

# First Federation

## Pupils E-safety Policy

### Background

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

The First Federation Trust's ICT systems are managed to ensure technical e-safety requirements are met. Access to the internet is through filtering services provided by the South West Grid for Learning. ICT equipment is protected by up to date anti-virus software.

Parents should be aware that school do use the internet and computers as a teaching resource and to fulfil the requirements of the Computing National Curriculum. Children will be made aware that they need to tell a member of staff in school, should an unforeseen inappropriate material appear when a child is using a computer / accessing the internet.

### Aim

This pupils e-safety policy is intended to ensure that:

- pupils will be learn to be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- the First Federation schools ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The First Federation Trust aims to ensure that pupils have good and safe access to ICT to enhance their learning and will, in return, expect the pupils to be responsible users.

### Review

This policy will be reviewed annually when the Child Protection and Safeguarding Policy is reviewed.

## Principles of safe use of ICT

Pupils will be taught the following principles.

As a pupil, I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating or posting information online.
- I will not disclose or share personal information about myself or others when online.
- I will talk to an adult before I make any arrangements to meet people that I have communicated with online, I will do so in a public place and take an adult with me.
- I will immediately report to an adult any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the same rules as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering and/or security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- If I come across any material which is upsetting or that I know is inappropriate, I will report it to a member of staff in school so that appropriate action can be taken

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with these rules, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.