

**THOMAS GRAY PRIMARY SCHOOL**  
**E-SAFETY POLICY**

The E-Safety relates to other policies including those for ICT, bullying and for child protection.

- ❖ The school has appointed an E-Safety Lead, this is the Designated Child Protection Leader as the roles may overlap – R Rimmer, Headteacher and E Thomson, Deputy Headteacher.
- ❖ Our E-Safety Policy has been written by the school adhering to, E-Safety strategy and government guidance. It has been agreed by Senior Leadership Team and approved by the Governing Body.
- ❖ The E-Safety Policy was revised by: SLT & ICT/Computing Subject Leader – Spring 2015
- ❖ This policy was approved by the Governors Spring 2015, it will be reviewed Spring 2016.

**LEARNING**

**1. WHY THE INTERNET AND DIGITAL COMMUNICATIONS ARE IMPORTANT**

- ❖ The internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction. Thomas Gray Primary has a duty to provide pupils with high-quality internet access as part of their learning experience.
- ❖ Internet use is a part of the statutory curriculum and a necessary learning tool for staff and pupils.
- ❖ At Thomas Gray we believe that “Computing should not be taught in isolation, but it is a tool that should be used and embedded in all subjects.” Therefore all children should have access to the internet and digital communication to enhance their learning across all subject areas.

**2. INTERNET USE WILL ENHANCE AND EXTEND LEARNING ACROSS THE CURRICULUM**

- ❖ Staff are made aware of and pupils will be educated in the safe use of the internet.
- ❖ Clear boundaries are set and discussed with staff and pupils, for the appropriate use of the internet and digital communications.
- ❖ Pupils are educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

At Thomas Gray we follow the new National Curriculum helping our EYFS/KS1 children to:

- ❖ Use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

And our KS2 children to:

- ❖ Understand computer networks including the internet; how they can provide multiple services, such as world wide web; and the opportunities they offer for communication and collaboration
- ❖ Use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content
- ❖ Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that

accomplish given goals, including collecting, analysing, evaluating and presenting data and information

- ❖ Use technology safely, respectfully and reasonably; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

### **3. PUPILS WILL BE TAUGHT HOW TO EVALUATE INTERNET CONTENT**

- ❖ Thomas Gray staff will ensure that the use of internet derived materials by staff and by pupils complies with copyright law.
- ❖ Pupils at Thomas Gray will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy, focusing on the objectives found in new national curriculum.

## **MANAGING INTERNET ACCESS**

### **1. INFORMATION SYSTEM SECURITY**

- ❖ School ICT system security will be reviewed regularly
- ❖ Virus protection will be installed and updated regularly.

## **EMAIL/TEXTING**

- ❖ Pupils and staff should only use approved curriculum e-mail accounts at [admin.thomasgrayprimary@schools.sefton.gov.uk](mailto:admin.thomasgrayprimary@schools.sefton.gov.uk)
- ❖ Pupils must be made aware of how they can report abuse and who they should report abuse to.
- ❖ Pupils must report if they receive offensive or inappropriate e-mail to a member of staff of their parent/guardian who will then inform school if necessary.
- ❖ In e-mail communication, pupils must not reveal their personal details or those of others, or arrange to meet anyone without specific permission.
- ❖ At Thomas Gray, all incoming e-mail should be treated as suspicious and attachments not opened unless the author is known.
- ❖ At Thomas Gray, all users use a standard mail format for all users and children have a child friendly version
- ❖ At Thomas Gray, the forwarding chain letters is not permitted.
- ❖ At Thomas Gray, no staff, pupil, parental, governor contact details will be issued without prior permission.
- ❖ At Thomas Gray, the sending of any inappropriate emails is not allowed, and withdrawal of access to IT systems will be implemented immediately.

### **3a PUBLISHED CONTENT AND THE SCHOOL WEBSITE**

- ❖ Staff or pupil personal contact information will not generally be published. The contact details given online should be the school office.
- ❖ At Thomas Gray, the head teacher or Miss Price, Office Administration Assistant will take overall editorial responsibility and ensure that published content is accurate and appropriate.

### **3b PUBLISHED CONTENT AND THE SCHOOL VLN**

- ❖ Staff, governor or pupil private and personal contact information will not generally be published. The contact details provided will be the person's official curriculum e-mail address
- ❖ At Thomas Gray we do not access the VLN.

### **4. PUBLISHING STUDENTS' IMAGES AND WORK**

- ❖ Photographs that include pupils will be selected carefully so that images of individual pupils cannot be misused.
- ❖ Pupils' full names will not be used anywhere on the school web site or other on-line space, particularly in association with photographs.
- ❖ Written permission, using the approved permission form, from parents or carers will be obtained before photographs of pupils are published on the school's web site.

### **5. SOCIAL NETWORKING AND PERSONAL PUBLISHING ACROSS THE CURRICULUM**

- ❖ Thomas Gray educates people in the safe use of social networking sites, and educate pupils in their safe use.
- ❖ Pupils are advised never to give out personal details of any kind which may identify them, their friends or their location.
- ❖ Pupils are made aware of how they can report abuse and who they should report abuse to (e.g. a member of staff or their parent/guardian who will then inform school if necessary).
- ❖ Pupils are taught the reasons why personal photos should not be posted on any social network space without considering how the photo could be used now or in the future.
- ❖ Pupils are advised on security and encouraged to set password, to deny access to unknown individuals and to block unwanted communications. Pupils should only invite know friends and deny access to others.

### **6. MANGAING MONITORING AND FILTERING**

- ❖ The school will work in partnership with Sefton Council and Avarto to ensure that systems to protect pupils are reviewed and improved.
- ❖ If staff or pupils discover an unsuitable site, it must be reported to the E-Safety Lead or the Network Manager. Appropriate action will then be taken to ensure that children cannot access the site.
- ❖ Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- ❖ At Thomas Gray 'Sophus' is used and reviewed by the ICT/Computing Technician on a regular basis.

## **7. MANAGING EMERGING TECHNOLOGIES**

- ❖ Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- ❖ The senior leadership team should consider in their policy making that technologies such as mobile phones with wireless internet access can bypass school filtering systems and present a new route to undesirable material and communications.
- ❖ At Thomas Gray mobile phones are to be handed into the School Office by all adults and children who will be accessing the building beyond the main office area. School staff are to lock mobiles in school lockers.
- ❖ At Thomas Gray, mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.
- ❖ At Thomas Gray, Students and adults must not use the camera application within a mobile phone.
- ❖ It should be noted that games machines including iPads, iPods, Sony PlayStation, Microsoft Xbox and others have internet access which may not include filtering. Care is required in any use in school or other officially sanctioned location.

## **8. PROTECTING PERSONAL DATA**

- ❖ Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.
- ❖ At Thomas Gray, all school laptops are encrypted; staff should not use their personal laptops, PCs, netbooks, iPads etc. to access personal data linked to school.
- ❖ At Thomas Gray, staff and pupil accounts on our “Clouds” will be kept private, ensuring that no personal details will be published.
- ❖ In line with our ICT Policy no pen drives or any other external drives can be used to transfer data.

## **POLICY DECISIONS**

### **1. AUTHORISING INTERNET ACCESS**

- ❖ All staff must read and sign the ‘Staff Acceptable Use Policy and Code of Conduct for ICT’ before using any school ICT resource, including any laptop or iPad issued for professional use.
- ❖ The school maintains a current record of all staff and pupils who are granted access to school ICT systems.
- ❖ Parents/carers will be asked to sign and return a consent form at the spring parent consultation meetings.

### **2. ASSESSING RISKS**

- ❖ Thomas Gray will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer

connected to the school network. Neither the school nor Sefton Council can accept liability for any material accessed, or any consequences of internet access.

- ❖ Thomas Gray's SLT must ensure monitoring software and appropriate procedures are in place to highlight when action needs to be taken by the school.
- ❖ At Thomas Gray whenever our children use technology devices they should do so within the schools guide lines.
- ❖ The acceptable use policy is explicitly shared with the children when they use an **IPad or a PC in the computer suite**, to reinforce understanding.

### 3. HANDLING E-SAFETY COMPLAINTS

- ❖ Complaints of internet misuse will be reported to the e-safety Lead and action in-line with the safeguarding Children Board policy will be taken.
- ❖ Any staff misuse that suggests a crime has been committed, a child has been harmed or that a member of staff is unsuitable to work with children will be reported to the LADO within one working day in accordance with Sefton safeguarding Board policies.
- ❖ Any complaint about staff misuse must be referred to the head teacher and if the misuse is by the head teacher it must be referred to the chair of governors in line with Child Protection procedures.
- ❖ Pupils, parents and staff are informed of the complaints procedure.

## COMMUNICATING E-SAFETY

### 1. INTRODUCING THE E-SAFETY POLICY TO PUPILS

- ❖ E-Safety rules are posted in all rooms where computers or iPads are used.
- ❖ All systems users are informed that network and internet use is monitored.
- ❖ A programme of e-safety training and awareness raising is in place and regularly forms part of the Safeguarding training.
- ❖ At Thomas Gray Primary whenever our children use the internet they should do so within the following guide lines as found in our Safety Update sheet (Appendix 1) the following points should always be followed.
- ❖ *When using the INTERNET with the children and also asking them to research a topic, the class teacher MUST, when planning, follow the 'route' the child would take in order to ensure the materials accessed are safe and appropriate. The 'route' taken should be explored by the teacher before the children are due to access the website to support their learning.*
- ❖ *Class teachers must not ask children to research an "unseen" page in any circumstances. The class teacher's responsibility is to ensure they have already checked to ensure safe access and are fully aware of all of the materials/images the children will be viewing.*
- ❖ *The internet is a great source of information, however all adults must take responsibility for the searches that children perform, researching possible searches prior to sessions starting.*
- ❖ *If a search reveals something that should be filtered then*
  - *The head teacher or a member of the SLT should be informed*
  - *A member of the ICT/Computing team should be informed so that it can be reported to Sefton Council.*
  - *And a log of the website or search should be made*

- ❖ *Children should be encouraged to tell an adult within school if they come across something that they feel is inappropriate.*

## **2. STAFF AND THE E-SAFETY POLICY**

- ❖ All staff are given access to the School e-Safety Policy and its importance explained
- ❖ Staff must be informed that network and internet traffic can be monitored and traced to the individual user, including staff laptops.
- ❖ Staff that manage filtering systems or monitor ICT use are supervised by the senior leadership team and work to clear procedures for reporting issues.
- ❖ Staff have been trained that phone or online communications with pupils can occasionally lead to misunderstandings or even malicious accusations. Staff must take care always to maintain a professional relationship and not engage in any of the above activities for their own, and the children's safety (refer to Social Networking & Safeguarding Policy).
- ❖ Staff at Thomas Gray are regularly reminded about the importance of e-safety, ensuring that they make regular reference to being 'e-safe' when working with children in school.
- ❖ At Thomas Gray, 'Sophus' is used and reviewed by the ICT/Computing Technician on a regular basis.

## **3. ENLISTING PARENTS' AND CARERS' SUPPORT**

- ❖ Parents' and carers' attention is regularly drawn to the School E-Safety Policy in newsletter, the school brochure and on the school website.
- ❖ At Thomas Gray, we maintain a list of e-safety resources for parents/carers, including our Internet Policy.

## Appendix 1

### ICT/COMPUTING SAFETY UPDATE

Please read the following information. It is important that all members of staff follow the procedures in order to keep Thomas Gray a safe technological environment to teach and learn within.

All teachers' laptops should:

- Be encrypted,
- Have a password,
- Switch to screen saver mode within 10 minutes of being used,
- Be used for school or educational purposes only,
- Not be used to store personal information or photographs etc.,
- Not be used to access personal e-mail etc. at home,
- Only have a limited number of icons on the desktop – documents should be saved to a safe area.

Computers children's laptops around school should:

- Only be used if an adult is working within sight of the children using them, especially if the internet is being used,
- Not be left logged on to the teacher area,
- Not be left with an internet page on the screen,
- Only have programme icons on the desktop – documents should be saved to a safe area,

Internet use:

- When using the INTERNET with the children and also asking them to research a topic, the class teacher MUST, when planning, follow the "route" the child would take in order to ensure the materials accessed are safe and appropriate. The "route" taken should be explored by the teacher before the children are due to access the website to support their learning.
- We must not ask children to research an "unseen" page in any circumstances. The class teacher's responsibility is to ensure they have already checked to ensure safe access and are fully aware of all of the materials/images the children will be viewing.
- The internet is a great source of information, however all adults must take responsibility for the searches that children perform, researching possible searches prior to sessions starting.
- If a search reveals something that should be filtered then
  - Headteacher or a member of the SLT should be informed
  - A member of the ICT team should be informed so that it can be reported to Sefton
  - And a log of the website or search should be made
- Children should be encouraged to tell an adult within school if they come across something that they feel is inappropriate.

General:

- Any information relating specifically to an individual child should not be saved by the child's name, but with a generic file name and then sorted in a password protected area.

Please see Ian (Knowsley CLC) or the ICT/Computing team if you require any help.



**THOMAS GRAY PRIMARY SCHOOL**  
**CODE OF CONDUCT FOR THE USE OF THE INTERNET staff, volunteers, students**

All members of staff are responsible for explaining the rules and their implementation to the children in their classes or that they are working with at the time of use.

All members of staff need to be aware of possible misuses of online access and their responsibilities towards pupils, carrying out prior searches as a research before any teaching and learning sessions begin.

The computer system is owned by the school, and may be used by pupils to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's Internet Access Policy has been drawn up to protect all parties, the pupils, the staff and the school.

The school reserves the right to examine or delete any files that may be held on its computer systems or to monitor any Internet sites visited and e-mail sent or received.

Staff and pupils requesting Internet access should sign a copy of this Acceptable Use Statement and return it to the ICT/Computing Subject Leader for approval.

- All internet activity should be appropriate to staff professional activity or the pupil's education;
- Children should be encouraged to tell an adult within school if they come across something that they feel is inappropriate.
- Access should only be made via the authorised accounts and passwords, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT/computing systems, or that attacks or corrupts other systems, is excluded;
- Use for personal finance gain, political purposes or advertising is excluded;
- Copyright of materials must be respected;
- Posting anonymous messages and forwarding chain letters is excluded;
- As e-mail can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media;
- Use of network to access inappropriate materials such as pornographic, racist or offensive material is excluded;
- Violation of the above code of conduct will result in a temporary or permanent ban on Internet use;
- Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour;
- When applicable, police or local authorities may be involved.

Full Name: \_\_\_\_\_

Position in school: Team & Subject Area: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Access Granted: \_\_\_\_\_

Date: \_\_\_\_\_

**THOMAS GRAY PRIMARY SCHOOL**  
**CONDITIONS OF INTERNET USE**

You must have signed Thomas Gray's Permission Form to be able to use the Internet. By signing Thomas Gray's permission form you have agreed to follow Thomas Gray's Internet Policy which includes:

- I will only use the internet when I have permission.
- I will use the internet only for activities and work set by school e.g. homework, class/topic work.
- I will only e-mail people my teacher has approved, and not use the internet for personal or private messages.
- I will only take part in NEWSGROUPS or CHAT which have been approved by the school.
- I will respect the privacy of others. I will not publish their names, addresses, phone numbers or photographs.
- ***I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission.***
- I will not use work from the Internet as if it was my own. I will give credit to the sources of materials included in my work.
- I will not try to find or use unacceptable material from the Internet.
- I will report any unpleasant material or messages sent to me to an adult. I understand this report would be confidential and would help protect other pupils and myself.
- I will not use school resources to subscribe to any goods or services, nor buy or sell using the Internet.
- I will not access other people's files, or damage their work and data,
- I will not download software from the Internet.
- I will not bring in any electronic storage device into school including, floppy disks, CDs, pen-drives or any storage device.
- I will not send unsuitable e-mail messages. The messages I send will be polite, responsible and only signed in my name. I will not send anonymous messages.
- I will not take part in any activity which goes against school rules or government legislation.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

If you have not signed Thomas Gray's Internet Permission Form or have had your Internet use removed or you do not agree with the policy as listed above one or more of the following sanctions will be enforced.

Sanctions

If any breach of the Conditions of Internet Use takes place this could lead to the following sanctions being enforced.

1. A temporary or permanent ban on Internet use.
2. When applicable parents and other external agencies may be contacted.

## Thomas Gray's Internet Permission Form

Dear Parent/Guardian,

As part of Thomas Gray's aim to provide a broad and balanced curriculum, we believe that the use of the World Wide Web and e-mail is a worthwhile and an essential skill for children as they grow up in the modern world. Before being allowed to use the Internet, all pupils must obtain parental permission. Both you and your child must sign and return the enclosed form as evidence of approval and acceptance of the school's policy on 'Conditions of Internet Use' (copy attached).

Access to the Internet will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

At the moment there is no guarantee that users of the Internet can be 100% protected from unwanted or unsuitable material. In Sefton, as long as the Internet access is via the curriculum line, as much protection as possible has been built into the service being offered. Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from accessing the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Thomas Gray supports and respects each family's right to decide whether or not to apply for access.

At Thomas Gray, teachers will guide pupils towards appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media (e.g. social media- Facebook, Twitter etc.)

We would be grateful if you could read the enclosed guidance documents and then complete and return the enclosed permission form.

Yours Sincerely

Mrs Rimmer  
*Headteacher*

## Thomas Gray's Internet Permission Form

*Please complete and return this form to your class teacher.*

*Pupil Name:*

As a user of the Internet and e-mail at Thomas Gray, I have read and understand Thomas Gray's Rules for Responsible Internet Use. I will use the computer systems and Internet in a responsible way and obey these rules at all times.

Pupil Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent

As the parent or legal guardian of the pupil signing above, I grant permission for my child to use e-mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Name of Pupil: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

Year Group and Class: \_\_\_\_\_

Home Telephone: \_\_\_\_\_