THE MILL ACADEMY
MOTIVATE INSPIRE LEARN LEAD

QUEEN EMMA'S PRIMARY SCHOOL

E SAFETY PROCEDURE

June 2017

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Introduction

As part of our curriculum we encourage pupils to make use of educational resources available on the Internet. Access to the Internet enables pupils to conduct research and obtain high quality educational resources from libraries, museums, galleries and other information sources from around the world.

To guard against accidental access to materials which are inappropriate in school access the Internet is provided through EXA Education Broadband which provides an appropriately filtered service. However, it is not possible to provide a 100% assurance that pupils might not accidentally come across material which would be inappropriate.

We believe that the educational benefits to pupils from access to the Internet and other applications within school, in the form of information resources and opportunities for collaboration, far outweigh the potential disadvantages.

During lesson time teachers will guide pupils toward specific materials and educational resources. Where pupils are given permission to access the Internet outside lessons they must agree to access only those sites that are appropriate for use in school and use the e-learning resources appropriately.

This document contains the following information/resources:

- e-Learning Code of Conduct
- e-Learning Code of Conduct (simplified for young pupils)
- e-Learning Code of Conduct Agreement Form
- Appendices:
    1) Internet safety tips for teachers
    2) Internet safety tips for pupils
    3) Internet safety tips for parents
    4) Tips for safer searching
    5) Internet safety check sheet

Wendy Hemmingsley
Chief Executive
The MILL Academy

e-Learning Code of Conduct

This code of conduct applies at all times, in and out of school hours, whilst using school equipment.

Internet, e-mail and access to centralised storage will be provided for you to conduct research, communicate with others and access your personal on-line storage space as well as learning resources but only on the understanding that you agree to follow this code. This code of conduct is not intended to be exhaustive. At all times you should use e-Learning resources in an appropriate and responsible manner.

The Code

You should:

☑ Only access sites which are appropriate for use in school. *This also applies outside lesson time*

☑ Be aware that your actions on the Internet and when using e-mail can be seen and monitored

☑ Be aware that information on an Internet web site may be inaccurate or biased. Try to verify the information using other sources, if possible, before using it

☑ Be careful of what you say to others and how you say it. *Never give your name, home address, telephone numbers or any personal information about yourself or others to any strangers you write to or communicate with on the Internet. Never arrange to meet strangers who approach you whilst on the computer; anyone can pretend to be someone else. Someone pretending to be a friend may not have your best interests at heart*

☑ Treat others as they would expect to be treated, *e.g. show respect and be polite. Remember that something that may seem like a joke to you could upset someone else.*

☑ Always tell your teacher or another adult if you ever see, hear or read anything which makes you feel uncomfortable while using the Internet or e-mail

☑ Respect copyright and trademarks. *You cannot use the words or pictures that you see on an Internet site without giving credit to the person who produced the information originally. You must not copy text or pictures from the Internet and hand it in to your teacher as your own work.*

☑ Check with a teacher before: * sending e-mail
                                        * downloading files
                                        * completing questionnaires or subscription forms
                                        * opening e-mail attachments

You should not:

| X | Send, access, store or display offensive or upsetting messages or pictures |

| X | Use or send bad, threatening or annoying language nor any language which might incite hatred against any ethnic, religious or other minority |

| X | Intentionally waste resources |

Please note:

You should always log out and close your browser when your session has finished.

User areas on the school network will be closely monitored and staff may review your files and communications to maintain system integrity.

Failure to follow the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved: certain activities may constitute a criminal offence.

Copyright Release

This school may produce printed publications and/or a school web site which may include examples of pupil's work and/or photographs of pupils. No child's work will ever be used without his/her permission and we take the issue of child safety very seriously which includes the use of images of pupils. Including images of pupils in school publications and on the school website can be highly motivating for the pupils involved, and provides a good opportunity to promote the work of the school. However, schools have a duty of care towards pupils, which means that pupils must remain unidentifiable, reducing the risk of inappropriate contact, if images are used in this way.

We ask that parents consent to the school publishing their children's work and to the taking and using of photographs and images of their children subject to strict confidentiality of personal information. This can be changed at any time; just see the Headteacher or ICT co-ordinator.

Digital Video

Digital video is an exciting medium which can motivate and inspire pupils. Research has shown that using digital video in education can help encourage creativity, motivate and enthuse pupils, and improve communication and team-working skills.

At Queen Emma's School, we intend to use digital video as part of our learning and teaching and for the recording of school productions and events.

We ask that parents consent to their child taking part in the production of digital video, and/or appearing in films.

Whereas the risks of using digital video in education are minimal, schools have a duty of care towards pupils. This means that pupils will remain unidentifiable, reducing the risk of inappropriate contact, if images or examples of their work (including digital video) are used on the school website. All digital video work at Queen Emma's School is underpinned by our acceptable use and internet safety policies.

You should:

☺ Always follow the instructions of your teacher.

☺ Keep your username and password secret.

☺ Always be nice and polite when you send messages to other users.

☺ Always tell your teacher if you see, hear or read anything which makes you feel uncomfortable while using the computer.

You should not:

☹ Send anyone a message which is not nice.

☹ Use bad language in a message.

☹ Use any other person's work or e-mail.

☹ Tell a stranger any of the following information:
  ➢ your name
  ➢ your home address
  ➢ your telephone numbers
  ➢ any other personal information about yourself or any of your friends.

When you are finished using a computer you should always close it down properly following your teacher's instructions.

Appendix 1: Internet safety tips for teachers

Becta's e-safety advice for schools
http://schools.becta.org.uk/index.php?section=is

Thinkuknow Keeping children safe when they use the Internet.
http://www.thinkuknow.co.uk

Kidsmart Find lesson plans, leaflets, posters, information on activities and interactive games to play with pupils in school to teach them Internet safety.
http://www.kidsmart.org.uk/teachers/

The Teacher's Guide Download the leaflet: The Internet Safety Guide. There is a lot at the bottom of this page for parents.
http://www.theteachersguide.com/Internetsafety.html

Internet Safety for Schools Information on filtering software, Acceptable User Policies etc. http://teacher.scholastic.com/professional/teachtech/internetsafety.htm

The Internet Safety Group Information for schools and cybersafety. It is based on New Zealand law but has lots of some very useful information on keeping safe on the Internet. http://www.netsafe.org.nz/home/home_default.aspx

Teachernet – on use of photographs and videos in school
http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/usefulinformation/photoschoolevent/

GetNetWise – This website has a list of video clips explaining issues regarding internet safety.
http://www.getnetwise.org/

Childnet – Know it All
http://www.childnet-int.org/kia

CEOP - The Child Exploitation and Online Protection (CEOP) Centre works across the UK and maximises international links to deliver a holistic approach across agencies and sectors - all focused on tackling child sex abuse wherever and whenever it happens
http://www.ceop.gov.uk

NCH – Keeping children safe on-line
http://www.nch.org.uk/stories/index.php?i=324

Appendix 2: Internet safety tips for pupils

CBBC cartoons on ICT safety.
http://www.bbc.co.uk/cbbc/topics/stay-safe

4Kids Safe Surf with Earl and pupils can gain their safe surfing surtificate
http://www.4kids.org/safesurf/

Internet Super Heroes Delivering smart, safe and responsible surfing messages to children, teens, schools and parents, online and offline.
http://www.internetsuperheroes.org/

NetSmartz Teens Listen to real-life stories told by teens about their Internet experiences and check out some articles that will teach you more about the Internet and being safer while online.
http://www.netsmartzkids.org/

Appendix 3: Internet safety tips for parents

Bullying Online: UK charity Bullying Online helps parents and children deal with school bullying. There are around 30 different sections which include practical advice for parents and pupils.

Bullying Online is part of the government's National Grid for Learning and is linked from government departments such as the DCSF, Home Office and Health Dept websites as well as from those of more than 60 local councils and 12 UK police forces.
http://www.bullying.co.uk/

Interactive Parents' Safety Animation:
http://www.kidsmart.org.uk/POL_IPSA_Mac%2BPC/main.html

The DCSF Parent Centre – Using the Computer and Internet.
http://www.parentscentre.gov.uk/usingcomputersandtheinternet/

Chat Danger: In July of 2000 John and Julie Smith (not their real names) contacted the children's internet charity Childnet International (http://www.childnet-int.org/)to ask for help and advice in dealing with a personal family tragedy. Appalled that their 13 year old child had been contacted and sexually abused by an adult who met her through a teenage Internet Chat room, they asked Childnet for help in alerting other parents to the dangers of chat and ensure that those companies who run chat services provide clearer safety advice for children.
http://www.chatdanger.com/

Thinkuknow: What can I do to keep my child safe? If you are a parent or carer, the Home Office has produced a leaflet to help you find out what you need to know to keep your children safe when they use the Internet.
http://www.thinkuknow.co.uk

The NCH's advice: Netsmart Rules: It is important for parents and carers to take time to go through the rules with their children.
http://www.nch.org.uk/itok/page.asp?auto=456

Childnet International Parents' Support: Empowering parents with ICT, a set of leaflets, seminars, newsletter and guidance on keeping children safe on the internet.
http://www.childnet-int.org/safety/parents.aspx

Kidsmart: this media show discusses internet safety; it is designed for parents and teachers
http://www.kidsmart.org.uk/seminar-flash/main.html

Teachernet: on videoing school productions etc.
http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/usefulinformation/photoschoolevent/

Appendix 4: Tips for safer searching

Safer Searching – using Google

The default setting for Google filtering is moderate and so set to exclude most explicit images from Google Image Search results. Teachers, at least in primary schools, should select the preferences link to the right of the Google search box on http://www.google.co.uk

They will be presented with three choices:

- Use strict filtering (Filter both explicit text and explicit images)
- Use moderate filtering (Filter explicit images only - default behaviour)
- Do not filter my search results

Choosing the **Strict Filtering** option activates stricter filtering of images, as well as filtering of adult content in regular Google search results.

Filtering Options

Most major search engines offer some type of filtering ability. This is intended to reduce the amount of inappropriate materials which teachers will not want children to encounter.

These filters are not perfect but used in conjunction with the LA level filters should help to provide a safe environment for pupils as far as it is possible.

- AllTheWeb: Use the **Basic Settings** page to enable the **Offensive Content Filter** option.
- AltaVista: Use the **Family Filter Setup** page.
- Ask Jeeves: Use options for **Content Filtering** on the **Your Settings** page
- Lycos: Use the **Adult Filter** section of the **Advanced Search Filters** page.
- Yahoo: Set the **SafeSearch Filter** option via the **Search Preferences** page.

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Internet Safety Check Sheet

It is good practice to discuss these points with pupils at the start of the school year, the start of a project requiring internet use, or if revision of acceptable internet use is necessary.

❑ Only use the Internet when there is a teacher or other adult present to supervise or when you have been given specific permission.

❑ Only use your own login name and password. Never use another person's details.

❑ Never give out your address, phone number or arrange to meet someone over the Internet.

❑ All e-mails, messages in forums and text messages should be polite, appropriate and sensible. Do not send any e-mail or text message which could cause upset.

❑ If you receive a rude or offensive message you must report it to a teacher immediately. Do not pass on rude or offensive messages. What may seem funny to you may not be funny to someone else.

❑ If you see anything offensive or if you feel uncomfortable about anything, report it to your teacher or to an appropriate member of staff.

❑ Be aware that the school may check your computer files and monitor the Internet sites you visit.

❑ Ask an adult if you are unsure that a web source is reliable and information you are going to use is accurate.

❑ You and your parents should have signed the school Internet agreement. You will be breaking that agreement if you deliberately break these rules. This could result in you losing your Internet access at school.

e-Learning Code of Conduct – Agreement Form

Pupil: _____ Class _____ Date _____

My parents and I have read the E-Learning Code of Conduct and I agree to follow it.

Pupil Signature_____ Date _____

Parent:

As parent or guardian, I have read, discussed and explained the E-Learning Code of Conduct to my son/daughter. I understand that if he/she fails to follow this code, his/her individual access may be withdrawn and I will be informed.

Parent/Guardian Signature_____ Date _____

Permission and Copyright Release

I consent to photographs and digital images of the child named above, appearing in printed publications or on the school website. I understand that the images will be used only for educational purposes and that the identity of my child will be protected. I also acknowledge that the images may also be used in and distributed by other media, such as CD-ROM, as part of the promotional activities of the school.

I also consent to examples of my child's work being published on the school web site or in other media, subject to strict confidentiality of personal information.

Parent/Guardian Signature_____ Date _____

Digital Video

I consent to my child taking part in Queen Emma's projects using digital video. I consent to my child taking part in the production of digital videos and appearing in films. I understand that films may be made available on the school website or used in other school promotional activities.

Parent/Guardian Signature_____ Date _____