



Pownall Hall School

Pownall Hall School is committed to co-education and aims to provide a caring, disciplined, safe and secure family environment, where all pupils are enabled and encouraged to maximise on their academic, sporting, musical and creative potential.

The School aims to instil traditional values of courtesy, good manners, mutual respect, tolerance and compassion in its pupils and help them develop self-discipline and good working habits for the future. The all round personal development of each and every pupil lies at its heart.

F 3j E-Safety and Acceptable Use Policy

1. Introduction

ICT, digital and mobile technology resources are now regarded as essential to support learning, teaching and personal and social development. They form part of an essential life skill. When using technology with young children and adults in their setting, professionals need to ensure that the resource is used safely and responsibly. This policy sets out some guidelines for you to use.

2. Why is internet use important?

The internet can be used to support learning as well as for social and personal development activities. It can motivate, engage and develop self esteem, confidence and as a tool for the development of social capital. It is now regarded as a necessary tool, in settings, for practitioners and children.

- Internet access is an entitlement for children and young people who show a responsible and age appropriate approach to its use
- The internet is an essential element for education, business and social interaction.

3. How the internet is used

Internet access for children and young people will be designed for educational aspects of social and developmental use and will include age appropriate filtering. Guidance about appropriate Internet use will be part of the support for children and young people. All practitioners should guide children and young people in online activities that will support their developmental and learning outcomes.

4. Internet Access

All staff, pupils and individuals with access to the internet must agree to, and sign the acceptable use policy before being permitted to use any of the digital or electronic resources at the School as mentioned in this policy.

All ICT equipment is property of the school, therefore users are not permitted to make any physical alteration, either internally or externally, to the School's computer or network hardware. If extensive damage is caused due to software installed without permission, users may be held personally liable for rectifying the damage.

For younger users, access to the internet will be closely supervised by an adult allowing access to specific and agreed sites only. Older children and young people will be provided with wider access and greater autonomy in line with their age and maturity of use.

5. Filtering

The Head, as the designated senior member of staff, in conjunction and consultation with the Pownall IT consultancy team (Hi-Impact Consultancy) will manage the permitting and banning of additional web sites identified by Pownall Hall School.

If practitioners or children and young people discover unsuitable sites, the URL (address) and content must be reported to their Internet Service Provider (e.g. BT Broadband) and Hi Impact Consultancy via the Head, as designated person.

The Headmaster and the Safeguarding Committee will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Any material that the setting or organisation believes is illegal must be referred to the Internet Watch Foundation (<http://www.iwf.org.uk>) if and where appropriate.

6. Risk Management

In common with other media such as magazines, books and DVDs, some material available via the internet is unsuitable for children and young people. Staff at Pownall Hall School will take all reasonable precautions to ensure that users access only appropriate material.

The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990

The e-safety lead for Pownall Hall (Hi-Impact Consultancy in conjunction with the Head) will have an awareness of current e-safety advice and will embed this within the work with children and young people.

The Head and Safeguarding Committee will ensure that the Internet policy is implemented and compliance with the policy monitored.

7. Managing Content

If an unsuitable site is discovered, the URL (address) and content will be reported to the appropriate Internet Service Provider.

If appropriate, specific activities will be included within the work that Pownall Hall undertakes to allow all children and young people to develop their media literacy skills

7.1 How should website content be managed?

- Written permission from parents or carers will be obtained before photographs of children and young people under the age of 16 are published on the settings' web site.
- Website photographs that include children and young people will be selected carefully and will not enable individuals to be clearly identified.
- Full names of children and young people should not be used anywhere on the website, first names will only be used in association with photographs.
- Where audio and video are included (e.g. Podcasts and Video Blogging) the nature of the items uploaded will not include content that allows the children and young people, under the age of 16 to be identified.
- The Head will take overall editorial responsibility and ensure that content is accurate and appropriate.

8. Communication

8.1 Managing email

- The staff at Pownall Hall School will promote safe use of e-communications to other practitioners, professionals, parents/carers, children and young people.
- Children and young people should immediately report to an adult if they receive offensive emails.
- Children and young people should not reveal any details of themselves to people they do not know, such as an address or telephone number, or arrange to meet anyone.
- The staff at Pownall Hall School will use e-communications with the children and young people as it is part of its work for this group, using approved email addresses, Google Drive and Edmodo Accounts..
- Younger children will not be provided with individual accounts for email. Any children who wish to set up an account whilst in our care will require written consent from their parent/carer.
- Young people should use email in an acceptable way. Sending images without consent, messages that cause distress and harassment to others are considered significant breaches of appropriate conduct and may be classed as bullying.
- E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on headed paper.

8.2 On-line communications and social networking

In general, the use of online chat will not be permitted other than as part of an online learning environment i.e. Pownall's Edmodo platform.

Underage children and young people will not be allowed access to social networking sites. The minimum age limit for accessing social networking sites is usually 12 but the staff at Pownall Hall School will need to check the terms and conditions of use for the individual site.

Social networking sites may be allowed for specific purposes, e.g. teaching e-safety.

Staff members have a responsibility to protect the reputation of the School, staff and pupils at all times. This includes extending their professionalism to social networking sites. Users to ensure they do not knowingly cause annoyance, inconvenience or needless anxiety to others via social network.

8.3 Mobile technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before its use within the school is allowed, e.g. wifi enabled notebooks.

Personal mobile phones are not allowed to be used on school premises and should be locked in the cabinets provided in the staff room. See Safeguarding and Taking Photo policies for more details.

9. Introduction to young children

- Rules and rights for Internet access will be posted in all areas where computers are used

- Support for responsible and safe use should precede Internet access
- Children and young people must be informed that Internet use is monitored
- The teaching of e-safety will be part of the provision for all children and young people. It will include key messages that are age and maturity appropriate, such as keeping personal information safe, dealing with cyberbullying, knowing who to tell if there is inappropriate content/contact on-line.

10. Families, carers, childminders, setting managers and e-safety

- Adults' attention should be drawn to the e-safety policy.
- Regular information should be provided to parents and carers about how to ensure they can work with the school to ensure resources are used appropriately.
- A partnership approach with parents and carers should be encouraged. This could include awareness-raising meetings, newsletters and hands-on sessions and suggestions for safe internet use at home.
- Advice on filtering systems, educational and leisure activities that include responsible use of the internet should be made available to parents.
- Interested parents should be referred to organisations such as CEOP, Childnet International, Parents Online and NCH Action for Children.

11. Consulting with practitioners and their inclusion in the e-safety policy

- All practitioners should be consulted about the contents of this policy to ensure that the use of the internet and mobile technologies supports their work with children and young people in a safe environment
- All practitioners should be required to see and sign the policy for responsible email, network and internet use as part of their induction
- The consequences for internet and mobile phone/PDA/technology misuse should be clear so that all adults are confident to apply this should the situation arise (e.g. supervised access, withdrawal of access)

12. How will complaints be handled?

- Responsibility for handling incidents will be delegated to the Headmaster.
- Any complaint about practitioner misuse must be referred to the Headmaster.
- Parents and children and young people will need to work in partnership with practitioners to resolve issues should they arise
- There may be occasions when the police must be contacted. Early contact could be made to establish the legal position and discuss strategies.
- Sanctions available include:
 - Interview/counselling by a designated senior practitioner
 - Informing parents or carers
 - Removal of internet or computer access for an identified proportional amount of time

- Supervised access.

MONITORING AND REVIEW

The Headmaster and the Safeguarding Committee will monitor this policy and review it every year or before - if procedures need to be or can be improved.

Approved by Governors

November 2019

Signed: *Mrs. Eileen MacAulay*

November 2019

Review Date: November 2020

Pupils' Responsible internet use Policy

November 2018/November 2019

These rules help us to be fair to others and keep everyone safe.

- I will ask permission before using a computer and the internet
- If I have an 'individual login' this is the one I will use, no-one else's, which I will keep secret
- I will only open or delete my own files
- I understand that I must not bring in and use software or files without permission
- I will only email and open attachments from people I know, or have been approved
- The messages I send will be polite and sensible
- I understand that I must never give my home address or phone number to people I do not know, or to post on a social networking site
- I will not arrange to meet people that I do not know face-to-face
- If I see anything I am unhappy with or I receive messages I do not like, I will tell a trusted adult immediately
- I understand that if I deliberately break these rules, I may not be allowed to use the internet or computers

Pownall Hall School may exercise its right to monitor the use of its computer systems, including access to web-sites, the interception of email and the deletion of inappropriate materials where it believes unauthorised use of the computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Name:

Signature:

Date:

Pownall Hall School Internet use consent form

Responsible internet use

Please complete, sign and return to your class teacher

Name:

Agreement

I have read and I understand the rules for responsible internet use. I will use the computer system and internet in a responsible way and follow these rules at all times.

Signed:

Parent/carer's consent for internet access

I have read and understood the rules for responsible internet use and give permission for them to access the internet. I understand that the Pownall Hall School will take all reasonable precautions to ensure children and young people cannot access inappropriate materials. I understand that Pownall Hall School cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that Pownall Hall School is not liable for any damages arising from use of the internet facilities.

Signed:

Date:

Please print name:

Parent's consent for web publication of work and photographs

I agree that, if selected, my child/young person's work may be published on the Pownall Hall School website. I also agree that images, sound files and video that include my son/daughter may be published subject to the rules that this content will not clearly identify individuals and that full names will not be used.

Signed:

Date:

Laptop/Chromebook policy for practitioners at

Pownall Hall School

1. The laptop allocated to staff and is their responsibility. If another member of the team borrows it, the responsibility still stays with the individual allocated. Only Pownall Hall staff and children within the setting should use the laptop
2. All laptops storing sensitive information should have software to encrypt the data

3. All laptops storing sensitive information should have password protected screen savers that will appear after two minutes
4. Any unnecessary data should be deleted from the setting laptop immediately
5. When in the setting and not being used, the laptop should be switched off and kept secure
6. Whenever possible, the laptop should not be left in an unattended car. If there is a need to do so it should be locked in the boot
7. Practitioners may load their own software onto the laptop but it must be fully licensed, age appropriate and with authorisation from the Headmaster
8. If any removable media is used then it should be checked to ensure it is free from any viruses and should be saved on an encrypted memory stick
9. It will be the responsibility of the setting manager to ensure virus protection software that has been installed on the laptop is kept up to date
10. Practitioners should not attempt to significantly alter the computer settings without express authorisation from the setting manager
11. Children and young people must never use the laptop without adult supervision and knowledge
12. The laptop would be covered by normal household insurance whilst away from the premises. If not it should be kept in the setting and stored securely at all times when not in use.

Name:

Signature:

Date:

Policy for responsible e-mail, network and internet use for the staff of Pownall Hall School 2017

1. I will use all ICT equipment issued to me in an appropriate way. I will not:
 - Access offensive websites or download offensive material
 - Make personal use of the internet or email unless agreed by the setting manager
 - Copy information from the internet that is copyright or without the owner's permission or acknowledging copyright as appropriate
 - Place inappropriate material onto the internet
 - Communicate information that could be considered to be offensive or otherwise inappropriate
 - Disregard my responsibilities for security and confidentiality
 - Download files that will adversely affect the security of the laptop and network.

- Access the files of others or attempt to alter the computer settings
2. I will act on-line as I would offline, in accordance with Pownall Hall School code of conduct
 3. I will only access the system with my own name and registered password, which I will keep secret and safe
 4. I will always log off the system when I have finished working
 5. I understand that Pownall Hall School may, in line with policy, check my computer files and emails and may monitor the internet sites I visit.
 6. I will not open email attachments unless they come from a recognised and reputable source. I will bring any other attachments to the attention of the setting manager
 7. All joke emails are potentially damaging and undesirable and therefore should not be used
 8. I will report immediately any unpleasant material or messages sent to me
 9. I understand that a criminal offence may be committed by deliberately accessing internet sites that contain certain illegal material
 10. Equipment belonging to Pownall Hall School will not be used for personal financial gain, gambling, political purposes or advertising and is forbidden
 11. I understand that if I do not adhere to these rules, my network access will be suspended immediately, the laptop removed and that other disciplinary consequences may follow.

Name:

Signature:

Date:

Useful Contacts

CEOP (Child Exploitation and Online Protection Centre) - www.ceop.org.uk

Childnet International - <http://www.childnet-int.org>

PIN – Parents Information Network - <http://www.pin.org.uk>

Parents Online - <http://www.parents-online.net>

NCH Action for Children - <http://www.actionforchildren.org.uk>

IWF – the Internet Watch Foundation - <http://www.iwf.org.uk>

Think U Know for Parents - www.thinkuknow.co.uk/parents