



Stockton Wood community Primary School Responsible Use Policy for E-Safety

1

Stockton Wood Community Primary School

Responsible Use Policy for E-Safety

Date for review: September 2019

Terms of reference:

Designated Safeguarding Lead: Suzy Stacey

Deputy Designated Safeguarding Lead: Nicola Ware

E-Safety Co-ordinator: Nicola Ware

E-Safety Governors: Richard Finch/Emma Paulson

Policy Statement:

The policy aims to raise awareness and state expectations of school staff detailing their responsibilities for monitoring of teaching about e-safety.*

**E-Safety: The responsible and safe use of any means of electronic communication.*

The following stakeholders are responsible for ensuring that:

School Management:

1. A secure, password protected system is provided for stakeholders to use.
2. The e-safety policy and practices are implemented and reviewed.
3. Technical support is in place.
4. A planned programme of formal e-safety training will be made available to all staff, including new staff and NQTs,
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2

School staff:

1. They have an up to date awareness of e-safety matters and the current school e-safety policy and practices.
2. They have read, understood and signed the school staff Responsible Use Policy.
3. They report any suspected misuse or problem to the E-Safety co-ordinator/ DSL/ Head teacher for investigation/action/sanction.
4. Digital communications with all stakeholders should be on a professional level using the school e-mail system. (Teacher Standards Appendix 1)
5. E-safety issues are embedded in all aspects of the curriculum and other school activities.
6. All members of the school community follow the school e-safety and Responsible use policy.
7. They monitor ICT activity in lessons, extra curricula and extended school activities.
8. They are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices. (See Appendix 2)
9. That learner's research skills are developed as appropriate to age and learners are guided to suitable sites.
10. That processes are in place for dealing with any unsuitable material that is found in internet searches.



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3

Learners:

1. Are responsible for using school ICT systems in accordance with the Learner Responsible use policy and the ICT Code of Conduct for Children (Appendix 4), which they will be expected to agree to follow before being given access to school systems. (Parents/carers would be expected to sign agreement on behalf of the learner.)
2. To have an age appropriate understanding of research skills (and acknowledge the source if necessary).
3. Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
4. Will be expected to know and understand the school policies on mobile phones, digital cameras and handheld devices. They should know and understand the school policies on the taking/ use of images and on cyber bullying.
5. Should understand the importance of adopting responsible e-safety practice when using digital technologies out of school and that their actions can have an impact on school life.

Parents/ Carers and School Groups

1. Parents/ carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in a responsible way. The school will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters and website.
2. Parents will be responsible for endorsing by signature the Learner Responsible Use Policy.



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4

3. School groups will accept and follow the school's current policy and practice further guidance will be available through Website/s.

Governors:

1. The Governor with responsibility for e-safety will receive training and will be aware of all current policies and practices.
2. They will be made aware of the number and type of e-safety incidents reported to school.

Curriculum:

1. E-safety will be taught through the curriculum - this will cover both the use of ICT and new technologies in school and outside school.
2. Key E-safety messages will be reinforced through curriculum, assemblies and collective worship eg Safer Internet Day Assembly
3. Learners should be taught in all lessons to be critically aware of the content online and be guided in an age appropriate manner to validate the accuracy of information.

Digital Photography / Digital Video

1. 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 e.g. on social networking sites.
2. Staff are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of



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5

those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.

3. 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.
4. Pupils must not take, use, share, publish or distribute images of others without their permission
5. 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.
6. Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.
7. Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.



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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				<input type="checkbox"/>
	promotion or conduct of illegal acts, eg under the child protection, obscenity, computer misuse and fraud legislation				<input type="checkbox"/>
	adult material that potentially breaches the Obscene Publications Act in the UK				<input type="checkbox"/>
	criminally racist material in UK				<input type="checkbox"/>
	pornography				<input type="checkbox"/>
	promotion of any kind of discrimination				<input type="checkbox"/>
	promotion of racial or religious hatred				<input type="checkbox"/>
	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				<input type="checkbox"/>	
Using school systems to run a private business				<input type="checkbox"/>	
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by SWGfL and / or the school				<input type="checkbox"/>	
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions				<input type="checkbox"/>	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)				<input type="checkbox"/>	
Creating or propagating computer viruses or other harmful files				<input type="checkbox"/>	
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet				<input type="checkbox"/>	
On-line gaming (educational)		<input type="checkbox"/>			
On-line gaming (non educational)		<input type="checkbox"/>			





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On-line gambling				<input type="checkbox"/>
On-line shopping / commerce				<input type="checkbox"/>
File sharing				<input type="checkbox"/>
Use of social networking sites				<input type="checkbox"/>
Video broadcasting eg Youtube				<input type="checkbox"/>

Students / Pupils

Incidents:	Refer to class teacher	Refer to E- Safety co-ordinator	Refer to Headteacher	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction inline with school behaviour policy
Deliberately accessing or trying to access material that could be considered illegal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Unauthorised use of non-educational sites during lessons	<input type="checkbox"/>						<input type="checkbox"/>	
Unauthorised use of mobile phone / digital camera / other handheld device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
Unauthorised use of social networking / instant messaging / personal email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Unauthorised downloading or uploading of files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Corrupting or destroying the data of other users	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Stockton Wood community Primary School Responsible Use Policy for E-Safety

Continued infringements of the above, following previous warnings or sanctions			<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Using proxy sites or other means to subvert the school's filtering system		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Deliberately accessing or trying to access offensive or pornographic material		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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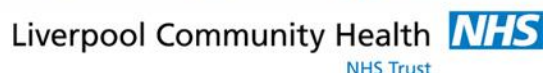
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Staff Actions / Sanctions

Incidents:	Refer to line manager	Refer to Headteacher	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	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).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Excessive or inappropriate personal use of the internet / social networking sites / instant messaging / personal email		<input type="checkbox"/>						
Unauthorised downloading or uploading of files		<input type="checkbox"/>				<input type="checkbox"/>		
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		<input type="checkbox"/>				<input type="checkbox"/>		
Careless use of personal data e.g. holding or transferring data in an insecure manner		<input type="checkbox"/>				<input type="checkbox"/>		
Deliberate actions to breach data protection or network security rules		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software		<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/>
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Actions which could compromise the staff member's professional standing		<input type="checkbox"/>				<input type="checkbox"/>		
Actions which could bring the school into disrepute		<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>





Stockton Wood community Primary School Responsible Use Policy for E-Safety

or breach the integrity of the ethos of the school							
Using proxy sites or other means to subvert the school's filtering system	<input type="checkbox"/>					<input type="checkbox"/>	
Accidentally accessing offensive or pornographic material and failing to report the incident	<input type="checkbox"/>					<input type="checkbox"/>	
Deliberately accessing or trying to access offensive or pornographic material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Breaching copyright or licensing regulations	<input type="checkbox"/>					<input type="checkbox"/>	
Continued infringements of the above, following previous warnings or sanctions	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>
Use of personal mobile phone at time or in ways other than set out by the "Mobile Phone Policy"	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>



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Appendix 1

Teacher Standards – September 2012

PREAMBLE

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher’s career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by: treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position.
- having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions showing tolerance of and respect for the rights of others.
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.





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12

- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Appendix 2:

School data

- **Do not** store images and video of students on a personal device Use School-provided equipment to record and store images and video taken of students.
- Student data such as full names, addresses, ethnic origin, socio-economic status, FFT data, etc. should **never** be stored on personal devices.
- Avoid taking personal/pupil data offsite and if so ensure data is stored/used on password protected hardware.
- Avoid using memory sticks for storing personal/puil data and only use if encrypted.

Use of personal equipment

- Use of personal electronic equipment owned by staff within the School should be cleared by Mrs. Stacey. Regulations for PAT testing, Viruses, data sharing and breakages may deem this unsuitable.

Network Access

- Staff can use the network for work related tasks in their own time. Accessing auction sites, banks and any other commercial site that is not related directly to the teaching and learning of the pupils is strictly prohibited.



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13

Stockton Wood Mobile Phone Policy

Audience: School Staff

Date for review: September 2019

Terms of reference:

Designated Safeguarding Lead: Suzy Stacey

Deputy Designated Safeguarding Lead: Nicola Ware

E-Safety Co-ordinator: Nicola Ware

E-Safety Governor: Richard Finch/Emma Paulson

Policy Statement:

The policy aims to state expectations of school staff, pupils, visitors and other community users regarding use of personal mobile phone devices.

Pupils:

- Children are not permitted to bring mobile phones to school.
- Children found with mobile phones when permission has not been granted by the Head teacher will have their phone confiscated. (See Searching for devices prohibited by school policy)

Staff:

- Staff are required to switch their phones off between the hours of 8.45am and 3.45pm, these should be placed and remain out of sight.
- Staff may switch on mobile phones during breaks, lunch hour and during PPA whilst in designated areas.



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14

- Staff may only switch on mobile phones in the staff room or other room in which children do not have access or are not expected to access.
- All telephone calls between the hours of 8.45am and 3.45pm must be directed to the school administration office.
- Staff taking children on educational visits or residential visits will be provided with a school mobile phone.
- Staff must remain vigilant to ensure the policy is upheld.

Cleaning Staff:

- Staff are required to switch their phones off during their hours of work, phones should be placed in locker provided and remain out of sight.
- All telephone calls between working hours must be directed to the school administration office.
- Staff must remain vigilant to ensure the policy is upheld.

Visitors:

- Visitors must switch off their phones on entering the building and phones must remain switched off whilst they are on the school site and children are present.
- Visitors will be prompted to do this on entry to the school site.
- Signage will be prominently displayed reinforcing that mobile phones must be switched off.
- Visitors wishing to make a phone call will be allowed to use the school telephones as long as the call is of benefit to the school.

Community Users:





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15

- Community users must switch off their phones on entering the building and phones must remain switched off whilst they are on the school site and children are present.
- Community users will be prompted to do this on entry to the school site.
- Community users to make a phone call will be allowed to use the school telephones as long as the call is of benefit to the school.



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16

Appendix 3:

Procedural Guide:

Cyber bullying incident:

- Incidents should be recorded on a school incident sheet and passed to the e-safety co-ordinator / DSL who will decide upon an appropriate course of action.
- Incident sheets should be signed and dated.

Child discovered with mobile phone:

- Phone should be confiscated by member of staff.
- Phone should be passed to the Head teacher, Deputy Head Teacher or in their absence member of Senior Management team.
- Parents to be notified by Head teacher or appropriate member of staff and asked to collect from school if phone is to be returned.

Inappropriate content discovered:

- Details of the content (including web address) should be recorded on an incident sheet and be passed to the E-Safety Co-ordinator who will block the content using the school filtering system.



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Appendix 4

'Laying the Foundations for Life'

Keeping Safe: Stop and think, before you click!
ICT Code of Conduct for Children

These rules will keep everyone safe and help us be fair to others.
As a school we will ensure that we regularly check and update our firewall protection for internet access and will not allow any child to use the internet unsupervised.

The agreement for pupils is that:

- I will only use the school's computers for school work or homework
I will keep my login and password details secret
I will not look at other people's files without their permission
I will ask permission from a member of staff before using the internet and will not visit internet sites I know to be banned by school.
I will only e-mail people my teacher has approved
The messages I send, or information I upload, will always be polite and sensible.
I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
I will NEVER give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my friends or family.
I will NEVER arrange to meet someone I have met online unless my parent or carer has given me permission and I take a responsible adult with me.
If I see anything inappropriate or that I am unhappy with, or I receive a message I do not like, I will not respond to it but I will tell a teacher/responsible adult.
I will remember to be SMART!





Stockton Wood community Primary School Responsible Use Policy for E-Safety

Personal Declaration:

I _____ have read and understood the Stockton Wood Responsible Use Policy and Stockton Wood Mobile Phone Policy including sanctions set out.

Signed: _____

Date: _____

Signed on behalf of Stockton Wood by: _____

Signature: _____

Date: _____