St Andrew's CE Primary School

At St Andrew's we **BELIEVE** all God's children should flourish in every area of their lives. Our broad and balanced curriculum **INSPIRES** the whole child with their unique talents, encouraging them to develop self-respect and high aspirations. We help them to **ACHIEVE** their full potential through active and creative learning that will develop their knowledge, skills and understanding with our supportive community.

'With God all things are possible' (Matthew 19:26)

Internet and acceptable use Policy

Date approved September 2023

Date of review September 2024

DESIGNATED SAFEGUARDING AND INTERNET SAFETY LEADS:	**KATIE HENSON** **LIZ KEELEY** **BENJAMIN SHARP**
DESIGNATED SAFEGUARDING AND E-SAFETY GOVERNOR	**JENNY BERRIMAN**

Development / Monitoring / Review of this Policy

This e-safety policy has been developed by a working group made up of:

- Mrs Katie Henson – Headteacher and Safeguarding Lead
- *Staff – including Teachers, Support Staff*
- Mrs Jenny Berriman – Safeguarding governors
- Parents and Carers- including the e-safety working group

Consultation with the whole school community has taken place through a range of formal and informal meetings.

The school will monitor the impact of the policy using:

- *Logs of reported incidents*
- *Monitoring logs of internet activity (including sites visited)*
- *Internal monitoring data for network activity*
- *Surveys / questionnaires of:*

  students / pupils

  parents / carers

  staff

Scope of the Policy

This policy applies to all members of the school community (including staff, students / pupils, volunteers, parents / carers, visitors) who have access to and are users of school ICT systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Headteachers / Principals to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the school / academy, but is linked to membership of the school / academy. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data (see appendix for template policy). In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safety behaviour that take place out of school.

Roles and Responsibilities

Governors:

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about e-safety incidents and monitoring reports. A member of the Governing Body has taken on the role of E-Safety Governor. The role of the E-Safety Governor will include:

- regular meetings with the E-Safety Co-ordinator
- regular monitoring of e-safety incident logs
- regular monitoring of filtering / change control logs
- reporting to relevant Governors

Headteacher:

- The Headteacher has a duty of care for ensuring the safety (including e-safety) of members of the school community, though the day to day responsibility for e-safety will be delegated to the E-Safety Co-ordinator
- The Headteacher and another member of the Senior Management Team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.

- The Headteacher are responsible for ensuring that the E-Safety Coordinator / Officer and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant.

- The Headteacher will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.

- The Senior Management Team will receive regular monitoring reports from the E-Safety Co-ordinator.

E-Safety Coordinator:

- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents

- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.

- provides training and advice for staff

- liaises with the Local Authority / relevant body

- liaises with school technical staff

- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments,

- meets regularly with E-Safety Governor to discuss current issues, review incident logs and filtering / change control logs

- that the school's technical infrastructure is secure and is not open to misuse or malicious attack

- that the school meets required e-safety technical requirements and any Local Authority E-Safety Policy / Guidance that may apply.

- that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed

- that they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant

- that the use of the network / internet / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Headteacher for investigation / action / sanction

Teaching and Support Staff

are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices
- they have read, understood and signed the Staff Acceptable Use Policy / Agreement (AUP)
- they report any suspected misuse or problem to the Headteacher for investigation / action / sanction
- all digital communications with parents / carers should be on a professional level
- e-safety issues are embedded in all aspects of the curriculum and other activities
- pupils understand and follow the e-safety and acceptable use policies
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

Safeguarding Designated Person

should be trained in e-safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

E-Safety Group

Due to the size of the school, E-safety is implemented and managed by the Headteacher and E-safety coordinator in consultation with the Senior Management Team.

Duties include:

- the production / review / monitoring of the school e-safety policy / documents.
- mapping and reviewing the e-safety curricular provision – ensuring relevance, breadth and progression
- monitoring network / internet / incident logs
- consulting stakeholders – including parents / carers and the students / pupils about the e-safety provision
- monitoring improvement actions identified through use of the 360 degree safe self-review tool

Students / pupils:

- are responsible for using the school digital technology systems in accordance with the Pupil Acceptable Use Policy
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school

Parents / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local e-safety campaigns / literature. Parents and carers will be encouraged to support the school in promoting good e-safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website
- their children's personal devices in the school

Policy Statements

Education – students / pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned e-safety curriculum should be provided as part of Computing and PHSE lessons and should be regularly revisited
- Key e-safety messages should be reinforced as part of a planned programme of assemblies
- Pupils should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be helped to understand the need for the Pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- Staff should act as good role models in their use of digital technologies the internet and mobile devices
- in lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.

Education – parents / carers

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site,
- Parents / Carers evenings / sessions
- Reference to the relevant web sites / publications

Education & Training – Staff / Volunteers

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of formal e-safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the e-safety training needs of all staff will be carried out regularly.
- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Agreements.
- This E-Safety policy and its updates will be presented to and discussed by staff in staff meetings / INSET days.

Training – Governors

Governors should take part in e-safety training / awareness sessions, with particular importance for those who are members of any sub committee / group involved in technology / e-safety / health and safety / child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association / or other relevant organisation
- Participation in school training / information sessions for staff or parents

Technical – infrastructure / equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

- School / Academy technical systems will be managed in ways that ensure that the school / academy meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of school technical systems

- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school technical systems and devices.
- All users from year 1 and above will be provided with a username and secure password by the Computing Coordinator who will keep an up to date record of users and their usernames. Class teachers are responsible for the security of their pupils' username and password. Users will be required to change their password every year.
- The "master / administrator" passwords for the school ICT system, used by the Computing Coordinator must also be available to the Headteacher or other nominated senior leader and kept in a secure place (eg school safe)
- The Computing Coordinator is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- The school has provided enhanced / differentiated user-level filtering
- An appropriate system is in place for users to report any actual / potential technical incident / security breach to the relevant person, as agreed (E safety coordinator) .
- The school infrastructure and individual workstations are protected by up to date virus software.
- An agreed policy is in place with specified passwords for the provision of temporary access of "guests" (eg trainee teachers, supply teachers, visitors) onto the school systems.
- An agreed policy is in place within the Acceptable Use Agreement for staff regarding the extent of personal use that staff and their family members are allowed on school devices that may be used out of school.
- An agreed policy is in place (to be described) that forbids staff from downloading executable files and installing programmes on school devices.
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students / pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and

existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm

- When using digital images, staff should inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.

- Parents / carers are welcome to take videos and digital images of their children at school events for their own personal use. To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.

- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.

- Care should be taken when taking digital / video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.

- Pupils must not take, use, share, publish or distribute images of others without their permission

- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.

- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.

- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website

- Pupil's work can only be published with the permission of the pupil and parents or carers.

Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed

- Processed for limited purposes

- Adequate, relevant and not excessive

- Accurate

- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection.

The school will ensure that:

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.
- All personal data will be fairly obtained in accordance with the "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing
- It has a Data Protection Policy
- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)
- Responsible persons are appointed /
- Risk assessments are carried out
- It has clear and understood arrangements for the security, storage and transfer of personal data
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood policies and routines for the deletion and disposal of data
- There is a policy for reporting, logging, managing and recovering from information risk incidents
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties

Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.
- Transfer data using encryption and secure password protected devices.

When personal data is stored on any portable computer system, memory stick or any other removable media:

- the data must be encrypted and password protected
- the device must be password protected
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with school policy (below) once it has been transferred or its use is complete

Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks / disadvantages:

	Staff & other adults			Students / Pupils				
Communication Technologies	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff	Not allowed
Mobile phones may be brought to school	✓				✓			
Use of mobile phones in lessons			N/A	✓				
Use of mobile phones in social time	✓			✓				
Taking photos on school cameras	✓						✓	
Use of other mobile devices eg school tablets	✓						✓	

Use of personal email addresses in school, or on school network	✓			✓				
Use of school email for personal emails – not allowed								
Use of messaging apps - not allowed								
Use of social media (School and FOSTAS Facebook)			✓	✓				
Use of blogs			✓					

When using communication technologies the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school, or on school systems (eg by remote access).

- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.

- Any digital communication between staff and parents / carers (email,) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications.

- Pupils should be taught about e-safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.

- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

All schools, academies and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools/academies and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the school or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the school through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

School staff should ensure that:

- No reference should be made in social media to pupils, parents / carers or school staff
- They do not engage in online discussion on personal matters relating to members of the school community
- Personal opinions should not be attributed to the school or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

The school's use of social media for professional purposes will be checked regularly by the Headteacher and e-safety coordinator to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies.

Unsuitable / inappropriate activities

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts usage as follows:

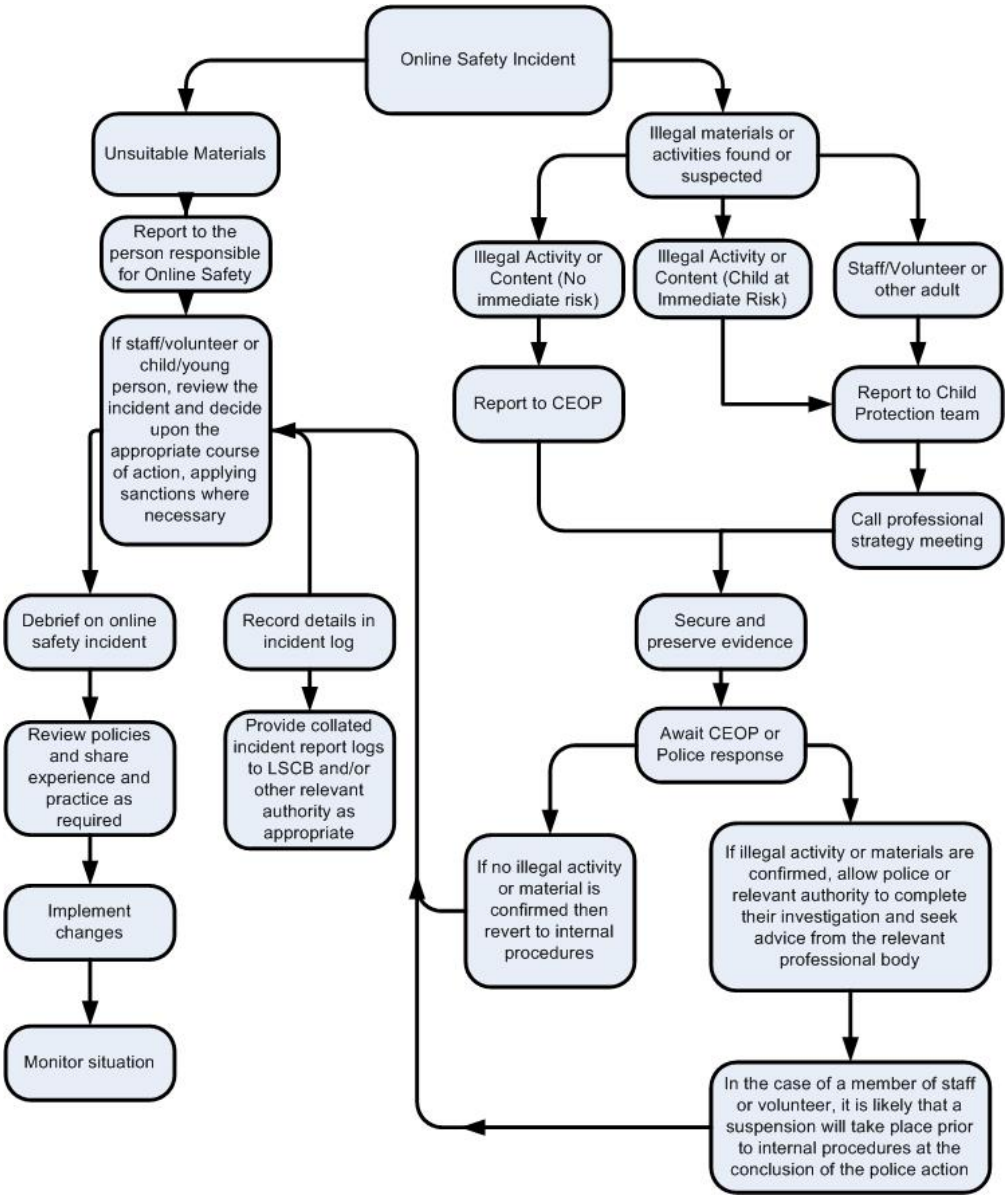
User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					✓
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					✓
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					✓
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					✓
	pornography				✓	
	promotion of any kind of discrimination				✓	
	threatening behaviour, including promotion of physical violence or mental harm				✓	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				✓	
Using school systems to run a private business					✓	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy					✓	
Infringing copyright					✓	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)					✓	

Creating or propagating computer viruses or other harmful files				✓	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)				✓	
On-line gaming (educational)			✓		
On-line gaming (non educational)				✓	
On-line gambling				✓	
On-line shopping / commerce			✓		
File sharing			✓		
Use of social media (Twitter, FOSTAS Facebook page)			✓		
Use of messaging apps				✓	
Use of video broadcasting eg Youtube			✓		

Responding to incidents of misuse

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the url of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:

- Internal response or discipline procedures
- Involvement by Local Authority or national / local organisation (as relevant).
- Police involvement and/or action
- **If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:**
- incidents of 'grooming' behaviour
- the sending of obscene materials to a child
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials

- **Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.**

It is important that all of the above steps are taken as they will provide an evidence trail for the school and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

School Actions & Sanctions

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows:

Students / Pupils

Incidents:	Refer to class teacher / tutor	Refer to Headteacher	Refer to Police	Refer to technical support staff for action	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		✓	✓		✓			
Unauthorised use of non-educational sites during lessons	✓				✓			
Unauthorised use of mobile phone / digital camera / other mobile device		✓			✓			
Unauthorised use of social media / messaging apps / personal email		✓			✓			
Unauthorised downloading or uploading of files		✓			✓			
Allowing others to access school network by sharing username and passwords		✓			✓			
Attempting to access or accessing the school / academy network, using another student's / pupil's account		✓			✓			
Attempting to access or accessing the school / academy network, using the account of a member of staff		✓			✓			
Corrupting or destroying the data of other users		✓			✓			
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature		✓			✓		✓	

Continued infringements of the above, following previous warnings or sanctions					✓			✓
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school		✓			✓			✓
Using proxy sites or other means to subvert the filtering system		✓			✓			✓
Accidentally accessing offensive or pornographic material and failing to report the incident		✓			✓			
Deliberately accessing or trying to access offensive or pornographic material		✓			✓			✓

Staff

Incidents:	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	✓	✓	✓				
Inappropriate personal use of the internet / social media / personal email	✓				✓		
Unauthorised downloading or uploading of files	✓				✓		
Allowing others to access school network by sharing username and	✓				✓		

passwords or attempting to access or accessing the school network, using another person's account							
Careless use of personal data eg holding or transferring data in an insecure manner	✓				✓		
Deliberate actions to breach data protection or network security rules	✓			✓	✓		
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	✓						✓
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	✓				✓		
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils	✓						✓
Actions which could compromise the staff member's professional standing	✓	✓					
Actions which could bring the school / academy into disrepute or breach the integrity of the ethos of the school / academy	✓	✓					
Using proxy sites or other means to subvert the school's / academy's filtering system	✓			✓	✓		
Accidentally accessing offensive or pornographic material and failing to report the incident	✓				✓		

Deliberately accessing or trying to access offensive or pornographic material	✓	✓	✓			✓	✓
Breaching copyright or licensing regulations	✓				✓		
Continued infringements of the above, following previous warnings or sanctions	✓	✓					✓

Acceptable Use Policies

KS1 Pupil Online Acceptable Use Agreement

My name is _____

To stay **SAFE online and on my devices**, I follow the Digital 5 A Day and:	✓
1. I only **USE** devices or apps, sites or games if a trusted adult says so	
2. I **ASK** for help if I'm stuck or not sure	
3. I **TELL** a trusted adult if I'm upset, worried, scared or confused	
4. If I get a **FUNNY FEELING** in my tummy, I talk to an adult	
5. I look out for my **FRIENDS** and tell someone if they need help	
6. I **KNOW** people online aren't always who they say they are	
7. Anything I do online can be shared and might stay online **FOREVER**	
8. I don't keep **SECRETS** or do **DARES AND CHALLENGES** just because someone tells me I have to	
9. I don't change **CLOTHES** in front of a camera	
10. I always check before **SHARING** personal information	
11. I am **KIND** and polite to everyone	

My trusted adults are:

_____ at school

_____ at home

_____

KS2 Pupil Online Acceptable Use Agreement

This agreement will help keep me safe and help me to be fair to others

1. ***I learn online*** – I use the school's internet and devices for schoolwork, homework and other activities to learn and have fun. School internet and devices are monitored.

2. ***I ask permission*** – Whether at home or school, I only use the devices, apps, sites and games I am allowed to, at the times I am allowed to.

3. ***I am creative online*** – I don't just spend time on apps, sites and games looking at things from other people. I get creative to learn and make things, and I remember my Digital 5 A Day.

4. ***I am a friend online*** – I won't share anything that I know another person wouldn't want shared, or which might upset them. And if I know a friend is worried or needs help, I will remind them to talk to an adult, or even do it for them.

5. ***I am a secure online learner*** – I keep my passwords to myself and reset them if anyone finds them out. Friends don't share passwords!

6. ***I am careful what I click on*** – I don't click on unexpected links or popups, and only download or install things when I know it is safe or has been agreed by trusted adults. Sometimes add-ons can cost money, so it is important I always check for these too.

7. ***I ask for help if I am scared or worried*** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.

8. ***I know it's not my fault if I see or someone sends me something bad*** – I won't get in trouble, but I mustn't share it. Instead, I will tell a trusted adult. If I make a mistake, I don't try to hide it but ask for help.

9. ***I communicate and collaborate online*** – with people I already know and have met in real life or that a trusted adult knows about.

10. ***I know new online friends might not be who they say they are*** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can't be sure who they are.

11. ***I check with an adult before I meet an online friend*** face to face for the first time, and I never go alone.

12. ***I don't do live videos (livestreams) on my own*** – and always check if it is allowed. I check with a trusted adult before I video chat with anybody for the first time.

13. ***I keep my body to myself online*** – I never get changed or show what's under my clothes in front of a camera. I remember my body is mine and no-one should tell me what to do with it; I don't send any photos or videos without checking with a trusted adult.

14. ***I say no online if I need to*** – I don't have to do something just because a friend dares or challenges me to do it, or to keep a secret. If I get asked anything that makes me worried, upset or just confused, I should say no, stop chatting and tell a trusted adult immediately.

15. ***I tell my parents/carers what I do online*** – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.

16. ***I am private online*** – I only give out private information if a trusted adult says it's okay. This might be my address, phone number, location or anything else that could identify me or my family and friends; if I turn on my location, I will remember to turn it off again.

17. ***I am careful what I share and protect my online reputation*** – I know anything I do can be shared and might stay online forever (even on Snapchat or if I delete it).

18. ***I am a rule-follower online*** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, block bullies and report bad behaviour.

19. ***I am not a bully*** – I do not post, make or share unkind, hurtful or rude messages/comments and if I see it happening, I will tell my trusted adults.

20. ***I am part of a community*** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.

21. ***I respect people's work*** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission or if it is copyright free or has a Creative Commons licence.

22. ***I am a researcher online*** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find.

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I have read and understood this agreement.

If I have any questions, I will speak to a trusted adult

At school, my trusted adults are _____

Outside school, my trusted adults are_____

Signed: _____ **Date: _____**

Parent and Carer Acceptable Use

St Andrews Primary School regularly reviews and updates all Acceptable Use documents to ensure that they are consistent with the school Online Safety and Safeguarding Policies, http://www.standrewsnorthweald.org.uk. We attempt to ensure that all students have good access to digital technologies to support their teaching and learning and we expect all our students to agree to be responsible users to help keep everyone safe and to be fair to others.

Your child/young person will be asked to read and sign an Acceptable Use Policy tailored to his/her age. Please read this carefully – it is available to view on the e-safety page of our school website.

What is an AUP?

We ask all children, young people and adults involved in the life of St Andrew's to sign an Acceptable Use Policy (AUP), which is a document that outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

Your child has also signed an AUP which is available to see on the school website

Why do we need an AUP?

These rules have been written to help keep everyone safe and happy when they are online or using technology. Sometimes things go wrong and people can get upset, but these rules should help us avoid it when possible, and be fair to everybody.

School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies. This means anything on a school device or using school networks/platforms/internet may be viewed by one of the staff members who are here to keep your children safe.

We tell your children that they should not behave any differently when they are out of school or using their own device or home network. What we tell pupils about behaviour and respect applies to all members of the school community:

"Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face."

Where can I find out more?

You can read St Andrew's full Online Safety Policy https://www.st-andrews-northweald.essex.sch.uk/Policies/ for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy,

Behaviour Policy, etc). If you have any questions about this AUP or our approach to online safety, please speak to your child's class teacher.

What am I agreeing to?

I understand that St Andrew's uses technology as part of the daily life of the school when it is appropriate to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.

I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.

I understand that internet and device use in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school.

I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.

The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's social media policy and not encourage my child to join any platform where they are below the minimum age.

I will follow the school's digital images and video policy, which outlines when I can capture and/or share images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The school sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form.

I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety (NB: the recent LGfL DigiSafe survey of 40,000 primary and secondary pupils found that 73% of pupils trust their parents on online safety, but only half talk about it with them more than once a year). Understanding human behaviour is more helpful than knowing how a particular app, site or game works.

I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK.

I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: childrenscommissioner.gov.uk/our-work/digital/5-a-day/

I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and which can be seen on the school website and I understand that s/he will be subject to sanctions if s/he does not follow these rules.

I can find out more about online safety at St Andrew's by reading the full Online Safety Policy here https://www.st-andrews-northweald.essex.sch.uk/Policies/ and can talk to my child's class teacher if I have any concerns about my child/ren's use of technology, or about that of others in the community, or if I have questions about online safety or technology use in school.

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I/we have read, understood and agreed to this policy.

Signature/s: _____

Name/s of parent / guardian: _____

Parent / guardian of: _____

Date: _____

Staff, volunteers and Governors Acceptable Use

School logo	Name of School	St Andrews Primary School, North Weald
	AUP review Date	September 2022
	Date of next Review	September 2023
	Who reviewed this AUP?	Katie Henson

Acceptable Use Agreement: Staff, Volunteers, Governors & Contractors

What is an AUP?

We ask all children, young people and adults involved in the life of St Andrew's to sign an Acceptable Use Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

This AUP is reviewed annually, and I will be asked to sign it upon entry to the school and every time changes are made.

Why do we need an AUP?

All staff, governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy. See school website https://www.st-andrews-northweald.essex.sch.uk/Policies/

Where can I find out more?

All staff, governors and volunteers should read St Andrew's full Online Safety Policy https://www.st-andrews-northweald.essex.sch.uk/Policies/ for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behaviour Policy, etc).

If you have any questions about this AUP or our approach to online safety, please speak to Mrs Henson.

What am I agreeing to?

I have read and understood St Andrew's full Online Safety policy https://www.st-andrews-northweald.essex.sch.uk/Policies/ and agree to uphold the spirit and letter of the approaches outlined there, both for my behaviour as an adult and enforcing the rules for pupils/students. I will report any breaches or suspicions (by adults or children) in line with the policy without delay.

I understand it is my duty to support a whole-school safeguarding approach and will report any behaviour which I believe may be inappropriate or concerning in any way to the Designated Safeguarding Lead (if by a child) or Headteacher (if by an adult).

I understand the responsibilities listed for my role in the school's Online Safety policy (staff please note that the 'all staff' section applies as well as any other category) and agree to abide by these.

I understand that school systems and users are protected by security, monitoring and filtering services, and that my use of school devices (regardless of time, location or internet connection) and networks/platforms/internet/other technologies, including encrypted content, is monitored/captured/viewed by these systems and/or relevant/authorised staff members.

I understand that I am a role model and will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including social media, e.g. by:

- not sharing other's images or details without permission
- refraining from posting negative, threatening or violent comments about others, regardless of whether they are members of the school community or not.

I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms) in any way other than school-approved and school-monitored ways, which are detailed in the school's Online Safety Policy. I will report any breach of this by others or attempts by pupils to do the same to the headteacher.

Details on social media behaviour, the general capture of digital images/video and on my use of personal devices is stated in the full Online Safety policy. If I am not sure if I am allowed to do something in or related to school, I will not do it.

I understand the importance of upholding my online reputation, my professional reputation and that of the school), and I will do nothing to impair either. More guidance on this point can be found in this Online Reputation guidance for schools and in St Andrew's social media policy/guidance.

I agree to adhere to all provisions of the school Data Protection Policy at all times, whether or not I am on site or using a school device, platform or network, and will ensure I do not access, attempt to access, store or share any data which I do not have express permission for. I will protect my passwords/logins and other access, never share credentials and immediately change passwords and notify the headteacher if I suspect a breach. I will not store school-related data on personal devices, storage or cloud platforms. USB keys, where allowed, will be encrypted, and I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times.

I will use school devices and networks/internet/platforms/other technologies for school business and I will never use these to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring and will look after devices loaned to me.

I will not support or promote extremist organisations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature by the school.

I understand and support the commitments made by pupils/students, parents and fellow staff, governors and volunteers in their Acceptable Use Policies and will report any infringements in line with school procedures.

I will follow the guidance in the Online Safety Policy for reporting incidents – I understand the principle of 'safeguarding as a jigsaw' where my concern might complete the picture. I have read the sections on handing incidents and concerns about a child in general, sexting, upskirting, bullying, sexual violence and harassment, misuse of technology and social media.

I understand that breach of this AUP and/or of the school's full Online Safety Policy here may lead to appropriate staff disciplinary action or termination of my relationship with the school and where appropriate, referral to the relevant authorities.

To be completed by the user

I have read, understood and agreed to this policy. I understand that it is my responsibility to ensure I remain up to date and read and understand the school's most recent online safety / safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

Signature: _____

Name: _____

Role: _____

Date: _____

To be completed by [insert here the name/s and role/s of the member of staff with delegated authority from the Headteacher/Principal to issue access/usage permissions]

I approve this user to be allocated credentials for school systems as relevant to their role.

Systems: _____ [ask your network manager to give you a list of systems or categories to insert here]

Additional permissions (e.g. admin) _____

Signature: _____

Name: _____

Role: _____

Date: _____