E-Safety Policy
and Acceptable Use Agreements

Policy approved by Governors:	March 2023
Signature of Chair of Governors:	
Date for renewal:	2024

E-Safety in school is overseen by the head teacher and supported by the Computing Lead Teacher.

Rationale

The internet and other digital technologies permeate all aspects of life in a modern technological society. It has become part of everyday life in education, business and social interaction. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich his/her learning. Similarly, at home, many children have access to a range of technologies and it is part of the responsibility of school, alongside parents, to help to educate children in how to stay safe.

Who does the policy apply to?

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

Overall aim

Our overall aim is that all children at Stockton-on-the-Forest Primary School will understand how to use the internet effectively and how to stay safe when accessing the internet, both at school and at home.

Objectives

All children at Stockton-on-the-Forest Primary School should learn:

- that the internet contains an almost infinite amount of information which, when used appropriately, can be educational and entertaining.
- that most of the information on the internet is not verified and therefore has to be checked for accuracy.
- that there is some content on the internet which is inappropriate or even illegal and should be avoided.
- that the internet is a powerful tool for communication which allows us to be in instant contact with people from all over the world.
- that some people misuse the internet to communicate unkind or hateful messages (including cyber bullying) and that these people should be reported.
- that some people on the internet are not who they say they are.
- that a small number of people want to hurt children and could use the internet to make contact with them.
- how (or who) to report content or messages that are inappropriate, harmful or upsetting.
- that harmful and upsetting behaviour online may affect their mental health and that, if this should occur, they know who to speak to.

Through computing and subject lessons, pupils will develop an understanding of the uses, importance and limitations of finding information on the internet.

- Pupils will be taught how to effectively use the internet for research purposes.
- Pupils will be taught to evaluate the information they find on the internet.
- Pupils will be taught how to report inappropriate web content.
- Pupils will develop a positive attitude to using the internet and develop their ICT capability through both independent and collaborative working.
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

Through computing and subject lessons, pupils will develop an understanding of how to use the internet to communicate safely and appropriately.

- Pupils will be taught how to use email effectively, including checking for bogus messages.
- Older pupils will be taught how to share information using collaborative tools, including Google Workspace, and how to comment on other people's posts appropriately.
- Pupils will be taught how to respond to inappropriate comments (cyber bullying). Who to speak to or contact if they experience this.
- Pupils will be taught not to share passwords or personal information.
- Pupils will be taught how to respond to unsolicited attention.

Methodology

In line with all City of York schools, there is a 'firewall' preventing harmful material and inappropriate sites from being accessed at school. City of York council are responsible for updating and maintaining this. Even with this in place, children are encouraged to talk to a member of staff if they see something on the internet which makes them feel uncomfortable. If unsuitable content were accessed, the staff have responsibility to report it to the Computing Leading teacher and the head teacher.

E-Safety is part of the National Curriculum for Computing. It is explicitly taught in all year groups as part of the Stockton-on-the-Forest Primary School Computing curriculum. To complement our teaching we also use:

- Twinkl PSHE scheme – covering elements of E-Safety through the PSHE sessions, which support the E-Safety taught through computing.
- https://studio.code.org coding and e-safety
- www.childnet.com (Adventures of Kara, Winston and the SMART crew) (Smartie the Penguin) (Digiduck's Big Decision)
- https://www.thinkuknow.co.uk/ CEOP Education – e-safety
- https://www.bbc.com/ownit
- www.digizen.org (Useful information for parents and teachers)
- https://nationalonlinesafety.com/ (Useful information for parents and teachers)

Children, staff and visitors are all made aware of our 'Safer Internet Charter'. (See appendix at the end of this policy). Our internet safety charters are displayed in each class and the children sign up to these guidelines each year on the school safety week.
In class, staff model good internet practices and etiquette.

In addition:

- The Computing Lead will run a parent/carer workshop covering e-safety and the computing curriculum.
- A useful tips/information update is regularly included in the school's weekly update newsletter.
- Useful tips/information are regularly updated on the school's website: https://www.stocktonprimary.co.uk/online-safety/

Mobile Phones and other handheld technology

Pupils are only permitted to have mobile phones or other personal handheld technology in school with the permission of the Headteacher. For example, Year 6 may bring a phone to school if they walk to and from school by themselves. If this is the case, the phones must be switched off and handed to the class teacher who stores them safely before handing back at the end of the day.

Older children may need a phone to keep in contact with a parent who is at work or lives in a different house. In cases like these, phones are handed in to the class teacher in the morning and collected at home time.

Reporting

All incidents or disclosures will be treated with the utmost care and diligence. Children making disclosures will be given the opportunity to say what they need in a safe space, with no leading questions. However, they will also be told that a member of staff cannot keep their disclosure secret and will have to inform another member of staff. All disclosures should be recorded on CPOMS and brought to the attention of the Designated Safeguarding Lead (Mrs Atkinson) or Deputy Safeguarding Lead (Miss Collins). The school's safeguarding policy will then be followed.

Apparent or actual misuse or illegal activity could include:
• child sexual abuse images
• 'sexting'
• adult material which potentially breaches the Obscene Publications Act
• criminally racist material
• inappropriate messages or online bullying (mobile phones, social media, email etc)
• other criminal conduct, activity or materials e.g county lines evidence/ FGM etc

Internet Safety Charter

S is for safe- Never give your personal information to people that you do not know.

M is for meet- Never arrange to meet with strangers.

A is for Accepting- Never accept emails or messages from people that you do not know as they might contain a virus.

R is for reliable- Not everything that you read on the internet is true.

T is for tell- If anything upsets you on the internet always tell a trusted adult.



twinkl www.twinkl.co.uk

Safe Use of the Internet Guidelines

All Staff and Visitors

All adults working with ICT equipment in Stockton-on-the-Forest Primary must ensure that they have read and agree to abide by the following rules.

For personal use:

- Keep the school passwords private within school.
- Use encrypted memory sticks to transfer any information about pupils and never store this information on an unencrypted memory stick or device.
- Use the City of York or official Stockton Primary email accounts and not personal accounts, for any messages about pupils or staff.
- Ensure all messages sent via the internet are polite and professional.
- Do not store any information about individual children on your computer at home.
- Ensure that home computers have virus checking software so there is no risk of transferring viruses from USB memory sticks.
- Do not open other people's files without their permission.
- Do not release personal details including phone numbers, addresses or personal e-mail addresses of any colleague or pupil.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- Do not attempt to visit sites which might be considered inappropriate in a primary school. All sites visited leave evidence on the computer.
- Use of school Internet access for business, profit, advertising, personal shopping or political purposes is strictly forbidden.

When using the Internet with children

- Repeatedly remind children of the rules for safe use of the internet.
- Watch for accidental access to inappropriate materials and report the offending site to the Computing Leading Teacher.
- Ensure children are appropriately monitored when using the internet.
- Ensure you are aware of the children in your class whose photographs may not appear on the website or social media.
- Ensure photographs of children are not named.

Stay Safe Online @ LDPS & Home



Don't give out personal information

Keep your personal information private and use it on safe sites only.

Keep your passwords safe

Make sure you don't share your password with others and always log out of a device or app when you have finished.





Tell a trusted adult

If you have a problem or see something you don't like, tell a parent, carer or trusted adult and they will help.

Report and contact help



If you feel unsafe or unhappy press the REPORT button. If you can't or don't want to talk to a trusted adult, contact the NSPCC or Childline for help.



https://www.childline.org.uk/get-support/contacting-childline/

ChildLine 0800 1111

NSPCC

CLICK CEOP Internet Safety