Online Safety Policy

TOR BRIDGE
PRIMARY

Reviewed June 2020

<div align="center">**Tor Bridge Primary School**
Online Safety Policy</div>

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
This Online Safety policy has been developed by the Online Safety Group made up of: Miss Olivia Bartlett, Mr Aaron Meredith, Miss Sandi-Jane Wood and Limbtec LTD.

Our Beliefs and Principles

At Tor Bridge Primary School, we have developed our own Creative Curriculum which is comprehensive, has a clear process of learning with specific learning goals for every National Curriculum subject, for personal learning and for international mindedness. We offer a broad, exciting curriculum which enables each individual pupil to become an effective learner who can go on to realise his or her ambitions. Our Creative Curriculum has been developed for pupils to follow with their specific learning needs in mind. The demands of the 21st Century mean that our pupils will need to be alert to the new technologies and possibilities that these will create, and be able to swiftly adapt to change. We aim to ensure pupils are independently minded and confident citizens of the future.

Introduction

The resources used by pupils in Tor Bridge Primary School are carefully chosen by the teacher and determined by our Curriculum Policy. Use of digital technologies, by their nature, will provide access to information, which has sometimes not been selected by the teacher. Whilst pupils will often be directed to sites which provide reviewed and evaluated sources, at times they will be able to move beyond these to sites unfamiliar to the teacher.

There is therefore the possibility that a pupil may access unsuitable material either accidentally or deliberately.

The purpose of this policy is to:

- Establish the ground rules we have in school for using the internet and digital devices.
- Describe how these fit into the wider context of our behaviour and SMSC policies.
- Demonstrate the methods used to protect the children from sites containing unsuitable material.

Tor Bridge Primary School believes that the benefits to pupils from access to the internet and other digital resources far exceed the disadvantages. Ultimately the responsibility for setting and conveying the standards that children are expected to follow, when using media and information resources, is one Tor Bridge Primary School shares with Parents/Carers.

At Tor Bridge Primary School, we feel that the best recipe for success lies in a combination of site-filtering, of supervision and by fostering a responsible attitude in our pupils in partnership with Parents/Carers.

Parents/Carers are sent an explanatory letter, which form our Acceptable Use Agreement (Attached to the end of this document). This forms part of our welcome pack. We will also aim to disseminate any relevant published materials to parents.

Teaching and Learning

Why is internet use important?

We use the internet for a number of reasons:

- Internet use is part of the statutory curriculum and a necessary tool for learning.
- The internet is a part of everyday life for education, business and social interaction.
- The school has a duty to provide students with quality Internet access as part of their learning experience.
- Pupils use the internet widely outside Tor Bridge Primary School and need to learn how to evaluate internet information and to take care of their own personal safety and security whilst online.
- The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the Tor Bridge Primary School management functions.

What are the benefits to internet in education?

- Access to worldwide educational resources including museums and art galleries.
- Educational and cultural exchanges between pupils worldwide.

- Vocational, social and leisure use in libraries, clubs and at home.
- Access to experts in many fields for pupils and staff.
- Professional development for staff through access to national developments, educational materials and effective curriculum practice.
- Collaboration across networks of schools, support services and professional associations.
- Improved access to technical support including remote management of networks and automatic system updates.
- Exchange of curriculum and administration data with Local Authority and DFE.
- Access to learning wherever and whenever convenient.

How can internet use enhance learning?
- Tor Bridge Primary School's internet access will be designed to enhance and extend education.
- Pupils will be taught what internet use is acceptable and what is not and given clear objectives for Internet use.
- Ernesettle Community School will ensure that the copying and subsequent use of internet derived materials by staff and pupils complies with copyright law. Access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- Staff should guide pupils to online activities that will support the learning outcomes planned for the pupils' age and maturity.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

How will pupils learn how to evaluate internet content?
- Because the quality of information received via radio, newspaper and telephone is variable and information received via the Internet, email or text message requires even better information handling and digital literacy skills.
- In particular it may be difficult to determine origin, intent and accuracy, as the contextual clues may be missing or difficult to read. Pupils should be made aware of the materials they read and shown how to validate information before accepting its accuracy.
- The evaluation of online materials is a part of teaching and learning in every subject.

Managing Information Systems

Tor Bridge Primary School will be responsible for ensuring that the academy 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 online safety responsibilities.

How will information systems security be maintained?
- Virus protection will be updated regularly.
- Personal data sent over the Internet will be encrypted.
- Portable media may not be used without specific permission followed by a virus check.
- Unapproved software will not be allowed in pupils' work areas or attached to email.
- There will be regular reviews and audits of the safety and security of academy technical systems.
- Servers, wireless systems and cabling must be securely located and physical access restricted.
- All users will have clearly defined access rights to academy technical systems and devices.

How will email be managed?

- Whole class or teacher email addresses will be used at Tor Bridge Primary School for communication outside of the school by children.
- Pupils may only use approved email or blogging accounts.
- Pupils must immediately tell a teacher if they receive offensive emails or complete an Online Safety concern form (found at the end of this document).
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult. Online Safety units of learning at the start of each academic year will remind pupils of this.
- Access in Tor Bridge Primary School to external personal email accounts may be blocked.
- The forwarding of chain messages is not permitted.
- Staff should only use school email accounts to communicate with pupils as approved by the Senior Leadership Team.
- All users (at KS2 and above) will be provided with a username and secure password by Limbtec LTD who will keep an up to date record of users and their usernames. Users are responsible for the security of their username and password and will be required to change their password every year.

How will published content be managed?
- We have created a website that inspires pupils to publish work of a high standard.
- We use it to celebrate pupil's work, promote the school and publish resources for projects.
- Publication of information should be considered from a personal and Tor Bridge Primary School security viewpoint.
- The contact details on the website should be the main Tor Bridge Primary School address, email and telephone number. Staff or pupil's personal information must not be published.
- The Headteacher and Social Media Manager will take overall editorial responsibility and ensure that content is accurate and appropriate and editorial guidance will help reflect the school's requirements for accuracy and good presentation. This includes the use of Facebook.
- The website will comply with current guidelines for publications including respect for intellectual property rights and copyright.

Can pupil's images or work be published?
- When using digital images, staff should inform and educate students / 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 e.g. on social networking sites.
- Written permission from Parents/Carers will be obtained before photographs of students / pupils are published on the school website / social media / local press.
- Still and moving images and sounds add liveliness and interest to a website, particularly when pupils can be included. Nevertheless the security of staff and pupils is paramount.
- Images of a pupil will not be published unless Parents/Carers have granted permission. Pupils also need to be taught the reasons for caution in publishing personal information and images online.

How will social networking, social media and personal publishing be managed?
- Parents and teachers need to be aware that the Internet has emerging online spaces and social networks which allow individuals to publish unmediated content.
- Social networking sites can connect people with similar or even very different interests. Users can be invited to view personal spaces and leave comments, over which there may be limited control.
- Although primary age pupils should not use Facebook, Instagram, Snapchat or similar sites, pupils should be encouraged to think about the ease of uploading personal information, the associated dangers and the difficulty of removing an inappropriate image or information once published.
- No member of staff should use social networking sites or personal publishing sites to communicate with students, past or present. This message is shared annually with staff during an INSET session.

- Staff need to be aware of the importance of considering the material they post, ensuring profiles are secured and how publishing unsuitable material may affect their professional status. Examples include: blogs, wikis, social networking, forums, bulletin boards, multiplayer online gaming, chatrooms, instant messenger and many others.
- Teachers cannot under any circumstances mention any references to their working lives on any social media.
- Ernesettle Community School will control access to social media and social networking sites. Tor Bridge Primary School actively uses Facebook as a source of engagement with our community.
- Pupils will be advised never to give out personal details of any kind which may identify them and / or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, IM and email addresses, full names of friends/family, specific interests and clubs etc.
- Pupils will be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location.
- Staff are advised not to run social network spaces for pupil use on a personal basis.
- Pupils are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.

How will filtering be managed?
- Tor Bridge Primary School will work with SWGfL to ensure that systems to protect pupils are reviewed and improved.
- Tor Bridge Primary School has agreed to follow 'Plymouth Inter-agency Online Safety pledge' to show our commitment to ensuring that young people are safeguarded while online. (See the pledge at the end of this document)
- If staff or pupils discover unsuitable sites, the URL must be reported to the Computing co-ordinator or a senior member of staff.
- Tor Bridge Primary School's broadband access includes filtering appropriate to the age and maturity of pupils. Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Internet access is filtered for all users. Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored. There is a clear process in place to deal with requests for filtering changes
- Internet filtering should ensure that children are safe from terrorist and extremist material when accessing the internet.
- Any material that staff believe is illegal must be reported to the Headteacher who will inform the appropriate agencies.
- We keep up to date with new technologies, including those relating to mobile phones and handheld devices, and are ready to develop appropriate strategies.
- There are dangers for staff however if personal phones are used to contact pupils or families and therefore this will only be done when authorised by a senior member of staff.
- Abusive messages should be dealt with under the Tor Bridge Primary School Positive Behaviour and Anti-Bullying Policies.
- Emerging technologies will be examined for educational benefit and the Headteacher in consultation with staff will give permission for appropriate use.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text, picture or video messages is forbidden.
- Pupils are not allowed to bring mobile phones into Tor Bridge Primary School. Under certain circumstances exceptions can be discussed with the Headteacher, so that pupil mobile phones can be kept in the school office turned off.

How should personal data be protected?

- The quantity and variety of data held on pupils, families and on staff is expanding quickly. While this data can be very useful in improving services, data could be mishandled, stolen or misused. The Data Protection Act 1998 ("the Act") gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly.
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.
- It promotes openness in the use of personal information. Under the Act every organisation that processes personal information (personal data) must notify the Information Commissioner's Office, unless they are exempt.
- The Data Protection Act 1998 applies to anyone who handles or has access to information concerning individuals. Everyone in the workplace has a legal duty to protect the privacy of information relating to individuals.

The Act sets standards (eight data protection principles), which must be satisfied when processing personal data (information that will identify a living individual). The Act also gives rights to the people the information is about i.e. subject access rights lets individuals find out what information is held about them.

The eight principles are that personal data must be:

- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Held no longer than is necessary
- Processed in line with individual's rights
- Kept secure
- Transferred only to other countries with suitable security measures.

This section is a reminder that all data from which people can be identified is protected. Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Policy Decisions

How will Internet access be authorised?

- We allocate Internet access for staff and pupils on the basis of educational need. It should be clear who has internet access and who has not.
- Authorisation is as individuals and usage is fully supervised. Normally all pupils will be granted Internet access.
- Parental permission is required for internet access in all cases as new pupils join Tor Bridge Primary School.
- All staff must read and sign the Code of Conduct before using any school ICT resource.
- At Reception and Key Stage 1, access to the internet will be by adult demonstration with occasional directly supervised access to specific, approved online materials.
- Parents/Carers will be asked to sign and return consent form for pupil access.
- Parents/Carers will be informed that pupils will be provided with supervised Internet access.

How will risks be assessed?

Tor Bridge Primary School will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990. Methods to identify, assess and minimise risks will be reviewed regularly and after every breech of this policy.

How will e–Safety complaints be handled?
Complaints of internet misuse will be dealt with under Tor Bridge Primary School Complaints Procedure. Any complaint about staff misuse must be referred to the Headteacher. If the complaint is about the Headteacher this should be reported to the Chair of Governors, Mrs Louise Johns.
All e–Safety complaints and incidents will be recorded by Tor Bridge Primary School, including any actions taken. Pupils and parents will be informed of the Complaints Procedure. Parents and pupils will work in partnership with staff to resolve issues. Discussions will be held with the local Children's Safeguarding Board to establish procedures for handling potentially illegal issues. Any issues (including sanctions) will be dealt with according to the Tor Bridge Primary School disciplinary and child protection procedures.

How is the internet used across the community?
We recognise that children can access the internet outside of Tor Bridge Primary School and offer support and advice to parents on internet safety though regular information sent home with children and through advice on our website. Tor Bridge Primary School will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.
We also hold an Online Safety event for Parents/Carers yearly as well as sessions for children of all ages and a Staff INSET.

How will Cyberbullying be managed?
Cyberbullying is defined as "The use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone" DCSF 2007. It is essential that pupils, Tor Bridge Primary School staff and Parents/Carers understand how cyberbullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse. Promoting a culture of confident users will support innovation and safety. DfE and Childnet have produced resources and guidance that will be used to give practical advice and guidance on cyberbullying: http://www.digizen.org/cyberbullying
Cyberbullying (along with all forms of bullying) will not be tolerated at Tor Bridge Primary School. All incidents of cyberbullying reported to Tor Bridge Primary School will be recorded.

There are clear procedures in place to investigate incidents or allegations of bullying:
- Pupils, staff and Parents/Carers will be advised to keep a record of the bullying as evidence.
- Ernesettle Community School will take steps to identify bullying behaviour, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.

Sanctions for those involved in Cyberbullying may include:
- The perpetrator will be asked to remove any material deemed to be inappropriate or offensive.
- A service provider may be contacted to remove content.
- Internet access may be suspended at school for the user for a period of time.
- Parent/Carers will be informed and the police will be contacted if a criminal offence is suspected.

Other Online Safety Issues
   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 / Academy Group 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.
  - Promotion of terrorism or extremism.
  - 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.**

Sexting – Children in Year 5 and 6 will be informed about the implications of sexting and how, once a picture has been sent, this image can never fully be removed from the World Wide Web.

Pornography – many children will come across some type of pornographic content when searching the Internet. Children are taught about what to do if they come across this type of material and who to speak to.

Any concerns with content may be recorded and dealt with in the following ways:
- The user will be asked to remove any material deemed to be inappropriate or offensive.
- The material will be removed by the site administrator if the user does not comply.
- Access to the computers for the user may be suspended.
- The user will need to discuss the issues with a member of SLT before reinstatement.
- A pupil's Parent/Carer may be informed.

Communication Policy

How will the policy be introduced to pupils?
- At Tor Bridge Primary School we teach about e–Safety as a Computing series of lessons and as part of every subject whenever pupils are using the internet.
- All users are informed that network and Internet use will be monitored.
- Pupil instruction in responsible and safe use should precede Internet access every time they go online.
- Safe and responsible use of the internet and technology will be reinforced across the curriculum. Particular attention will be given where pupils are considered to be vulnerable.
- Children are reminded that if they have any Online Safety concerns, they can refer to the flow chart on display which clearly shows them different options. (An example is at the end of this document).

We use some of following Online Safety programmes:
Think U Know: www.thinkuknow.co.uk
Childnet: www.childnet.com
Kidsmart: www.kidsmart.org.uk

Safe Social Networking: www.safesocialnetworking.com

How will the policy be discussed with staff?

The e–Safety Policy will be formally provided to and discussed with all members of staff and published on Tor Bridge Primary School's website.

To protect all staff and pupils, the school will implement Acceptable Use Policy. Staff should be aware that Internet traffic can be monitored and traced to the individual user; discretion and professional conduct is essential.

Staff training in safe and responsible Internet use both professionally and personally will be provided, both internally and externally, annually. Staff will sign to say they have attended this training.

How will Parents/Carers support be enlisted?

Parents' attention will be drawn to Tor Bridge Primary School's Online Safety Policy in newsletters, Tor Bridge Primary School's Facebook page, website and through regular talks.

A partnership approach with Parents/Carers will be encouraged. This will include Parent/Carer meetings with demonstrations and suggestions for safe home Internet use.

Parents/Carers will be requested to sign an e–Safety/internet agreement as part of the Tor Bridge Primary School's on entry procedures. Information and guidance for Parents/Carers on Online Safety will be made available to them in a variety of formats.

Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to Parents/Carers.

Policy Management

This policy is linked to the following mandatory school/centre policies: Child Protection and Safeguarding, Whistle Blowing, Health and Safety, Anti-Bullying, Home School Agreements, Computing and PHSE Policies.

Who will review the policy?

Due to the ever changing nature of digital technologies, it is best practice that Tor Bridge Primary School will review the Online Safety Policy annually and, if necessary, more frequently in response to any significant new developments in the use of technologies, new threats to online safety or incidents that may have taken place.

The Online Safety policy and its implementation will be reviewed by the Online Safety Officer, Headteacher and Governors. Our Online Safety Policy has been written by the school, building on Local Authority advice and DfE guidance.
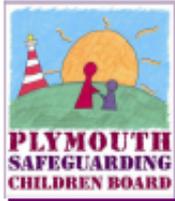
Plymouth Inter-agency E-safety Pledge

The Plymouth Safeguarding Children Board and our partner agencies are committed to ensuring that children and young people are safeguarded while using Information and Communication Technology (ICT).

To ensure this commitment **We Pledge** the following:

1. The advantages and positive aspects of using ICT will be continually promoted among children and young people.
2. Our agency will have its own Acceptable Use Policy (AUP), which will be kept up to date as technology, and its use, develops and which will be promoted among the agency's staff.
3. Our agency will have a member of staff designated as an E-safety Officer, who is fully conversant with children and young people's safe use of ICT and responsible for ensuring that all necessary policies and procedures and safeguarding measures are in place.
4. The AUP will be promoted and made available to children and young people using ICT and their parents/carers.
5. Electronic safeguards, appropriate to the setting, will be put in place, in line with guidance from the Plymouth Safeguarding Children Board (www.plymouthscb.org.uk) and the United Kingdom Council for Child Internet Safety, and will be updated regularly. Reports generated from these will be used to confirm adherence to AUPs.
6. Children and young people using ICT within agencies will be made aware of their on-line rights, and the potential risks and dangers.
7. Children and young people will be equipped with the knowledge and encouraged to take responsibility for keeping themselves safe whilst using ICT, in line with the agency's Acceptable Use Policy.
8. Our agency will promote Peer Mentoring as a method for children and young people to keep each other safe on-line.
9. Relevant members of staff will be made aware of safeguarding issues for children and young people using ICT and key staff, including those who supervise the use of ICT, will be fully informed about its safe use.
10. Procedures will be in place to ensure that action will be taken when there are concerns that the ICT equipment has been used by users, staff or members of the public to abuse others.
11. Young people, parents/carers and members of the public will be made aware of how to report concerns/whom to speak to if they feel worried about, or are aware of, the use of ICT to abuse others.
12. Young people will be consulted about, and involved in, the implementation of our Pledge.

Signed

_____

Agency
(name and address)

_____

Tor Bridge Primary School: Online Safety Concern Form

SCHOOL REPORTING SYSTEM

Name of the Person Completing This Form: ....

Date: .... **Time:** .... **Class:**………………………….

_____

Please record your issue, problem or worry you may have about Online Safety.   **Remember to list the name of the website, game or chat room you were in.**   **Please also include the date (if you can) of when this incident happened.**

Signed:.. **Date:** .... **Time:** ....

PLEASE PASS THIS FORM TO THE DESIGNATED PERSON FOR E–SAFETY (Miss. Olivia Bartlett).

Appendix 3: Home School Acceptable Use Agreement

Online Safety Acceptable Use Agreement for Tor Bridge Primary School

Dear Parents/Carers,

We allow your children to use our school ICT Network and equipment which have a variety of different programs and apps for them to use. It also allows your child to access the internet. We trust your children to use these programs, apps and the internet safely and sensibly.

We recognise the important contribution and value that such resources play in promoting children's learning and development; however, we also recognise there are potential risks involved. We therefore have rigorous online safety policies and procedures in place.

Some of the Computing and ICT equipment your children will have access to is detailed below:

- Computers
- Tablets
- iPads
- iPods
- Internet
- Email
- Games Consoles
- Digital Cameras
- Copying and printing facilities
- Recorders and Dictaphones.

In order to support us further in developing your child's knowledge and understanding about online safety, please read the following rules with your child. We then ask that you and your child 'sign' and return the attached slip. We feel it is good practice to involve them as much as possible in the decision-making process, and believe a shared commitment is the most successful partnership.

Full details of the Acceptable Use Policy and Online Safety Policy are available on request.

Hopefully, you will also find these rules provide you with an opportunity for further conversation between you and your child about safe and appropriate use of the online and digital technologies.

Should you wish to discuss the matter further, please do not hesitate to contact me.

Yours sincerely,

Mr A Meredith
Headteacher

We keep our passwords safe and private.

We search safely online.

We will look after each other and our devices.

We keep our personal information private.

TOR BRIDGE PRIMARY

Acceptable Use Agreement

We will not use social networking sites in school.

School can see the internet sites we visit.

We know how to report bad images or websites.

We will tell a trusted adult if anything worries us.

Dear Parents/Carers,

As part of our school's continuing journey towards becoming 'Outstanding' we have decided to 'branch out' into Social Media.

We already have a school website which has proved successful in not only sharing information but also as a means of you being able to contact us.

We are now looking to extend our online presence, creating a place to share and celebrate the achievements of the children, advertise events and generally share relevant information.

As you are aware the school already holds on file permissions for your child regarding the use of photographs for in school, the school website and outside agencies e.g. The Herald. In order for us to make the most of this opportunity we would like to use names, photographs and videos of pupils to 'post online' and celebrate their achievements. With this in mind we would be extremely grateful if you could read and complete the attached permissions letter please.

We are excited about this new venture and look forward to sharing it with you, should you have any questions or would like further details, please do not hesitate to contact me via the school office.

Thank you in advance for your cooperation.

AR Meredith
Headteacher

<u>Photograph/Video/Image/Media Consent form</u>

I give Ernesettle Community School permission to use photographs/videos including my child and/or examples of their learning on the schools website and on the schools official social media pages, (including, but not limited to Facebook, Twitter and YouTube).

Please tick below relevant permission given.

I/We give permission for photographs/videos/name of my child to be used on the school website. ☐

I/We give permission for photographs/videos/name of my child to be used on the school's social media pages ☐

I/We give permission for examples of my child's learning to be published on the schools social media pages ☐

Print name of pupil……………………………………………………………………Class……………

Print name of Parent/Carer……………………………………………………………………………

Signature of Parent/Carer……………………………………………………………………………

Date………………………………………

Tor Bridge Primary School

Staff and Volunteer Acceptable Use Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools / academies and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:
- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school / academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for *students / pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my professional and personal safety:

- I understand that Tor Bridge Primary School will monitor my use of the school digital technology and communications systems.
- I will not bring Tor Bridge Primary School setting into disrepute.
- I will consider how my online conduct may be perceived by others and how this could affect my own reputation and that of Tor Bridge Primary School.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school. Please refer to Online Safety Policy.
- I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school. Please refer to Online Safety Policy.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using Tor Bridge Primary School ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.

- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of Tor Bridge Primary School:

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using Tor Bridge Primary School Equipmen*t*. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted , or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school / academy policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / Academy / LA Personal Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.
- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school / academy policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the *school / academy*:

- I understand that this Acceptable Use Policy applies not only to my work and use of school / academy digital technology equipment in school, but also applies to my use of school / academy systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school / academy
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / Directors and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name: ....

Signed: ....

Date: ....

Online Safety School Reporting System

TOR BRIDGE PRIMARY

Inspire

Child/ Staff have an Online Safety issue/worry

Tell your class teacher or teaching assistant.

You do not have to tell your teacher if you don't want to.

Fill out Online Safety concern form. If you have confided in a member of staff, they will help you fill it out.

ChildLine 0800 1111

Form to be handed to Online Safety Officer (Miss Bartlett).

Miss Bartlett will help advise child/staff on any further action that is needed. She will also help you take steps to ensure it does not happen again.

If necessary Miss Bartlett will refer the problem to Mr Meredith who could involve parents, PCSO or the police.

Online Safety School Reporting System