Farrowdale House
INDEPENDENT PREPARATORY SCHOOL

Proprietors:
Ms S. Hall & Miss Z. Campbell
Head Teacher:
Miss Z Campbell BA Hons PGCE

Farrow Street
Shaw
Oldham
OL2 7AD
01706 844533
farrowdale@aol.com
www.farrowdale.co.uk

E Safety and Acceptable Use of Technology

This policy applies to the whole school including the EYFS

This policy has been written with regard to:

• The use of social media for on-line radicalisation

 • The UK Safer Internet Centre (https://www.saferinternet.org.uk/about)

• CEOP's Thinkuknow website (www.thinkuknow.co.uk)

E-Safety and Internet Usage

Aim

E safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate children about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences. The aim of Farrowdale's E Safety policy is to ensure that children are educated about the benefits and risks of using technology and protected from the dangers of being online. The school's E-safety policy will operate in conjunction with other policies including those for Behaviour, Anti-Bullying, Safeguarding and Data Protection.

Background

The purpose of internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems.

Internet use is part of the statutory curriculum and a necessary tool for learning. It is an essential element in 21st century life for education, business and social interaction. Access to the internet is therefore an entitlement for pupils who show a responsible and mature approach to its use and Farrowdale House has a duty to provide pupils with quality internet access.

Many pupils will access the internet outside school and will need to learn how to evaluate online information and to take care of their own safety and security.

How Does Internet Use Benefit Education?

Benefits of using the internet in education include:

- access to world-wide educational resources including museums, libraries and art galleries
- rapid and cost effective worldwide communication
- educational and cultural exchanges between pupils worldwide
- access to experts in many fields for pupils and staff
- professional development for staff through access to national developments, educational materials and effective curriculum practice
- collaboration across support services and professional associations
- improved access to technical support including remote management of networks and automatic system updates
- access to learning wherever and whenever convenient
- in times of lockdowns and COVID 19, internet access allows students to continue learning remotely

How Can Internet Use Enhance Learning?

The school internet access is designed expressly for pupil use and includes Drey Tek filtering appropriate to the age of our pupils. Children will be taught what internet use is acceptable and what is not and given clear objectives for internet use. Internet access will be planned to enrich and extend learning activities. Staff will guide pupils in online activities that will support learning outcomes planned for the pupils' age and maturity. Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

Good Habits

E safety depends on effective practice at a number of levels:

- Responsible ICT use by all staff and pupils; encouraged by education and made explicit through published policies.
- Sound implementation of E-safety policy in both administration and curriculum, including secure school network design and use.
- Safe and secure broadband from the provider including the effective management of content filtering.

Dangers To Consider

Some of the dangers children may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to/loss of/sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet
- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- Cyberbullying
- Access to unsuitable video/internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so

that they have the confidence and skills to face and deal with these risks. We must demonstrate that we provide the necessary safeguards to help ensure that we have done everything that could reasonably be expected of us to manage and reduce these risks. The E-safety policy that follows explains how we intend to do this.

Farrowdale House School E Safety And Internet Usage Policy

Internet Access And Responsibility

- All staff must read and sign the Staff Acceptable ICT Use Agreement found in the Staff Code of Conduct before using any school ICT resource
- Parents are informed that pupils will be provided with supervised internet access.
- Parents will be able to access a copy of the Pupil Acceptable ICT Use Agreement which their children will have read with their teachers
- If staff or pupils discover unsuitable sites, the URL, time and content must be reported to the Designated Safeguarding Lead and network manager who will investigate and take appropriate action, liaising with broadband provider if necessary
- School will ensure that the use of internet derived materials by pupils and staff complies with copyright law
- Pupils should be taught to be critically aware of the materials they are shown and how to validate information before accepting its accuracy.

Email & Online Collaboration

- Pupils may only use approved accounts on the school system
- Google Classroom accounts have been created for those children in the juniors who have used it to access home learning, with enhanced safeguarding measure in place to ensure our pupils safety as much as possible
- Pupils must immediately tell a teacher if they receive offensive messages
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission
- Pupils may must not access others pupil's accounts or files
- Whole class or group email addresses should be used in school
- Pupils must be responsible for their own behaviour on the internet, just as they are anywhere else in the school. This includes the materials they choose to access, and the language they use.
- Pupils must not deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher, so that the school can block further access to the site.
- Pupils are expected not to use any rude or offensive language in their email communications, and contact only people they know or those the teacher has approved.
- They will be taught the rules of etiquette for email and will be expected to follow them.
- Pupils must ask permission before accessing the internet and have a clear idea of why they are using it.
- No program files may be downloaded from the internet to the computer, to prevent corruption of data and to avoid viruses
- Pupils must not bring in USBs from home for use in school without permission. This is for both legal and security reasons. USBs should be virus scanned before use.
- Access in school to external personal email accounts may be blocked

Social Networking

- At Farrowdale, we block/filter access to social networking sites and newsgroups unless a specific use is approved

- Pupils are advised never to give out personal details of any kind which may identify them or their location
- Pupils are advised not to place personal photos on any social network space
- Pupils are advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.
- Pupils are encouraged to invite known friends only and deny access to others
- Pupils and parents are made aware that some social networks are not appropriate for children of primary school age and the legal age to hold accounts on many such as YouTube or Instagram is 13 years old

Filtering

- The school will work in partnership with our internet Service Provider to ensure filtering systems are as effective as possible without overblocking.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and their risks assessed
- Mobile phones will not be used for personal use during lessons or formal school time on the school site.
- The sending of abusive or inappropriate text messages or photos (sexting) is forbidden

Published Content & The School Website

- The contact details on the web site should be the school address, email and telephone number. Staff or pupils personal information will not be published.
- The Proprietor will take overall editorial responsibility and ensure that content is accurate and appropriate

Information System Security

- School ICT systems capacity and security will be reviewed regularly
- Virus protection will be installed and updated regularly
- Security strategies will be discussed with our technical support team and broadband provider if necessary

Protecting Personal Data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998. Please see our Data Protection policy.

Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate material.
- However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of internet access.

Handling E safety Complaints

- Complaints of internet misuse must follow the school's complaints procedure
- Complaints of a child protection nature must be dealt with in accordance with school child protection and safeguarding procedures
- Parents will be able to view the complaints procedure through the school's website

Communication Of E safety And Internet Usage Policy

Pupils

- Pupils will sign an Acceptable Use Agreement
- Rules for internet access will be posted in the ICT suite
- Pupils will be informed that internet use will be monitored
- Pupils will be reminded of E safety rules regularly – especially when using the internet
- Pupils in KS1 and KS2 will learn about staying safe on-line and the dangers of cyberbullying and sexting- even if pupils in particular faith communities are not meant to use mobile phones or have limited access to the internet- using technology as part of their Computing, RSE and PHSE curriculum each year. This is based on a wide view of what may happens to pupils not only in schools, but also beyond it. Particular attention is paid to school practice that helps our pupils to adjust their behaviours in order to reduce risks and build resilience including to radicalisation. These practices are age appropriate and delivered through a planned component of our curriculum. Children should understand the risks posed by adults or young people who use the internet and social media to bully, groom, abuse or radicalise other people, especially children and young people

Staff

- All staff will be given this E safety Policy and its importance explained
- Staff will sign an Acceptable Use Agreement as found in the Staff Code of Conduct
- Staff should be aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Parents

- Parents' attention will be drawn to the E-safety Policy in communication home and the school website

Reviewed: September 2021

Acceptable Use Agreement for KS1

- ★ I will only use the internet or computer when a teacher or adult is with me
- ★ I will only use my own login and password and I will not tell anyone else what it is
- ★ I will not look at or delete other people's files
- ★ I will not bring in memory sticks from home
- ★ If I see anything that upsets me, I will tell an adult
- ★ I will not give out any details about me – like my name or address
- ★ I know school will check my computer and be able to see what I am doing and what sites I have visited
- ★ If I break these rules I know I may be stopped from using the internet and/or computers

Acceptable Use Agreement for KS2

- ★ I will use the school computers and technology sensibly
- ★ I will ask permission from an adult before I look at the internet
- ★ I will only log on using my own username and password which I will keep confidential
- ★ I will only look at my own work and not delete anyone else's files
- ★ I will not bring in a USBs from home
- ★ I will only email people I know
- ★ I will always be polite and use appropriate language when emailing or sending messages on the computer
- ★ I will not give out my personal information or arrange to meet anyone
- ★ If I think anything on the internet upsets me or a stranger sends me a message, I will tell an adult
- ★ I know school will check my computer and be able to see what I am doing and what sites I have visited
- ★ If I break these rules I know I may be stopped from using the internet and/or computers

Use of Communication and Information Technology In School

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks / disadvantages:

	Staff			Pupils		
Communication Technologies	Allowed	Allowed with permission	Not Allowed	Allowed	Allowed with permission	Not Allowed
Mobile phones brought to school	*					*
Use of mobile phones in lessons			*			*
Use of mobile phones in social time	*					*
Taking photos on mobile phones			*			*
Use of school handheld devices	*				*	
Use of chat room/ facilities			*			*
Use of instant messaging		*				*
Use of social networking sites		*				*

Use of blogs			*			*
Use of secure learning platforms to collaborate	*				*	

When using email the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any email or electronic message that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email
- Any digital communication between staff and parents must be professional in tone and content
- Students should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.