**St Saviour’s**

**RC Primary School**

**e-Safety Policy**



**Introduction to e-safety**

#### Our e-Safety Policy has been written by the school, building on The London Grid for Learning (LGfL) Exemplar Policy and other example policies and documents.

It has been discussed with staff, agreed by the senior management and approved by Governors. It will be reviewed annually.

It is the duty of the school to ensure that every child in our care is safe, and the same principles should apply to the ‘virtual’ or ‘digital’ world as would be applied to the school’s physical buildings.

This Policy document is drawn up to protect all parties: the students, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

**Created: Sept 2013**

**Last revised: Sept 2017**

**Next revision due: Sept 2018**

**Context and background**

### The technologies

ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New internet and online technologies are enhancing communication and the sharing of information.

Current and emerging Internet and online technologies used in school and, more importantly in many cases, used outside of school by children include:

* The Internet – World Wide Web
* e-mail
* Instant messaging (often using simple web cams) e.g. Instant Messenger)
* Web based voice and video calling (e.g. Skype)
* Online chat rooms
* Online discussion forums
* Social networking sites (e.g. Facebook)
* Blogs and Micro-blogs (e.g. Twitter)
* Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
* Video broadcasting sites (e.g. You Tube)
* Music and video downloading (e.g. iTunes)
* Mobile phones with camera and video functionality
* Smart phones with e-mail, messaging and internet access

*For more information on the school policy for the teaching and learning of Computing and ICT, please see the Computing and ICT Curriculum Policy.*

**Our whole school approach to the safe use of ICT**

Creating a safe ICT learning environment includes four main elements at this school:

* An effective range of technological tools;
* Policies and procedures, with clear roles and responsibilities
* A comprehensive e-Safety education programme for pupils as part of the Computing Curriculum
* Workshops and guidance for staff and parents

**Roles and Responsibilities**

E-Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school.

### Leadership team

The SLT ensures that the Policy is implemented and compliance with the Policy monitored.
Schools should include e-safety in the curriculum and ensure that every pupil has been educated about safe and responsible use.

### e-Safety Co-ordinator

Our school e-Safety Co-ordinator is Dean Houson (Headteacher)

She ensures they keep up to date with e-Safety issues and guidance. The school’s e-Safety coordinator ensures the Head, senior management and Governors are updated as necessary.

### Governors

Governors need to have an overview understanding of e-Safety issues and strategies at this school. We ensure our governors are aware of our local and national guidance on e-Safety and are updated at least annually on policy developments.

### School Staff

All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering a ‘No Blame’ culture so pupils feel able to report any bullying, abuse or inappropriate materials.

All staff should be familiar with the schools’ e-Safety Policy including:

* Safe use of e-mail;
* Safe use of Internet including use of [internet](http://safety.ngfl.gov.uk/schools/)-based communication services, such as instant messaging and social network;
* Safe use of school network, equipment and data;
* Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
* publication of pupil information/photographs and use of website;
* eBullying / Cyberbullying procedures;
* their role in providing e-Safety education for pupils;

Staff are reminded / updated about e-Safety matters at least once a year.

### Pupils

Pupils are expected to take an active part in planned lessons and activities to support their understanding and confidence in dealing with e-Safety issues, both at home and school.

They are asked to agree to a set of guidelines and rules covering their responsibilities when using ICT at school

### Parents

Parents are given information about the school’s e-safety policy at the Admission interview. They are given copies of the pupil agreement for information, and asked to support these rules with their children.

**Technical and hardware guidance**

**School Internet provision**

The school uses the standard LA Internet Service Provider, which is Virgin Media Business, as part of the London Grid for Learning Broadband consortium.

Virgin provides an always-on broadband connection at speeds up to 10 MB.

### Content filter

The LGfL use a sophisticated content filter to ensure that as far as possible, only appropriate content from the Internet finds its way into school. Whilst this filtering technology is robust and generally effective at blocking unsuitable material, it is still possible for unsuitable material to occasionally get past the filter.

* *All pupils and staff have been issued with clear guidelines on what to do if this happens, and parent will be informed where necessary.*
* *Pupils or staff who deliberately try and access unsuitable materials will be dealt with according to the rules outlined elsewhere in this document.*

### Downloading files and applications

The Internet is a rich source of free files, applications, software, games and other material that can be downloaded and installed on a computer. Whilst some of this material may be useful, much is inappropriate, and may adversely affect the performance and reliability of school equipment.

* *Pupils and staff are not allowed to download any material from the Internet unless directed to do so by an appropriate staff member.*
* *Staff and pupils are not allowed to download files from the Internet or via e-mail programs such as Hotmail onto school computers without* permission

### Portable storage media

Portable media USB memory sticks are a common way of introducing a virus or other undesirable agent into a school computer system.

* *Staff can use external media storage devices and USB memory sticks, but must report any virus notifications or error messages immediately to the technical support staff and ICTC, and stop using the device*
* *Pupils can only use their own USB devices after they have been checked by the technical support team*

### Security and virus protection

The school subscribes to the LA Antivirus software program, which uses Sophos and Norton Antivirus software. The software is monitored and updated regularly by the school technical support staff

* *Any software messages or pop-up screens reporting evidence of viral infection should always be reported immediately to the ICTCO/ICT technician.*

**e-Safety for Pupils**

We believe it is our responsibility to prepare pupils for their lives in the modern world, and ICT is an integral part of that world. At our school we are committed to teaching pupils to use the ICT effectively and appropriately in all aspects of their education.

### *Internet access at school*

## Access for all - Inclusion

All pupils have access to Computing and ICT as part of the curriculum. Details of how we manage access to the curriculum for all pupils is contained in our Inclusion Policy and SEND offer

## Use of the Internet by pupils

Access to digital and online resources is carefully controlled by teachers according to the age and experience of the pupils, and the learning objectives being addressed. **Pupils are always actively supervised by an adult** when using the Internet, and computers with Internet access are carefully located so that screens can be seen at all times by all who pass by.

## Internet clubs

In line with our inclusion policies across the school, we want to ensure that all out pupils have access to the Internet, particularly where this will directly support their learning.

To this end, we provide out of hours access and support for pupils as follows:

Lunch time drop in supervised ICT homework session: Mon to Fri 12.00 – 12.30 pm.

After school ICT club: Wednesdays 3:30 – 4:30 pm.

**Out of Hours Provision**

There will be no unsupervised access to the Internet at any time during Out of Hours provision.

### *Using the Internet for learning*

The Internet is now an invaluable resource for learning for all our pupils, and we use it across the curriculum both for researching information and a source of digital learning materials.

We teach all of our pupils how to find appropriate information on the Internet, and how to ensure as far as possible that they understand who has made this information available, and how accurate and truthful it is. *More details can be found in our Computing and ICT Curriculum Policy.*

* Teachers carefully plan all Internet-based teaching to ensure that pupils are focused and using appropriate and relevant materials.
* Children are taught how to use search engines and how to evaluate Internet-based information as part of the ICT curriculum, and in other curriculum areas where necessary.
* They are taught how to recognise the difference between commercial and non-commercial web sites, and how to investigate the possible authors of web-based materials.
* They are taught how to carry out simple checks for bias and misinformation
* They are taught that web-based resources have similar **copyright status** as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them.

### *Teaching safe use of the Internet and ICT*

## The safe and responsible use of ICT is now a statutory part of the Computing curriculum introduced in September 2014, and will be taught discretely with age appropriate lessons, activities and resources.

## Please see the Computing and ICT scheme of work for more details.

##

### *Suitable material*

We encourage pupils to see the Internet as a rich and challenging resource, but we also recognise that it can be difficult to navigate and find useful and appropriate material. Where possible, and particularly with younger children, we provide pupils with suggestions for suitable sites across the curriculum, and staff always check the suitability of websites before suggesting them to children, or using them in teaching.

### *Unsuitable material*

Despite the best efforts of the LA and school staff, occasionally pupils may come cross something on the Internet that they find offensive, unpleasant or distressing. Pupils are taught to always report such experiences directly to an adult at the time they occur, so that action can be taken.

The action will include:

1. Making a note of the website and any other websites linked to it.
2. Informing the ICTCO/Network manager and Head teacher
3. Logging the incident
4. Informing the LEA/Internet Service Provider so that the website can be added to the content filter if appropriate
5. Discussion with the pupil about the incident, and how to avoid similar experiences in future

## Using E-Mail at schoolE-Mail is a valuable and stimulating method of communication that plays an important role in many aspects of our lives today. We believe it is important that our pupils understand the role of e-mail, and how to use it appropriately and effectively.

* We teach the responsible and safe use of e-mail as part of our Computing curriculum
* Where necessary, pupils are provided with a school e-mail address via the London Grid for learning SafeMail system, which is secure and designed for use by pupils. Staff can monitor this account.
* Any e-mail links set up by the school will be carefully monitored and controlled, with regular checks and monitoring of e-mail subject, content and attachments.
* Pupils are **not allowed** to access personal e-mail using school Internet facilities, due to the quantity of unsolicited e-mail (Spam), unsuitable content and virus threats associated with commercial e-mail.

## Chat, discussion and social networking sitesThese forms of electronic communication are used more and more by pupils out of school, and can also contribute to learning across a range of curriculum areas.

Online chat rooms, discussion forums and social networking sites present a range of personal safety and privacy issues for young people, and there have been some serious cases highlighted in the media.

We use a range of resources, guidelines and materials to teach children how to use chat rooms safely.

## Please see the Computing and ICT scheme of work for more details.

Pupils may take part in discussion forums or post messages on bulletin boards that teachers have evaluated as part of specific lesson activities. Individual pupil names or identifying information will never be used.

* *Pupils are not allowed to access public chat rooms (eg MSN) and bulletin boards using school resources. Such websites are unsuitable and sanctions apply as outlined in this policy.*
* *Pupils are not allowed to use social networking sites in school, and are reminded that such sites usually have age restrictions – 13 and older in most cases.*

***Internet-enabled mobile phones and handheld devices***

More and more young people have access to sophisticated new internet-enabled devices such as SMART mobile phones, tablets and music players.

It is important that whilst the school recognises the potential advantages these devices can offer, there are clear and enforceable rules for their use in school, particularly when they give access to the Internet, and allow pictures and information to be remotely posted to a website or weblog.

Pupils will be taught the legal and moral implications of posting photos and personal information from mobile phones to public websites etc and how the data protection and privacy laws apply.

* *Pupils are not allowed to have personal mobile phones or other similar devices in school. Parents may request that such devices are kept at the Reception for pupils who need them on their journey to school.*
* *Pupils are not allowed to take photographs using a camera phone or other camera of people or property on school premises unless given permission by a member of school staff.*
* *Pupils must under no circumstances upload pictures take**n at school to a public website*

## Cyberbullying - Online bullying and harassmentOnline bullying and harassment via Instant messaging, mobile phone texting, e-mail and chat rooms are potential problems that can have a serious effect on pupils. Our school has a range of strategies and policies to prevent online bullying, outlined in various sections of this policy.

## These include:

* No access to public chat-rooms, Instant Messaging services and bulletin boards.
* Any school-organised pupil e-mail is monitored and checked for inappropriate use.
* Pupils are taught how to use the Internet safely and responsibly, and are given guidance on where to find help and support as part of the Computing and ICT curriculum
* We encourage pupils to discuss any concerns or worries they have about online bullying and harassment with staff, and have a range of materials available to support pupils and their families.
* Complaints of cyberbullying are dealt with in accordance with our **Anti-Bullying Policy**.
* Complaints related to child protection are dealt with in accordance with school child protection procedures.

## Contact details and privacyA pupil’s personal details, identifying information or other sensitive details will never published online.

Pupils are taught that sharing their personal information with others can be dangerous.

## Please see the Computing and ICT scheme of work for more details.

## School and pupil websites – pictures and pupil input

## As part of the Computing and ICT and wider curriculum, pupils may be involved in evaluating and designing web pages and web-based resources.

* Any work that is published on a public website and attributed to members of our school community will reflect our school, and will therefore be carefully checked for mistakes, inaccuracies and inappropriate content.
* Pupils may design and create personal web pages. These pages will generally only be made available to other school users, or as part of a password protected network such as the LGfL.
* Where pupil websites are published on the wider Internet, perhaps as part of a project with another school, organisation etc, then identifying information will be removed, and images restricted.

### *Deliberate misuse of the Internet facilities*

All classes work together to create a set of class rules for use of the Internet, based on a provided template, and agree to abide by them. Examples are provided in this policy – see Appendices 1 and 2

Where a pupil is found to be using the Internet inappropriately, for example to download games, or search for unsuitable images, then sanctions will be applied according to the nature of the misuse, and any previous misuse.

### *Sanctions will include:*

### Unsuitable material (e.g. online games, celebrity pictures, music downloads, sport websites etc)

* Initial warning from class teacher
* Banning from out of school hours Internet facilities
* Letter to parent/carer
* Report to Head

**Offensive material (**e.g. pornographic images, racist, sexist or hate website or images etc)

* Incident logged and reported to Head teacher
* Initial letter to parent/carer
* Removal of Internet privileges/username etc
* Meeting with Parent/Carer to re-sign Internet use agreement
* Removal of Out of School Hours access to Internet
* Subsequent incidents will be treated very seriously by the Headteacher, and may result in exclusion and/or police involvement.

### *How will complaints regarding e-Safety be handled?*

It is the duty of the school to ensure that every child in our care is **safe**, and the same principles should apply to the ‘virtual’ or ‘digital’ world as would be applied to the school’s physical buildings.

International scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Local Authority can accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

* All incidents will be recorded
* Interview/counselling by class teacher, Senior Management Team, e-Safety Coordinator and Headteacher;
* informing parents or carers;
* removal of Internet or computer access for a period,
* referral to LA / Police.

Our e-Safety Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher.

**Use of the Internet and ICT resources by school staff**

### *The Internet*

Our school understands that the Internet is a valuable resource for school staff. It provides a wealth of resources, teaching materials and information that teachers can use across the curriculum. It allows staff to share resources with other schools, and to engage in discussion.

It also provides and efficient way to access information from the DoE and other government agencies that will help staff to keep abreast of national and local developments, and engage in CPD.

We are committed to encouraging and supporting our school staff to make the best use of the Internet and all the opportunities it offers to enhance our teaching and support learning.

### *Internet Availability*

To enable staff to make full use of these important resources, the Internet is available in school to all staff for professional use. The school also provides an LGfL user account that gives further access to specific resources and online tools as well as email.

###

### *ICT Equipment and Resources*

The school also offers staff and pupils access appropriate ICT equipment and resources, including computers, laptops, tablets, interactive whiteboards, data projectors, digital cameras, video camcorders, sound recorders, control and data logging equipment and a range of professional and curriculum software

###

### *Professional use*

Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our pupils both in school and at home.

Staff are also careful to consider inclusion and equalities issues when using ICT and the Internet, and to provide pupils with appropriate models to support the school Inclusion and Equal Opportunities policies.

Staff who need support or INSET in using ICT as part of their professional practice can ask for support from the ICT Co-ordinator.

### *Personal use of the Internet and ICT resources*

We recognise that staff may occasionally find it useful to use the Internet at work for personal purposes. They may also wish to borrow school ICT equipment for personal use, either in or out of school.

Some equipment is available for loan to staff, with permission from the ICTCO and Headteacher. The appropriate forms and agreements must be signed.

However, all staff must be aware of the school policy on using school Internet and ICT resources for personal use. These are outlined in the staff agreement form below.

###

### *E-mail*

We recognise that e-mail is a useful and efficient professional communication tool. To facilitate this, staff members will be given a school e-mail address and we ask staff to use it for all professional communication with colleagues, organisations, companies and other groups.

Staff are reminded that using this e-mail address means that they are representing the school, and all communications must reflect this.

### *Online discussion groups, bulletin boards and forums, online chat and messaging*

We realise that a growing number of educationalists and education groups use discussion groups, online chat forums and bulletin board to share good practice and disseminate information and resources.

The use of online discussion groups and bulletin boards relating to professional practice and continuing professional development is encouraged, although staff are reminded that they are representing the school, and appropriate professional standards should apply to all postings and messages.

### *Social Networking*

The school appreciates that many staff will use social networking sites and tools. The use of social networking tools and how it relates to the professional life of school staff is covered in Staff Professional Conduct expectations and agreements.

Guidance is available for school staff on using Social Networking sites whilst working with young people.

### *Data Protection and Copyright*

The school has data protection policy in place – please see separate documentation for more details.

Staff are aware of this policy, and how it relates to Internet and ICT use, in particular with regard to pupil data and photographs, and follow the guidelines as necessary.

Staff understand that there are complex copyright issues around many online resources and materials, and always give appropriate credit when using online materials or resources in teaching and learning materials. They also support pupils to do the same.

**e-Safety Policy - Staff Agreement**

**This document covers use of school digital technologies resources and networks both and out of school**

**Access**

* I will obtain the appropriate log on details and passwords from the ICT Co-ordinator or technician
* I will not reveal my password(s) to anyone other than the persons responsible for running the school system.
* If my password is compromised, I will ensure I change it. I will not use anyone else’s password
* I will not allow unauthorised individuals to access school ICT systems or resources

**Appropriate Use**

* I will only use the school’s digital technology resources and systems for professional purposes
* I will never view, upload, download or send any material which is likely to be unsuitable for children or material that could be considered offensive to colleagues. This applies to any material of a violent, dangerous or inappropriate sexual content.
* I will not download, use or upload any material which is copyright, does not have the appropriate licensing or that might compromise the network
* I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the e-Safety coordinator or member of the SMT.

**Professional Conduct**

* I will not engage in any online activity that may compromise my professional responsibilities
* I will ensure that any private social networking sites / blogs etc that I create or actively contribute to are not confused with my professional role
* I will never include pupils or former pupils as part of a non-professional social network or group
* I will ensure that I represent the school in a professional and appropriate way when sending e-mail, contributing to online discussion or posting to public websites using school facilities
* I will not browse, download or send material that could be considered offensive to colleagues
* I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate line manager / school named contact

**Personal Use**

* I understand that I may use Internet facilities for personal use at lunchtimes and break time, where computers are available and not being used for professional or educational purposes.
* I understand that I may access private e-mail accounts during the availability periods outlined above for personal use, but will not download any attachments, pictures or other material onto school computers, or onto the school network
* I understand that the forwarding of e-mail chain letters, inappropriate ‘jokes’ and similar material is forbidden.
* I will not use the school Internet facilities for personal access to public discussion groups or chat rooms

**Staff Email**

* I will only use the approved, secure email system for any school business: (currently: LGfL Mail)

**Use of School equipment out of school**

* I agree and accept that any computer or laptop loaned to me by the school, is provided solely to support my professional responsibilities and that I will notify the school of any “significant personal use” as defined by HM Revenue and Customs.
* I will keep any ‘loaned’ equipment up-to-date, using the school’s recommended anti-virus systems.

**Teaching and Learning**

* I will always actively supervise, or arrange for suitable supervision of pupils that I have directed or allowed to use the Internet
* I will embed the school’s e-safety curriculum into my teaching, using agreed resources and materials
* I will ensure I am aware of digital safety-guarding issues so they are appropriately embedded in my classroom practice
* I will only use the Internet for professional purposes when pupils are present in any location

**Photographs and Video**

* I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home without permission
* I will never associate pupil names or personal information with images or videos published in school publications or on the Internet (in accordance with school policy and parental guidance)

**Data protection**

* I will not give out or share personal addresses (including email), telephone / fax numbers of any adult or students working at the school.
* I will not take pupil data, photographs or video from the school premises without the full permission of the head teacher e.g. on a laptop, memory stick or any other removable media
* I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow school data security protocols when using any such data at any location.
* I will respect the privacy of other users’ data, and will never enter the file areas of other staff without their permission
* I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school’s information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

**Copyright**

* I will not publish or distribute work that is protected by copyright
* I will encourage pupils to reference online resources and websites when they use them in a report or publication

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**User Signature**

* I agree to abide by all the points above.
* I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school’s most recent e-safety policies.
* I wish to have an email account, be connected to the Internet via the school network and be able to use the school’s ICT resources and systems.

**Signature** Date

**Full Name** (printed)

**Job title** (printed)

**Authorised Signature (Head Teacher (primary) / Head/Deputy/ senior teacher (secondary)**

I approve this user to be set-up.

Signature Date

Full Name (printed)

**Data Protection Policy**

Our school is aware of the data protection law as it affects our use of the Internet, both in administration and teaching and learning.

We adhere to the LA Guidelines on Data protection.

Staff and pupils understand the legal and disciplinary implications of using the Internet at school for illegal purposes.

Where appropriate, the police and other relevant authorities will be involved in cases of deliberate misuse or abuse of the Internet by members of the school community using the connection provided by the school.

**Monitoring of policy**

This policy will be monitored as part of the normal monitoring cycle. The teaching and learning of e-safety by pupils is a statutory part of the Computing curriculum and will be monitored as part of the subject monitoring process

**Evaluation of policy**

This policy will be evaluated through termly or annual reports by the post holder to the Head teacher and Governing Body. This evaluation will also inform school priorities.

**Policy completed and agreed:** July 2013

**Reviewed September 2017**

**Review date:** September 2018

*Appendix 1*

**Rules for responsible ICT use for KS1 pupils**

**Keep safe: Keep SMART**

* I will always ask before I use ICT equipment like a computer, laptop or camera
* I will make sure an adult is with me when I use the Internet
* I will only log in in with my own username and password
* I will ask an adult if I get lost or don’t know what to do
* I will only click on buttons and links on a website as part of my school work
* I will not use Google Image search to find pictures
* If I see anything I don’t like or understand I will tell an adult
* I will use school ICT equipment sensibly and carefully
* I will never give out personal information like my name and address to someone on the Internet
* I will not talk to strangers on the Internet

**I agree to try and follow all these rules to keep me safe online**

**Name: …………………………………………………………………………………**

**Class: …………………………………………………………………………………**

**Date: …………………………………………………………………………………**

**Signature: …………………………………………………………………………………**

*Appendix 2*

**Rules for responsible ICT use for KS2 pupils**

**Keep safe: Keep SMART**

* I will only use the school’s computers for schoolwork and homework.
* I will only use the Internet at school when an adult is present and has given me permission to go online
* I will use ICT equipment and resources responsibly and sensibly
* I will ask an adult if I am not sure what to do or how to use the resources
* I will only edit or delete my own files and not look at, or change, other people’s files without their permission.
* I will keep my logins and passwords secret.
* I will not bring files into school without permission or upload inappropriate material to my workspace.
* I am aware that some websites and social networks have age restrictions (Facebook is 13 years and older) and I should respect this.
* I will not attempt to visit Internet sites that I know to be banned by school.
* I will not use Google Image search to look for images online
* I will only e-mail people I know, or a responsible adult has approved.
* The messages I send, or information I upload, will always be polite and sensible.
* I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
* I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
* I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
* If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.

**Name: …………………………………………………………………………………………………**

**Class: …………………………………………………………………………………………………**

**Date: …………………………………………………………………………………………………**

**Signature: …………………………………………………………………………………………………**

*Appendix 3*

**Example Letter to parents**

Dear Parents/guardians,

**Using the Internet at St Saviour’s RC Primary School**

We believe that the Internet is an essential part of your child’s learning. It offers a huge range of useful and educational material and information and it is becoming an important part of teaching and learning across the curriculum.

Our school provided Internet access to pupils, and we have clear rules and guidelines on how this access will be managed and made as safe as possible

We have taken positive steps to deal with the risk of pupils coming across unsuitable material when they are using the Internet at school.

* We use the LA approved Internet provider, and there is a filtering system in place restricts access to inappropriate materials.
* We have a comprehensive e-Safety policy for all pupils and school staff.
* A copy of the school e-Safety policy is available on request from the office.
* We teach pupils how to use Technology and the Internet safely and responsibly as part of the Computing curriculum (a statutory part of the National Curriculum 2014)

In the Autumn Term pupils will work together in each class to create and agree a set of rules for safe and responsible use of ICT and the Internet, and they will share these rules with you. Please read them with your child(ren)

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the Internet. The School will not be liable for any damages arising from your child’s use of the Internet facilities.

**We understand that you may have concerns about how your child uses the Internet at home, and we can provide you with a range of resources and information on how to help your child keep safe on the Internet – please contact the school office for more details.**

**Publication of Photographs and Digital Video**

Photographs and video footage that include your child may be published in such places as the school website and school newsletters. This will be done in accordance with the school policy that photographs and videos will not clearly identify individuals and that full names will not be used.

Should you wish to discuss any aspect of e-safety please contact the school for further information.

Thank you for your co-operation and understanding.

Yours Sincerely,

**Head teacher**

*Appendix 4*

**Staff Laptop and ICT Equipment Loans**

Any member of staff who borrows or uses a school laptop, computer or any other ICT equipment must adhere to all aspects of this e-Safety Policy.

This must be the case wherever the laptop, computer or other such device is being used as it remains the property of St Saviour’s RC Primary School at all times.

Staff must undertake to take proper care of the equipment whilst in their possession and will abide by the requirements of the school’s insurance policy with regard to protecting the equipment from loss or damage. They must also agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, they will replace or arrange for the repair of the equipment at their own expense.

Staff must sign the ‘Staff Laptop and Computer Loans Agreement before taking the equipment away from the school premises.

**Staff Laptop and ICT Equipment Loan Agreement**

**I have borrowed a school laptop to use out of school in agreement with both Head Teacher and the ICT co-ordinator.**

Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serial number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**It is understood that I will return the equipment to school if requested to do so by either the Head Teacher or the ICT co-ordinator.**

I undertake to take proper care of the equipment whilst in my possession and will abide by the requirements of the school’s insurance policy with regard to protecting the equipment from loss or damage. I agree that, should the equipment be lost or damaged due to exposure to a non-insured risk, I will replace or arrange for the repair of the equipment at my own expense.

I will use the equipment in accordance with the schools Acceptable Use of the Internet and Related Technologies (IAU Policy) and ICT Policy.

**I agree to the above conditions:**

(Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**Returned:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_