

Acceptable Use of ICT and eSafety Policy

This policy sets out the school's expectations for classroom practice and the responsibilities of different staff in contributing to an outstanding learning environment it should be read in conjunction with the following policies.

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| School's Aims | Internet code of conduct for pupils – EY and Pre-Prep |
| Safeguarding Policy | Internet code of conduct for pupils - Prep |
| Acceptable Use of ICT - Code of conduct for staff | Positive Behaviour Policy |
| Data Protection Policy | Anti-Bullying Policy |

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IT Manager: **Helen Gee**

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Introduction

Our e-Safety Policy is a revision of the existing Acceptable Use Policy, building upon government guidance, to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole. It has been agreed by the Senior Leadership Team and approved by governors.

The Internet is now considered to be an essential part of modern life. In addition, the school has a duty to provide pupils with quality Internet access as part of their learning. This policy considers the use of both the fixed and mobile internet, PCs, iPads, laptops, tablets, webcams, digital video equipment, mobile phones, camera phones, personal digital assistants and portable media players. It will be revised to incorporate new and emerging technologies. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

The 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 school's management information systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. Internet access is an entitlement for pupils who show a responsible and mature approach to its use.

The school will ensure that all members of the school community are aware of the Acceptable Use and e-safety policy and the implications for the individual. E-safety depends on staff, governors, parents and, where appropriate, the pupils themselves taking responsibility for the use of Internet and other communication technologies.

We believe that it is really important for children to stay safe online. Using the internet sensibly is something that we encourage all children to do and at all times, whether in school or at home.

Aims

At Bowdon Prep School we believe that educating our children about being safe on-line is very important. As part of our Computing curriculum all children in KS1 and KS2 follow our Online Safety Scheme of Work focusing on identifying some of the risks about being on-line and how to keep themselves safe. In school we have clear rules about using the internet and these are displayed in classrooms

The computer system is owned by the school and may be used by pupils to further their education and by staff to enhance their professional activities including teaching, research, administration and management. The school's internet policy has been drawn up to protect all parties - the pupils, staff and the school. The school reserves the right to examine or delete any files that may be held on its computer system or to monitor any internet sites visited.

Staff and pupils accessing the internet must accept and comply with the following guidelines:

- All internet activity should be appropriate to the pupil's education, staff professional activity or appropriate personal use outside of teaching time.
- Access should only be made via the authorised account and password, which should not be made available to any other person.
- Activity that threatens the integrity of the school ICT Systems, or activity that attacks or corrupts other systems is forbidden.
- Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- Use for personal financial gain, gambling, terrorist or political purposes or advertising is forbidden.

- Copyright materials must be respected.
- Posting anonymous messages and forwarding chain letters is forbidden.
- As e-mails can be forwarded or inadvertently be sent to the wrong person, the same professional levels of language and content should be applied as for letters or other media.
- Use of the internet to access inappropriate material such as pornographic, racist, terrorist or offensive material is forbidden.
- Pupils can only use the internet in school whilst supervised by a member of staff.
- Pupils must finish their session on the internet as soon as they are told to do so.
- Pupils may only visit websites which have been agreed by the teacher.

Roles and Responsibilities

e-Safety is recognised as an essential aspect of strategic leadership in this school and the Headmistress, with the support of the Senior Leadership Team, aims to embed safe practise into the culture of the school. The Headmistress ensures that the policy is implemented and compliance with the policy monitored.

Our e-Safety Officer and IT Manager ensure they keep up to date with e-Safety issues and guidance from DfE and through organisations such as The Child Exploitation and Online Protection (CEOP). They also ensures the Headmistress and Senior Leadership are updated as necessary.

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

All staff should be familiar with the school’s policy including:

- Safe use of e-mail;
- Safe use of internet including use of internet-based communication services, such as instant messaging and social network.
- Safe use of school network, equipment and data.
- Safe use of digital images and digital technologies, such as mobile phones, tablets and digital cameras.
- Publication of pupil information / photographs and use of website.
- Cyberbullying procedures.
- Sexting
- Their role in providing e-safety education for pupils.

During whole school staff INSET days, staff are reminded / updated about eSafety matters at least twice a year.

Protecting Children

All reasonable and appropriate steps have been taken to protect pupils. The school recognises that despite employing safety procedures, in some circumstances, the Internet may give children access to undesirable information or images. Children are regularly reminded that should they encounter inappropriate material on line they must immediately:

1. Turn off the screen.

2. Report immediately to the teacher or supervising adult who will record the URL and other details.
3. Refrain from describing or encouraging others from accessing the site either directly or through a search engine.

Should a child or teacher encounter unsuitable material, this will be reported as a matter of urgency to the IT Manager or IT Technician.

Planned Activities

Use of the Internet is a planned activity. Aimless surfing is not allowed. Children are taught to use the Internet in response to a need e.g. a question which has arisen from work in class.

School Systems

Internet access in the school is provided via a BT Business broadband link. Web filtering appropriate to the age of the pupils has been applied on all PC's and iPads, to ensure pupils are not exposed to inappropriate content, including extremist material. A suitable virus protection system has been implemented through the school and is installed on all computers in school. This software will be automatically updated regularly. Portable media may not be brought into school without specific permission and a virus check. Pupil access to the Internet will be by adult demonstration or directly supervised access to specific, approved on-line materials. Instruction in responsible and safe use by pupils will precede Internet access. The safe search facility has been applied on Google for all devices and a child-friendly search engine is set as default on all PC's in the ICT suite.

Although access to the Internet is provided through a filtered service, we accept that no filtering service is 100% effective and therefore all children's use of the Internet is supervised by an adult.

Curriculum

As part of the curriculum, pupils will be made aware of the guidelines for the acceptable use of the Internet and what is not acceptable. These guidelines for acceptable use will be clearly on display in all areas of the school where Internet access is available. All pupils will be given clear objectives when using the Internet. Where Internet activities are part of the curriculum they will be planned so that they enrich and extend the learning activities. Staff will guide pupils through on-line activities that will support the learning outcomes planned for the age and maturity of the pupils. All websites used for specific activities will have been approved by the school. Training is available to staff in the evaluation of Internet materials.

Curriculum activities that involve the use of the Internet for gathering information and resources will develop pupil skills in locating and evaluating materials. Pupils will be taught how to validate materials they read before accepting their accuracy. Other techniques for research will be developed through the use of appropriate web searches and school approved sites. Where materials gathered from the Internet are used by pupils in their own work, they will be taught to acknowledge the source of information used. The school will ensure that the use of Internet materials by staff and pupils complies with copyright law.

Cyber Bullying

Cyber bullying is bullying through the use of communication technology like mobile phone text messages, e-mails or websites. This can take many forms for example:

- Sending threatening or abusive text messages or e-mails, personally or anonymously
- Making insulting comments about someone on a website, social networking site (eg MySpace) or online diary (blog)
- Making or sharing derogatory or embarrassing videos of someone via mobile phone or e-mail (such as 'Happy Slapping' videos)

There are many types of cyber-bullying. Although there may be some of which we are unaware, here are some of the more common:

- Text messages – that are threatening or cause discomfort – also included here is “Bluejacking” (the sending of anonymous text messages over short distances using “Bluetooth” wireless technology).
- Picture/video-clips - via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed.
- Mobile phone calls – silent calls or abusive messages; or stealing the victim’s phone and using it to harass others, to make them believe the victim is responsible.
- Emails – threatening or bullying emails, often sent using a pseudonym or somebody else’s name.
- Chat room bullying – menacing or upsetting responses to persons (children, young people or adults), when they are in web-based chat room.
- Instant messaging (IM) – unpleasant messages sent while children conduct real- time conversations online using MSM (Microsoft Messenger) or Yahoo Chat; although there are others.
- Bullying via websites – use of defamatory blogs (web logs), personal websites and online personal “own web space” sites such as Bebo (which works by signing on in one’s school, therefore making it easy to find a victim) and Myspace – although there are others.

It should be noted that the use of ICT to bully could be against the law. Abusive language or images, used to bully, harass or threaten another, whether spoken or written (through electronic means) may be libellous, may contravene the Harassment Act 1997 or the Telecommunications Act 1984 for example. It should be noted that the use of the web, text messages, e-mail, video or audio to bully another pupil or member of staff will not be tolerated. Full details can be found on the Anti bullying Policy.

Preventing Radicalisation and Extremism

Appropriate web filtering has been applied to the school network to ensure our pupils are safe from terrorist and extremist material. The school values the "core values" of a democratic society, including freedom of speech, however, all rights come with responsibilities, and free speech or beliefs designed to manipulate the vulnerable or which advocate harm or hatred towards others will not be tolerated.

Radicalisation will be viewed as a safeguarding concern and will be referred to the appropriate safeguarding agencies.

Emails

Curriculum activities that involve the use of e-mail will be through the use of Purple Mash and/or class or group webmail accounts that are controlled by the school. All e-mail communications sent by members of staff that relate to the school will be through authorised, school controlled webmail accounts. The use of individual pupil personal accounts will not be permitted through the school system. Any e-mail sent to an external

account will be authorised by the school, before sending, following the same procedure used for letters written on school headed notepaper. Pupils will never reveal personal details of any member of the school community in e-mail communications.

Mobile Phones, Social Media and Portable Devices

Pupil use of online chat rooms, social networking sites, instant messaging services and text messaging will not be allowed until the school community agrees that these technologies can be supervised or monitored in a way that will guarantee the e-safety of the pupils. Personal use of mobile phones by staff is not permitted during lessons or formal school time. Staff must ensure that personal devices are switched off during lessons, but they are permitted to use these devices (during breaks and non-contact time) away from children in the Staff Workroom. Parents and Visitors to the school are not permitted to use mobile phones whilst on the premises, in line with our safeguarding policy.

The School Website

The school website is maintained and kept up to date. The headmistress ensures that the content is accurate and appropriate to the needs of the school community. No personal information about any member of the school community will be published on the website. Written permission from parents or carers will be obtained before photographs of pupils or pupil names are published on the website. Only first names of pupils will be published and these will never be published in conjunction with photographs. Any photographs published will not allow individual pupils to be identified.

Consent Forms

A consent form, which covers permission to access the Internet, will be issued to parents and carers. This will contain the acceptable use guidelines and details of the school e-safety policy. Parents and carers will be required to sign the consent form and where appropriate pupils will also be required to sign an acceptance of both the acceptable use guidelines and the e-safety policy. The signed consent form must be returned to the school for pupil access to the Internet to be permitted. Pupils will be informed that Internet use will be monitored. Pupil access may be withdrawn if the acceptable use guidelines are not adhered to.

All members of staff including teachers, supply staff, classroom assistants and support staff, will be provided with access to a copy of the school e-safety policy. All staff will need to sign a copy of the *Staff Information Systems Code of Conduct* before using any Internet resource in school. Staff will be made aware that Internet traffic can be monitored and traced to the individual user and professional conduct is essential. Staff development in safe and responsible Internet use will be provided as part of the continuing professional development programme.

The school will keep an up-to-date record of all staff and pupils who are granted Internet access.

Websites for children

KidSmart - Learn more about the Internet and how to be a SMART surfer

ThinkUKnow - Advice on online safety

CBBC Stay Safe - E-Safety games and songs

Childnet - Working to make the Internet a safe place for children

DigiDuck's Big Decision - A story about online friendship and making the right decisions (KS1)

Adventures of Smartie The Penguin -A story about asking for help when using the Internet (KS1)

Digizen - Become a responsible digital citizen

The Adventures of Kara, Winston and the SMART Crew

Websites for parents

Safe Network - Guidance on helping keep children safe online

The Parents' and Carers' guide to using the Internet

CEOP YouTube Channel (for Parents/Carers)

Digital Family - o2

Keep Safe Online - Cyberbullying

Keep Safe Online - Glossary of Terms

Monitoring and Reporting

The eSafety Officer will ensure that the e-safety policy is implemented and compliance with the policy monitored. Staff and pupils should be aware that some material available on the Internet is inappropriate for specific age groups and could therefore cause risks of harm. Every teacher needs to be aware of the risks posed by online activity, including that of extremist and terrorist groups.

Methods to identify, assess and minimise risks will be reviewed regularly. The school will take all reasonable precautions to ensure that pupils access only appropriate material. However, due to the nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on 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. Where unsuitable content is encountered, staff and pupils should follow the school procedures for such events. Unsuitable URL addresses will be reported through the IT Manager. Pupils must report unsuitable material, including e-mail content, immediately to a teacher. The teacher will then ensure that the reporting procedures are followed. Parents will be informed of such incidents sensitively to avoid undue distress.

Where incidents occur due to non-compliance with the school e-safety policy these will be reported to the ICT Manager and if necessary the eSafety Officer. Any issues relating to staff misuse must be referred to the

Headmistress. Should it become necessary to prohibit the use of internet resources for a pupil, then parents or carers will be involved so that a partnership approach can be used to resolve any issues. This could include practical sessions and suggestions for safe Internet use at home.

Policy Dissemination and Review

This policy will be available to parents via the school website and information will be shared throughout the year via the school bulletin. Staff will be familiar with the policy through termly INSET meetings as part of the safeguarding updates and in weekly briefings where necessary. This policy will be formally reviewed each year by the eSafety officer and updated as an ongoing process as required. The policy will be reviewed by the Governor safeguarding subcommittee on an annual basis.

| Date of update | (U) Updated (R) Reviewed by | How was updated disseminated | Parents informed | Policy on website |
|----------------|-----------------------------------|---|------------------|-------------------|
| Sept 2016 | C. Corrigan (U) | Staff briefing – email – all staff to familiarise and action | Yes | Yes |
| Oct 2016 | H. Gee (R) | | | |
| Feb 2017 | H. Gee (U) | Staff Briefing | Yes | Yes |
| Jan 2019 | C. Corrigan (U) | Staff briefing – email to all staff to familiarise and action | Yes | Yes |
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Appendix 1

Twitter Policy

Introduction

This document has been created to explain acceptable use of Twitter relating to Bowdon Preparatory School's (BPS) twitter account: @BowdonPrep.

The document should be used by BPS staff

The document is aimed at BPS staff

It should be reviewed on an annual basis or when there are major changes to this procedure

Author : Steve Kelly - IT Support
Claire Corrigan – ICT & Data Manager

Created : November 2017

Reviewer : Steve Kelly - IT Support
Claire Corrigan – ICT & Data Manager

Purpose

The purpose of this policy is to explain acceptable use of Twitter relating to Bowdon Preparatory Schools (BPS) twitter account: @BowdonPrep. This policy relates to staff, children, parents and governors. The policy will therefore aim to explain the purpose of Twitter at BPS and the benefits that will arise from its proper use. It will also deal with any potential pitfalls from using this communication tool.

What is Twitter?

Twitter is used primarily as a method of communication made up of 280 characters called a 'Tweet'. Tweets tend to reference people, places, and/or activities to which the said referee can respond. Tweeteters either directly reference another person or broadcast information to which others can reply and respond.

Twitter users are able to follow or be followed. To follow somebody / something ensures that all of their activity and comments appear in the followers news feed. The obvious benefit of having followers is that the information you broadcast is instantly distributed into their news feed. Users can also private message each other when they don't want conversations to appear.

@BowdonPrep will not enter into private discussions with others.

@BowdonPrep will be a public account searchable through the Twitter website.

What is the primary purpose of @BowdonPrep?

@BowdonPrep will be used to showcase work and achievements of children at BPS. It will also be used to demonstrate safe and responsible use of social media and encourage the use of 21st Century technology.

@BowdonPrep may also be used as a tool to support parental communication such as snow days, training day closures etc.

Who controls content for @BowdonPrep?

The uploading of content for @BowdonPrep will be undertaken by the staff at BPS. These tweets will be overseen by Claire Corrigan and Steve Kelly. Staff will be responsible for the uploading of content, secure storage of the device used to tweet and the posting of children's pictures only where consent has been obtained from parents.

Posting Etiquette

When tweets are made from the @BowdonPrep Twitter account, a hashtag will always be included. The use of hashtags allows tweets to be grouped with similar hashtags therefore allowing tweets to be grouped together. Hashtags will always start with the following structure:

#BPS

This denominates the tweet is originating from BPS. This hashtag will then encompass additional text which directly relates to the tweet. The list below is classed as being complete although additional hashtags may be added:

#BPSYear1 #BPSYear2 #BPSYear3 #BPSYear4 #BPSYear5 #BPSYear6
#BPSRec #BPSSport #BPSScience #BPSDT #BPSDrama #BPSWholeSchool

All tweets will be of a positive nature. On no occasion shall text speak be used when tweeting e.g. gr8, +ive, lol etc. All tweets should be grammatically correct. If a tweet does contain grammatical errors it will be removed and the teacher who posted the tweet will be informed.

Posting Tweets When Off-Site

To protect the children at Bowdon Prep, tweeting whilst off site is restricted to selected members of staff. Any tweets relating to school trips or that celebrate success off site e.g. a netball tournament, should be made on the journey back to school or whilst back at school. This will ensure that followers of @BowdonPrep cannot place a child and the school at a specific off site location.

Hardware

All tweets will be made from Samsung Galaxy tablets except in the case of the Headmistress, Deputy Headmistress and Head of Sport who at this current time will use their personal mobile phones. It is agreed that as soon as a photograph has been taken and tweeted from these mobile phones the photographs will be deleted off the device.

Tweeting Times

The school will only tweet between the hours of 8am and 6pm from Monday to Friday.

Naming of People

When tweeting, a child's full name will never be displayed. Where permission has been given by parents, a child's first name may be used and where possible the tweet should focus on the achievement of a group e.g. Great use of our new school computers to edit our writing by Year 4.

Photograph, video and work Consent

A list has been compiled of children who are not to have their photographs/videos/work published on the Internet (including Twitter). At the start of every academic year staff will be given a list of children who are not to have their photographs/videos/work published on the Internet (including Twitter). Additionally a list will be placed in the staffroom for reference by all staff members. When tweeting children across the range of the school, it is the staff member's responsibility to be aware of children who are not to have their photographs/videos/work published on the Internet (including Twitter).

Who can follow @BowdonPrep

When @BowdonPrep receives a follower it will make informed decisions on a case-by-case basis as to allow or block the follower. These decisions will be based upon a number of factors:

- The name of the individual as read on their Twitter account and whether this name correlates to that of a parent on the MIS database; is a member of the BPS teaching staff; Is a school governor; is a known and proper person to the SLT;
- The quality of the biography of each individual as read in the bio section of their Twitter account;
- The images on view in the potential followers Twitter account.

In the unlikely event that a parent, or other suitable follower is inadvertently rejected, the Headmistress will hear each individual on a case-by-case basis. These hearings will usually involve the prospective follower making themselves known in person to the above named persons, with their Twitter details, and should take no more than a few minutes.

Who will @BowdonPrep follow?

In order to protect itself from inappropriate content being distributed into its news feed, @BowdonPrep will take care when choosing to follow other users. This is to ensure that the tweets displayed on @BowdonPrep account are appropriate to education and enhance the learning of children at BPS.

The school Twitter account will only follow educationally linked accounts. No personal accounts, unless they are educationally linked, will be followed. For example a children's author

What is inappropriate content and referencing and how will it be dealt with?

@BowdonPrep welcomes any referencing, mentions, or interactions that show the school in a positive light only. Therefore, BPS deems any of the following as inappropriate:

- Offensive language or remarks aimed at the school, its staff, parents, governors or others affiliated with the school;
- Unsuitable images or content posted into its feed;
- Unsuitable images or content finding its way from another's account into the @BowdonPrep feed.
- Images or text that infringe upon copyright;
- Comments that aim to undermine the school, its staff, parents, governors or others affiliated with the school.

Any inappropriate content will be deleted and its users will be removed, blocked, and, depending on the nature of the comment, reported to Twitter. Furthermore, incidents of a more serious nature may be reported to the appropriate authority.

Retweeting

From time to time @BowdonPrep will be tagged in other tweets. The school will decide on a tweet by tweet basis as to whether or not to retweet this information from their own Twitter account. The retweeting of tweets from other organisations shall be undertaken by members of the SLT.

Policy Dissemination, Monitoring and Evaluation

All members of staff and Governors will receive a copy of this policy. Copies will be disseminated to parents. This policy will be reviewed, evaluated and updated annually to assess its relevance and effectiveness.

| Date of update | (U) Updated (R) Reviewed by | How was updated disseminated | Parents informed | Policy on website |
|----------------|--------------------------------|------------------------------------|------------------|-------------------|
| 9/11/17 | SK | | | |
| 14/11/17 | CCorrigan (U) | Staff training, staff shared drive | | |
| 17/11/17 | H. Gee (R) | | Yes | No |
| Jan 2019 | C. Corrigan (U) | | | |
| Dec 2019 | H. Gee (U) | | Yes | Yes |
| | | | | |