

<p style="text-align: center;">Wickham Common Primary School Acceptable Use Policy (including e-Safety)</p>

1. Introduction

ICT is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- E-mail and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smart phones with text, video and web functionality
- Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

At Wickham Common we understand the responsibility to educate our pupils on e-Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

Both this policy and the Acceptable Use Agreement (for all staff, governors, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, whiteboards, digital video equipment, digital cameras etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones, camera phones, PDAs and portable media players, etc).

2. Monitoring

Authorised ICT staff may inspect any ICT equipment owned or leased by the School at any time without prior notice. All internet activity is logged by the school's internet provider. These logs may be monitored by authorised staff.

3. Breaches

A breach or suspected breach of policy by a School employee, contractor or pupil may result in the temporary or permanent withdrawal of School ICT hardware, software or services from the offending individual.

4. Computer Viruses

- All files downloaded from the Internet, received via e-mail or on removable media (e.g. floppy disk, CD) must be checked for any viruses using school provided anti-virus software before using them
- If pupils wish to bring in work on removable media it must be given to the teacher for a safety check first
- Never interfere with any anti-virus software installed on school ICT equipment that you use
- If you suspect there may be a virus on any school ICT equipment, stop using the equipment and contact the ICT coordinator immediately. They will advise you what actions to take and be responsible for advising others that need to know.

5. Security

- The School gives relevant staff access to its network, with a unique ID and password
- It is the responsibility of everyone to keep passwords secure
- Staff have been issued with the relevant guidance documents and the Policy for ICT Acceptable Use
- Staff should avoid leaving any portable or mobile ICT equipment or removable storage media in unattended vehicles. Where this is not possible, keep it locked out of sight

6. E-mail

The use of e-mail within schools is an essential means of communication for both staff and pupils. In the context of school, e-mail should not be considered private. Educationally, e-mail can offer significant benefits including; direct written contact between schools on different projects, be they staff based or pupil based, within school or international. We recognise that pupils need to understand how to style an e-mail in relation to their age and good network etiquette; 'netiquette'. In order to achieve ICT level 4 or above, pupils must have experienced sending and receiving e-mails.

7. Managing e-mail

- The school gives all staff their own e-mail account to use for all school business as a work based tool.
- It is the responsibility of each account holder to keep their password secure.
- Staff are advised not to e-mail parents from their own e-mail account (use office@wickhamcommon.sch.uk if necessary).
- The school requires the following disclaimer to be attached to all e-mail correspondence, stating that,

Wickham Common Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

---- London Borough of Bromley E-Mail Disclaimer ----

For information about Bromley Council visit our web site www.bromley.gov.uk

The information contained in this message (including any attachments) is confidential in that it is intended solely for the use of the recipient, the use of the information by disclosure, copying or distribution is prohibited and may be unlawful.

The London Borough of Bromley monitors the content of emails sent and received via its network for the purposes of ensuring compliance with its policies and procedures.

---- End of Disclaimer ----

- The responsibility for adding this disclaimer lies with the account holder.
- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes.
- All pupil e-mail users are expected to adhere to the generally accepted rules of netiquette particularly in relation to the use of appropriate language. They should not

reveal any personal details about themselves or others in e-mail communication, or arrange to meet anyone without specific permission. All attachments should be virus checked.

- Pupils must immediately tell a teacher/ trusted adult if they receive an offensive e-mail.
- Pupils are introduced to e-mail as part of the ICT curriculum.
- No one should open attachments from an untrusted source.

8. Pupils with additional needs

The school endeavours to create a consistent message with parents for all pupils and this in turn should aid establishment and future development of the school's e-Safety rules.

However, staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of e-Safety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of e-Safety. Internet activities are planned and well managed for these children and young people.

9. e-Safety

This policy, supported by the school's acceptable use agreements for staff, governors, visitors and pupils, is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies: child protection, health and safety, home-school agreements, and behaviour/pupil discipline (including the anti-bullying) policy and PSHE.

ICT and online resources are increasingly used across the curriculum. We believe it is essential for e-Safety guidance to be given to the pupils on a regular and meaningful basis. E-Safety is embedded within our curriculum and we continually look for new opportunities to promote e-Safety.

- The school has a framework for teaching internet skills in ICT/PSHE lessons
- Educating pupils on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise
- Pupils are always supervised when using the internet on school premises
- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum
- Pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/teacher, or an organisation such as Childline.
- New staff receive information on the school's acceptable use policy as part of their induction
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of e-Safety
- All staff are encouraged to incorporate e-Safety activities and awareness within their curriculum areas
- We endeavour to embed e-Safety messages across the curriculum whenever the internet and/or related technologies are used
- e-Safety posters will be prominently displayed
- e-Safety incidents should be recorded on the e-Safety Incident log document (found on the shared drive in ICT resources folder)

10. Internet Access

The Internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk

to young and vulnerable people.

- The school maintains pupils will have supervised access to Internet resources (where reasonable)
- Staff will preview any recommended sites before use
- Raw image searches are discouraged when working with pupils
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research
- All users must observe copyright of materials from electronic resources
- Our school also employs some additional web filtering which is the responsibility of LGfL
- Pupils and staff are not permitted to download programs on school based technologies without seeking prior permission from the technician/ICT subject leader
- If there are any issues related to viruses or anti-virus software, the technician should be informed via 'Report a fault'

Web 2, including social networking sites, if used responsibly both outside and within an educational context can provide easy to use, creative, collaborative and free facilities. However, it is important to recognise that there are issues regarding the appropriateness of some content, contact, culture and commercialism. To this end, we encourage our pupils to think carefully about the way that information can be added and removed by all users, including themselves, from these sites.

- At present, the school endeavours to deny access to social networking sites to staff and pupils within school
- All pupils are advised to be cautious about the information given by others on sites, for example, users not being who they say they are
- Pupils are taught to avoid placing images of themselves (or details within images that could give background details) on such sites
- Our pupils are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals
- Pupils should not try to communicate with staff via social networking sites
- Staff may only create blogs, wikis or other web 2 spaces in order to communicate with pupils using a Learning Platform

11. Parental Involvement

We believe that it is essential for parents/ carers to be fully involved with promoting e-Safety both in and outside of school and also to be aware of their responsibilities. We regularly consult and discuss e-Safety with parents/ carers and seek to promote a wide understanding of the benefits related to ICT and associated risks.

- Parents/ carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to school
- Parents/ carers are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (e.g., on school website)
- Parents are provided with information about helping their children stay safe online

12. Safe Use of Images (see Guidance on Using Photographic Images of Children from Bromley Safeguarding Children Board attached as appendix)

Digital images are easy to capture, reproduce and publish and, therefore, misuse. We must remember that it is not always appropriate to take or store images of any member of the school community, without first seeking consent and considering the appropriateness.

- With the written consent of parents (on behalf of pupils), the school permits the appropriate taking of images by staff and pupils with school equipment, stating that the images belong to the photographer and may be used in Bromley council

publications. This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue. Parents/carers may withdraw permission, in writing, at any time. E-mail and postal addresses of pupils will not be published.

- Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes when on field trips.
- Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of the others, including when on day trips. Separate permission will be sought from parents for residential visits.

13. Storage of Images

- Images/ films of children should be stored on the school's network.
- Rights of access to this material are restricted to the teaching staff and pupils within the confines of the school network/ Learning Platform.
- Pupils and staff are not permitted to use personal portable media for storage of images of children (e.g. on USB sticks) or on personal computers at home.

14. School ICT equipment

- As a user of ICT, individuals are responsible for any activity undertaken on the school's ICT equipment provided to them.
- Ensure that all ICT equipment is kept physically secure.
- It is imperative that data is saved on a frequent basis to the school's network drive. Individuals are responsible for the backup and restoration of any of data that is not held on the school's network drive.
- All staff should log in using their personal user name and password. Sensitive files should not be saved in folders where pupils can gain access.
- Laptops are provided for use by staff. When in school, they must be locked using a Kensington lock. If staff take them home, they have access to limited programs and are not able to access the internet.

Nicola Burnett
Acceptable Use Policy
February 2013

Staff Acceptable Use Agreement

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the ICT coordinator or Headteacher.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils
- I will only use the approved, secure e-mail system(s) for any school business
- I will ensure that personal data is kept secure and is used appropriately, whether in school or taken off the school premises.
- I will not install any hardware or software without permission of the ICT coordinator or technician
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes inline with school policy and with written consent of the parent or carer. Images will not be distributed outside the school network without the permission of the parent or carer
- I understand that all my use of the Internet and other related technologies can be monitored and logged.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute
- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies
- I will ensure that I read updates to this policy as directed by the ICT coordinator and/or Headteacher

User Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school

Signature Date

Full Name (printed)

E-safety agreement form: parents**Parent / guardian name:** _____**Pupil name(s):** _____

As the parent or legal guardian of the above pupil(s), I grant permission for my daughter or son to have access to use the Internet, LGfL e-mail* and other ICT facilities at school.

I know that my daughter or son knows the 'rules for responsible ICT use'.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, restricted access email*, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit and that if they have concerns about their e-safety or e-behaviour that they will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

Parent / guardian signature: _____**Date:** ____/____/____

Use of digital images - photography and video: I also agree to the school using photographs of my child or including them in video material, as described in the document 'Use of digital and video images'. I have read and understood this document. I understand that images will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

Parent / guardian signature: _____ **Date:** ____/____/____

Use of digital images - photography and video

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make recordings of your daughter / son.

We follow these rules for any external use of digital images:

If the pupil is named, we avoid using their photograph.

If their photograph is used, we avoid naming the pupil.

Where showcasing examples of pupils work we only use their first names, rather than their full names.

If showcasing digital video work to an external audience, we take care to ensure that pupils aren't referred to by name on the video, and that pupils' full names aren't given in credits at the end of the film.

Only images of pupils in suitable dress are used.

Staffs are not allowed to take photographs or videos on their personal equipment.

Examples of how digital photography and video may be used include:

- Your child being photographed (by the classroom teacher, teaching assistant or another child) as part of a learning activity;
e.g. photographing children at work and then sharing the pictures on the Interactive whiteboard in the classroom allowing the children to see their work and make improvements.
- Your child's image for presentation purposes around the school;
e.g. in school wall displays and PowerPoint© presentations to capture images around the school or in the local area as part of a project or lesson.
- Your child's image being used in a presentation about the school and its work in order to share its good practice and celebrate its achievements, which is shown to other parents, schools or educators;
e.g. within a CDROM / DVD or a document sharing good practice; in our school prospectus or on our school website. In rare events, your child's could appear in the media if a newspaper photographer or television film crew attend an event.

Note: If we, or you, actually wanted your child's image linked to their name we would contact you separately for permission, e.g. if your child won a national competition and wanted to be named in local or government literature.

Think before you click!

S



I will only click on icons and links when I know they are safe

A



I will only use the Internet and e-mail with an adult

F



I will only send friendly and polite messages

E








If I see something I don't like on a screen, I will always tell an adult

My Name:

My Signature:

SMARTthinking

<p>S</p>	<p>Safe</p>  <p>STOP and THINK</p> <p>Will the information you share keep you safe?</p>
<p>M</p>	<p>Meeting</p>  <p>STOP and THINK</p> <p>Are your online friends who they say they are?</p>
<p>A</p>	<p>Accepting</p>  <p>STOP and THINK</p> <p>How do you know files and pictures are safe?</p>
<p>R</p>	<p>Reliable</p>  <p>STOP and THINK</p> <p>How do you know aren't lying?</p> <p>that people or pages</p>
<p>T</p>	<p>Tell</p>  <p>STOP and THINK</p> <p>Who can you tell if you feel uncomfortable about something online?</p>

Primary Pupil Acceptable Use Agreement / e-Safety Rules

I will only use ICT in school for school purposes.

I will only use my class e-mail address or my own school e-mail address when e-mailing.

I will only open e-mail attachments from people I know, or who my teacher has approved.

I will not tell other people my ICT passwords.

I will only open/delete my own files.

I will make sure that all ICT contact with other adults is responsible, polite and sensible.

I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.



children and

anything that

I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my



teacher and a responsible adult comes with me.

I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.

I know that my use of ICT can be checked and that my parent/carers contacted if a member of school staff is concerned about my e-Safety.



Name.....

Date.....

BROMLEY SAFEGUARDING CHILDREN BOARD

GUIDANCE ON USING PHOTOGRAPHIC IMAGES OF CHILDREN

Introduction

This guidance has been produced to assist educational establishments, and other organisations who work with children and young people, in forming their own policies and procedures regarding the safe photography and the video recording of children and young people.

It is important that schools take practical steps to ensure that pictures and images of children taken, not only by members of the press, school staff, but also by parents/carers, are done in a way that reflects the protective ethos of the school.

Establishments using photographic images of children and young people need to comply with the Data Protection Act 1998 and Freedom of Information Act 2000 as well as preserving the safety of children.

- Always ask for parental/carer consent for photographs to be taken of children, who are under the age of 18 years of age, while in school or on school activities. It is suggested that parents/carers are asked to sign a section of the school's admissions form giving permission for images to be taken, but that also the form indicates that images will be used appropriately. Parents may also be written to before individual trips or events requesting permission with a returnable signed permission slip. Images should not be displayed on websites, in publications or in a public place without consent. The definition of a public place includes areas where visitors to the school have access.
- If two parents disagree over consent for their child to appear in photographs or in DVD recordings, then it has to be treated as if consent has not been given. Likewise, if the parents give consent but the child does not, then it is safer to assume that consent has not been given.
- Consent from staff, or any other adults, who may appear in the photograph or DVD is also required.
- Many school activities involve recording images. These may be undertaken as part of the curriculum, extra school activities, for publicity, or to celebrate achievement. Staff should be aware of the potential for these aspects of teaching to be misused for pornographic or 'grooming' purposes. Careful consideration should be given when they involve young or vulnerable pupils who may be unable to question why or how the activities are taking place.

Good Practice

- It is recommended that when using a photograph the following guidance should be followed:
If the photograph is used, avoid naming the pupil.
If the pupil is named, avoid using their photograph.

- Schools should establish whether the image(s) will be retained for further use. Images should be securely stored and used only by those authorised to do so. Photographs can be stored electronically but should be in a secure area.
- Staff should remain sensitive to any children who appear uncomfortable and should recognise the potential for misinterpretation. Avoid taking images in one to one situations.
- Ensure all children are appropriately dressed.
- Avoid images that show a single child with no surrounding context of what they are learning or doing – a group of three or four children are more likely to show the activity to better effect. Use photographs that represent the diversity of the young people participating. Remember to include images of children from different communities in your communications whenever possible, and to use positive images of disabled children. This will ensure that your photographs are inclusive of the whole community and comply with the Disability Discrimination legislation.
- Do not use images that are likely to cause distress, upset or embarrassment.
- Photographs should not be used after a child, or member of staff appearing in them, has left the school.
- Be clear about the purpose of the activity and about what will happen to the photographs when the lesson/activity is concluded.
- Ensure that a senior member of staff is aware that the school's photography/image equipment is being used and for what purpose.
- Staff should not use their personal photographic/video equipment, nor take images of children and young people using personal mobile telephones.
- Staff should ensure that all images are available for scrutiny and be able to justify images of children in their possession.
- Report any concerns relating to any inappropriate or intrusive photography to the Head Teacher/Manager.
- Accidental/Non-accidental injuries - it is not appropriate to take photographs of a pupil's injuries, as it may cause distress and humiliation. If appropriate seek medical help and in the case of a suspected non-accidental injury contact Social Care as soon as possible.
- School web-sites should avoid using personal details or full names of any child or adult in a photograph, although first names can be used in some circumstances. Also avoid giving personal e-mail, postal addresses, telephone or fax number details.

Parental Permission

As previously mentioned use of images of children require the consent of the parent/carer. If a parent fails to return a consent form, do not assume that consent is given.

When a parent does not agree to their child being photographed, the Head Teacher/Manager must inform staff and make every effort to comply sensitively. For example, if a child whose parents have refused permission for photography is involved with a sports event, eg a football match, it may not be appropriate to photograph the whole team. Careful liaison with parents is therefore essential. With discussion it may be possible to agree other options. The parent may accept a team photograph if names are not published or they may be prepared to relent if it affects the whole team.

When photographic images are transmitted or shared beyond the establishment, eg television broadcasts, images on intranet sites, specific permission should be sought.

Teacher Training and Portfolios

During teacher training and with newly qualified staff, colleagues may need to compile portfolios with photographs of children during lessons. Staff should act responsibly in compiling these images. A member of the senior management team may wish to oversee the compiled images as part of the management process and consider their appropriateness.

Children Photographing Each Other

This practice can occur extensively during offsite activities particularly during residential activities, and for most children it will be the norm to want to take photographs to record the trip or event. Staff should discuss a code of conduct regarding the taking of photographs with the children before the trip. Nevertheless, there may be incidents where children take inappropriate photographs, including showing friends and other children inappropriately dressed. Staff should endeavour to discourage this practice, but ultimately parents are responsible for monitoring their child's use of cameras and subsequent use of the images involved.

Mobile Telephones

Mobile telephones which contain cameras should not be used in changing rooms, toilets, etc.

Use of Internet/intranet Sites

Many establishments will have an internet/intranet facility. The site manager should know good practice and ensure that the establishment only uses appropriate images that follow this guidance. For example, if a child has successfully completed a gymnastics award, it would be appropriate to show the child in a tracksuit rather than a leotard.

Displays in Schools

Still photographs shown on displays and video clips available during open/parents' evenings should depict children in an appropriate way. They should not display images of children in inappropriate or revealing clothing.

Parents Evening, Concerts, Presentations

Ensure and make clear to parent(s)/carer(s) in a letter that photography/video recording only takes place in designated areas. For example, in the main school hall where the assembly or school performance is taking place, and not in 'backstage' areas or school classrooms.

Encourage parents/carers with video cameras to sit towards the back of the room during assemblies/performances to prevent obscuring other people's view.

Research the possibility of creating a school video of the event giving parents/carers the option to purchase a copy of the school video. For schools that do not have the right equipment to undertake this, an approach could be made to another school who might agree to loan the necessary equipment.

A set of photographs could be taken by the school and orders taken for copies. This is made easier where a school has a digital camera.

Newspapers

Children and young people are usually proud and delighted to see themselves in the paper either through an individual success or as part of a team. It is though not acceptable to invite a newspaper to take photographs and then refuse to provide names. Newspapers are unlikely to print anonymous photographs. When an establishment invites a newspaper to take photographs of an event it would be good practice to discuss the requirements with the newspaper first and also to obtain the views/permission of parents/carers.