



Sandylands Community Primary School

E-safety Policy

Hampton Road, Morecambe, Lancashire, LA3 1EJ

Headteacher: Ms. A. Hickson

E-mail: head@sandylands.lancs.sch.uk

Telephone (01524) 410286

www.sandylands.lancs.sch.uk



March 2017

Approved by (Headteacher)

Date

Approved by (Governor)

Date

Review Date

1. Introduction

Computing in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the every day lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our children with the skills to access life-long learning and employment.

Information and Communications Technology (Computing) covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of Computing within our society as a whole. Currently the Internet technologies children and young people are using both inside and outside of the classroom include:

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- Websites
- Learning Platforms and Virtual Learning Environments
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/Smart phones with text, video and/or web functionality
- Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education, much Computing, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

At Sandylands Community Primary School, we understand the responsibility to educate our pupils in e-Safety issues; teaching them the appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

This policy must be read alongside – Safeguarding, Behaviour and PSHE policies including Anti-bullying.

Our e-Safety policy has been written by the school, in conjunction with advice from Lancashire LA and government guidance. It has been agreed by the Senior Leadership Team, Staff and approved by the Governing Body. The e-Safety policy and its implementation will be reviewed regularly.

E-Safety skills development for staff at Sandylands

- Staff receive regular information and training on e-Safety issues through the Computing coordinator at staff meetings and through email.
- New staff receive information through the school's Acceptable Use Agreement and sharing policies as part of their induction.

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Internet at Sandylands

- Sandylands school follow a comprehensive e-Safety curriculum through the Knowsley scheme of work that makes children aware of the dangers of the internet in terms of inappropriate content, online gaming, viruses, social networking, cyberbullying, online grooming, inappropriate content, sexting and online reputation etc.
- Educating pupils on the dangers of technologies that may be encountered outside of school is also done informally when opportunities arise
- Pupils are aware of the impact of online bullying and what to do in response to being bullied online through displays, Safer Internet Day and PSHE (block, keep the evidence, report).
- Pupils are also aware of where to seek advice or help if they experience problems when using the Internet and related technologies; i.e. parent/carer, teacher/trusted member of staff, or an organisation such as Childline/CEOP.
- Sandylands e-Safety ambassadors are chosen, and meet termly to organize activities to raise awareness about online safety. Ambassadors work closely with the school council and attend meetings to discuss ongoing issues.
- Displays and posters of Internet safety rules are displayed around school.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- School Internet access will be designed expressly for pupil use and will include filtering systems (Smoothwall) appropriate to the age of pupils.
- Parents are informed of any on-going issues through the provision of newsletters, school website, parent text. Where issues relate to individual children parents are informed that day.
- The school will ensure that the use of Internet derived materials by staff and pupils complies with copyright law.
- Pupils should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access at Sandylands

The Internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material, which

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makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people.

- Children in Y4, Y5 & Y6 will not be able to access the Internet without signing in first. This allows each child to be monitored by the school technician, Mr Dabrowski, who will be alerted should a concern arise.
- Virus protection will be updated regularly.
- Security strategies will be discussed regularly between senior management

E-mail at Sandylands

- Pupils may only use approved e-mail accounts on the school system.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone.
- E-mail sent to an external organisation should be written carefully, in the same way as a letter written on school headed paper.

Published content at Sandylands

The contact details on the Website should be the school address, e-mail and telephone number. Staff or pupils' personal information will **not** be published. The Headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.

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Publishing pupil's images and work at Sandylands

- Written permission from parents or carers will be obtained before photographs of pupils are published on the school Website.
- Permissions will be updated as required by legislation.
- Parents/carers may withdraw permission, in writing, at any time.
- Photographs that include pupils will be selected carefully and full names will not be used in association with photographs.
- Individual pupil's work can only be published by outside agencies with the permission of the pupil and parents.

Photographs taken by parents/carers for personal use

In the event of parents/carers wanting to take photographs for their own personal use, e.g. School performances and assemblies etc. the school will demonstrate our protective ethos by announcing that photographs may only be taken of children whose parents are present at the time and they are for private retention and not for publication in any manner, including use on personal websites,

Social networking and personal publishing

- The school will block / filter access to social networking sites.
- Pupils and parents will be advised that the use of social network spaces outside school without supervision is inappropriate for primary aged pupils. However, we accept that some pupils will still use them; they will be advised never to give out personal details of any kind, which may identify them or their location.
- Pupils are advised through assemblies, Computing sessions and ongoing class discussion to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.
- Parents are reminded about e-Safety through the school website, newsletters and at information evenings.
- Our pupils are asked to report any incidents of bullying to the school.
- Staff are NOT permitted to add children as 'friends' if they use these sites.

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Managing filtering

- The school will work with the LA, DfE and the Smoothwall Support Team to ensure systems to protect pupils are reviewed and improved.
- If pupils or staff discover an unsuitable site, it must be reported to the Class Teacher, e-Safety Coordinator (Mr Morris) school technician (Mr Dabrowski) or Headteacher (Ms Hickson).
- The school technician, Mr.Dabrowski, will ensure that the filtering methods selected are appropriate, effective and reasonable. Any issues will be reported to the DSL (Mrs Dixon) or Headteacher (Ms Hickson)..

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.
- Children will only be able to access their class folder on computers.
- Any phones brought to school by pupils must be kept in the school office.
- Staff will use a school phone where contact with pupils/parents is required.
- Staff should not use personal mobile phones or other communication devices during the school day except during breaks in the staff room.

Protecting personal data

We will ensure that all personal information supplied is held securely, as defined by the Data Protection Act 1998. Parents and children have the right to view the personal information that the school holds about them/their child and to have any inaccuracies corrected. (except information where this contradicts safeguarding children legislation)

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Authorising Internet access

- Pupil instruction in responsible and safe use should precede any Internet access and all pupils must sign up to the Acceptable Use Agreement for pupils and abide by the school's e-Safety rules. These e-Safety rules will also be displayed clearly in all networked rooms.
- Children must only access the Internet when instructed by an adult.
- All parents will be asked to sign the Acceptable Use Agreement for pupils.
- All staff must read and agree in writing to adhere to the Acceptable Use Agreement for Staff before using any school Computing resource.

Handling e-Safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Headteacher.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

Monitoring and review –

This policy is implemented on a day-to-day basis by all school staff and is monitored by the e-Safety Coordinator. This policy is the Governors' responsibility and they will review its effectiveness regularly.

Reviews will take place termly with

e-Safety Coordinator, SAM

Designated Safeguarding Coordinator GD, and Governor with responsibility for COMPUTING (Paul Walker) and Governor with responsibility for Child Protection. RONA FORSYTH. Reviews will then be reported to the full governing body.

Ongoing incidents will be reported to the full governing body.

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Sandylands Computing Consent Form:

Parent / Guardian name: _____

Pupil name(s): _____ Class: _____

- I know that my child has signed an e-safety agreement form and that they have a copy of the 'rules for responsible *COMPUTING* use'.
- I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include an educationally filtered service, restricted access email, employing appropriate teaching practice and teaching e-safety skills to pupils.
- I understand that the school can check my child's computer files, and the Internet sites they visit.
- I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent / Guardian signature: _____

Date: ____/____/____

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Sandylands use of digital images - photography and video.

- To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your child.
- We follow the following rules for any external use of digital images:
- Where showcasing examples of pupils' work with photographs, we only use their first names, rather than their full names.
- If showcasing digital video work to an external audience, full names won't be given in credits at the end of the film.
- Staff are not allowed to take photographs or videos on their personal equipment.

Use of digital images - photography and video: I agree to the school using photographs of my child for

DELETE AS APPROPRIATE

Photographs to be used in displays in classrooms and around school

Photographs on website

Photographs in school materials e.g. prospectus

Photographs in local press (including on their website)

Parent / Guardian signature: _____

Date: ___/___/___

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KS1 Pupil Acceptable Use Agreement

These rules will keep me safe and help me to be fair to others.

1. I will only use the school's ICT equipment for schoolwork. If I need to use the school's computers for anything else, I will ask for permission from a member of staff.
2. I will not share my passwords with other people and will tell my class teacher if I think someone else knows them.
3. I will not share details about myself such as name, phone number or home address on email or social media.
4. I will not send any message that may upset other people.
5. If I see something on a screen that upsets me, I will always tell an adult.

I have read and understood these rules and agree to them.

Signed: _____

Date: _____

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KS2 Pupil Acceptable Use Agreement

These rules will keep me safe and help me to be fair to others.

6. I will only use the school's computers for schoolwork. If I need to use the school's computers for anything else, I will ask for permission from a member of staff.
1. I will only edit or delete my own files and not look at, or change, other people's files without their permission.
2. I will keep my logins and passwords secret.
3. I am aware that some websites and social networks have age restrictions and I agree to abide with these age restrictions.
4. I will not attempt to visit Internet sites that I know to be banned by the school.
5. The messages I send, or information I upload, will always be polite/appropriate.
6. I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
7. I will not give any personal information (home address, phone number, photographs & videos) that could be used to identify me on any website, social media or messaging.
8. I will never arrange to meet someone I have only ever previously met through the Internet.
9. 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 it to my teacher.

I have read and understood these rules and agree to them.

Signed: _____

Date: _____

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Sandylands Acceptable Technology Use Policy (AUP)

- I will only use the Sandylands Primary School digital technology resources and systems for professional purposes or for uses deemed 'reasonable' by Sandylands Primary School.
- I will not reveal my password(s) to anyone.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved communication systems with young people, parents/carers, and I will only communicate with them on appropriate Sandylands Primary School business.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the appropriate contact.
- I will not download any software or resources from the Internet that can compromise my school computer, or are not adequately licensed.
- I will not use personal digital cameras or camera phones for taking and transferring images of young people and will not store images at home.
- I agree and accept that any computer, laptop, other devices loaned to me by the Sandylands Primary School, is provided solely to support my professional responsibilities.
- I understand that data protection policy requires that any information seen by me with regard to young people's information 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.
- I will embed the e-safety messages for adults and young people into my area of work.
- I understand that all Internet usage may be logged and this information could be made available to a senior member of staff on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

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- I will not use my personal electronic communication devices e.g. mobile phone, ipads, Iwatches during the school day except during breaks and always in the staff room.

User Signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the Sandylands Primary School's most recent e-safety policies.

Signature Date

Full Name(printed)

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