finished processing them.
- I will only communicate with pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not 'friend' any pupil or parents/carers on Facebook or other such social networking sites.
- I will not use my mobile phone when directly responsible for pupils. Personal mobile phones can only be accessed at break or lunchtime.
- Mobile phones for staff working in F2 will be locked away whilst directly responsible for pupils.

To protect others:

- I will check pupil photo consent prior to taking any photographs of pupils.
- I will use a school issued encrypted memory stick if transferring school data.
- I will respect copyright and intellectual property rights.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of IT and related technologies.
- I will report any e-safety incidents involving myself, other adults or children using the incident report (more details of which can be found in the school's e-safety policy).
- I understand that if I do not demonstrate the responsible behaviours set out in this agreement then my behaviour may result in disciplinary action, and/or the Headteacher contacting the appropriate authorities, in line with the 'Handling E-Safety Incidents' section of the E-Safety Policy.

I have read and understood the above statements of responsible behaviour and agree to them and to support and promote the safe use of IT systems throughout the school.

Signature Date

Full Name(printed)

Agreed by: Health, Safety & Buildings Committee: February 2018

Agreed by the Governing Body: March 2018

Review Date: February 2022

