



# E-Safety & Acceptable Use

Policy updated by:	J Bogges & J Meer
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Agreed by Headteacher:	N Anderson



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## Introduction

Leicester Primary PRU believes in the educational benefits of curriculum Internet use as part of its commitment to ensuring pupils are taught 21st Century learning skills whilst in school at Leicester Primary PRU. Its purpose 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, including providing information to parents and carers. The Internet and digital technologies allow all those involved in the education of children and young people to promote creativity, stimulate awareness and enhance learning.

As part of our commitment to learning and achievement we at the Leicester City Primary PRU want to ensure that the Internet and other digital technologies are used to:

- Raise educational standards and promote pupil achievement.
- Develop the curriculum and make learning exciting and purposeful.
- Enable pupils to gain access to a wide span of knowledge in a way that ensures their safety and security.
- Enhance and enrich their lives and understanding.
- Work alongside our families to support our pupils in accessing remote/home learning and online learning platforms.

Leicester City Primary PRU, as part of this policy, holds steadfastly to the ethos that there should be an equitable learning experience for all pupils using ICT technology. We recognise that ICT can allow pupils with additional needs increased access to the curriculum and other aspects related to learning.

Leicester City Primary PRU is committed to ensuring that all its pupils will be able to use existing, as well as up and coming technologies safely. We are also committed to ensuring that all those who work with children and young people, as well as their parents, are educated as to the risks that exist so that they can take an active part in safeguarding children.

The nominated senior person for the implementation of the PRU's E-safety policy is Nicola Anderson.

- All PRU Management Committee members, teaching and non-teaching staff, pupils and parents should have an understanding of what E-safety and Acceptable Use of Internet is.
- All members and teaching and non-teaching staff should know what the PRU policy is on E-safety and Acceptable Use of Internet, and follow it at all times.



- All pupils and parents should know what the PRU policy is on E-safety and Acceptable Use of Internet, and what they should do if the policy is compromised.
- At Leicester City Primary PRU we take E-safety and Acceptable Use of Internet seriously. Pupils and parents should be assured that they will be supported if this policy is compromised in any way.

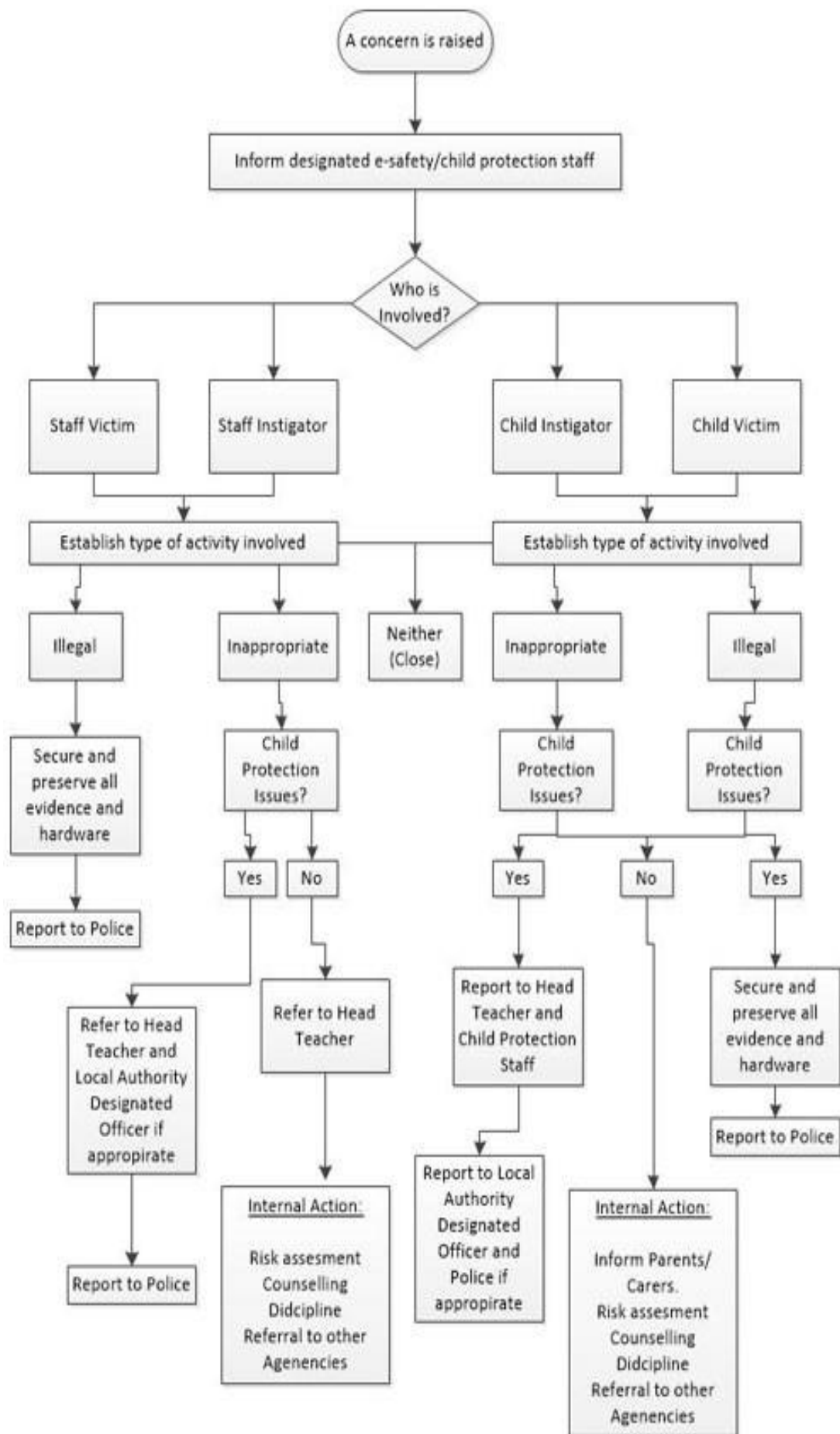
## Scope of Policy

The policy applies to:

- All pupils;
- All teaching and support staff (including peripatetic), school governors and volunteers;
- All aspects of the School's facilities where they are used by voluntary, statutory or community organisations.

Leicester City Primary PRU will ensure that the following elements are in place as part of its safeguarding responsibilities to pupils:

- A list of authorised persons who have various responsibilities for E-safety;
- A range of policies including acceptable use policies that are frequently reviewed and updated;
- Information to parents that highlights safe practice for children and young people when using the Internet and other digital technologies;
- Adequate training for staff and volunteers;
- Adequate supervision of pupils when using the Internet and digital technologies;
- Education that is aimed at ensuring safe use of Internet and digital technologies;
- A reporting procedure for abuse and misuse.





## Infrastructure and Technology

### **Partnership working**

Leicester City Primary PRU recognises that as part of its safeguarding responsibilities there is a need to work in partnership. One of our major partners is the East Midlands Broadband Community (EMBC) who provide the network, services and facilities that support the communication requirements of the East Midlands learning community. As part of our commitment to partnership working, we fully support and will continue to work with EMBC to ensure that pupil and staff usage of the Internet and digital technologies is safe.

Another one of our major partners is Ekte. Ekte will work alongside Leicester City Primary PRU to monitor and maintain systems to a standard to best protect staff and students.

Leicester City Primary PRU will, as part of its wider safeguarding responsibilities, seek to ensure that voluntary, statutory and community organisation take an approach to their activities that see the welfare of the child as paramount. To this end, we expect any organisation using the school's ICT or digital technologies to have appropriate policies and procedures that are aimed at safeguarding children and young people and reporting concerns.

## Policies and Procedures

Leicester City Primary PRU understand that effective policies and procedures are the backbone to developing a whole-school approach to E-safety. The policies that exist within the PRU are aimed at providing a balance between exploring the educational potential of new technologies safeguarding pupils.

### **Use of Internet Facilities, Mobile and Digital Technologies**

Leicester City Primary PRU will seek to ensure that Internet, mobile and digital technologies are used effectively for their intended educational purpose, without infringing legal requirements or creating unnecessary risk.

Leicester City Primary PRU expects all staff and pupils to use the Internet, mobile and digital technologies responsibly and strictly according to the following conditions. *For the purposes of this document, Internet usage means any connection to the Internet via web browsing, external email, news groups or messaging services, mobile technologies e.g. mobile phone, including Bluetooth applications, PDA's etc.*

These expectations are also applicable to any voluntary, statutory and community organisations that makes use of the school's ICT facilities and digital technologies.



### **Users shall not:**

- Visit Internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:
  - Indecent images of children;
  - Promoting discrimination of any kind;
  - Promoting racial or religious hatred;
  - Promoting illegal acts;
  - Any other information which may be offensive to peers or colleagues e.g. abusive images; promotion of violence; gambling; criminally racist or religious hatred material.
- Post, share, comment or publicly support derogatory comments or views about Leicester City Primary PRU staff, students or wider community.

If unsure of appropriate use, users will seek advice from leadership team or ICT technical support.

The PRU recognises that in certain planned curricular activities, access to otherwise deem inappropriate sites may be beneficial for educational use. In such circumstances, there is an expectation that access is pre-planned and recorded and also permission is given by senior leaders, so that the action can be justified, if queries are raised later.

Incidents which appear to involve deliberate access to websites, newsgroups and online groups that contain the following material will be reported to the Police:

- Images of child abuse (images of children whether they are digital or cartoons, apparently under 16 years old, involved in sexual activity or posed to be sexually provocative);
- Adult material that potentially breaches the Obscene Publications Act in the UK;
- Criminally racist or anti-religious material;
- Violence and bomb making;
- Illegal taking or promotion of drugs;
- Software piracy;
- Other criminal activity.

### **In addition, users may not:**

- Use the EMBC or an equivalent broadband provider's facilities for running a private business;
- Enter into any personal transaction that involves EMBC or member Local Authorities in any way;
- Visit sites that might be defamatory or incur liability on the part of EMBC or member Local Authorities or adversely impact on the image of EMBC;



- Upload, download, or otherwise transmit (make, produce or distribute) commercial software or any copyrighted materials belonging to third parties outside of EMBC, or to EMBC itself;
- Reveal or publicise confidential or proprietary information, which includes but is not limited to:
  - financial information, personal information, databases and the information contained therein, computer/network access codes, and business relationships;
- Intentionally interfere with the normal operation of the Internet connection, including the propagation of computer viruses and sustained high volume network traffic (sending or receiving of large files or sending and receiving of large numbers of small files or any activity that causes network congestion) that substantially hinders others in their use of the Internet;
- Use the Internet for soliciting, representing personal opinions or revealing confidential information or in any other way that could reasonably be considered inappropriate.
- Transmit unsolicited commercial or advertising material either to other user organisations, or to organisations connected to other networks, save where the material is embedded within, or is otherwise part of, a service to which the member of the user organisation has chosen to subscribe.
- Assist with unauthorised access to facilities or services accessible via EMBC
- Undertake activities with any of the following characteristics:
  - wasting staff effort or networked resources, including time on end systems accessible via the EMBC network and the effort of staff involved in support of those systems;
  - corrupting or destroying other users' data;
  - violating the privacy of other users;
  - disrupting the work of other users;
  - using the EMBC network in a way that denies service to other users (for example, deliberate or reckless overloading of access links or of switching equipment);
  - continuing to use an item of networking software or hardware after EMBC has requested that use cease because it is causing disruption to the correct functioning of EMBC;
  - other misuse of the EMBC network, such as introduction of viruses.
- Use any mobile or digital technologies 3G or mobile Internet services in any way to intimidate, threaten or cause harm to others. Moreover, mobile technologies should not be used to access inappropriate materials or encourage activities that are dangerous or illegal.

Where EMPSN/KCOM (provider of Internet connectivity and associated services to schools) and/or EMBC become aware of an illegal act or an attempted illegal act, they will have to comply with the law as it applies and will take action directed by the police if a Regulation of Investigatory Powers Act (RIPA) Notice is issued.





## Reporting Abuse

There will be occasions when either a pupil or an adult within the school receives an abusive email or accidentally accesses a website that contains abusive material. When such a situation occurs, the expectation of the school is that the pupil or adult should be report the incident **immediately**.

The PRU also recognises that there will be occasions where pupils will be the victims of inappropriate behaviour that could lead to possible or actual significant harm, in such circumstances Leicester Safeguarding Children Partnership Board Procedures should be followed. The response of the School will be to take the reporting of such incidents seriously and where judged necessary, the Designated Senior Person for Child Protection within the School will refer details of an incident to the lead agencies involved in safeguarding children, namely Children's Social Care and the Police.

The PRU, as part of its safeguarding duty and responsibilities will, in accordance with LSCP B Procedures assist and provide information and advice in support of child protection enquiries and criminal investigations. Further advice and support can be found in our Managing allegations against Staff policy and our Child Protection and Safeguarding policy.

## Education and Training

Leicester City Primary PRU recognises that the Internet and other digital technologies can transform learning; help to improve outcomes for children and young people; promote creativity; all of which add up to a more exciting and challenging classroom experience.

As part of achieving this we want to create within Leicester City Primary PRU an accessible system, with information and services online, which support personalised learning and choice. However, we realise that it will be necessary for our pupils to have the skills of critical awareness, digital literacy and good online citizenship to enable them to use the Internet and other digital technologies safely.

To this end, Leicester City Primary PRU will:

- Enable all pupils to exercise the skills of critical awareness, digital literacy and good online citizenship as part of the school curriculum.
- Educate school staff so that they are equipped to support pupils in gaining positive experiences when online and can help pupils develop strategies if they encounter a problem.
- Support parents in gaining an appreciation of Internet safety for their children and provide them with relevant information on the policies and procedures



that govern the use of Internet and other digital technologies within the school.

### **Parents/Carers**

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way, including supporting their child during periods of blended learning. The school will take every opportunity to help parents understand these issues through e-safety workshops, newsletters, letters, website, closed Facebook group and information about national/local e-safety campaigns/literature.

Parents and carers will be encouraged to support the school in promoting good e-safety practice and to follow guidelines on the appropriate use of:

- Digital and video images taken at school events
- Access to parents' sections of the website and our closed Facebook group
- The use of their children's personal devices in the taxi (which remains the responsibility of the parent/carer and NOT the PRU).

### **Standards and Inspection**

Leicester City Primary PRU recognises the need to have regular inspections of policies and procedures in order to ensure that its practices are effective and that the risks to pupils are minimised.

### **Monitoring**

Monitoring the safe use of the Internet and other digital technologies goes beyond the personal use of the Internet and electronic mail a pupil or member of staff may have. Leicester City Primary PRU recognises that in order to develop an effective whole school E-safety approach there is a need to monitor patterns and trends of use inside school and outside school (Education and Inspections Act 2006, Section 89(5)).

With regard to monitoring trends, within the school (or when using school's equipment or data) and individual use by school staff and pupils, Leicester City Primary PRU will audit the use of the Internet and electronic mail in order to ensure compliance with this policy. The monitoring practices of the school are influenced by a range of national and Local Authority guidance documents and will include the monitoring of content and resources via Securus.

Another aspect of monitoring, which our school will employ, is the use of mobile technologies by pupils, particularly where these technologies may be used to cause



harm to others, e.g. bullying (see anti-bullying policy for further information). We will also ensure that school staff understand the need to monitor our pupils, and where necessary, support individual pupils where they have been deliberately or inadvertently been subject to harm.

## Sanctions

Leicester City Primary PRU has been careful to develop in conjunction with its partners, policies and procedures to support the innocent in the event of a policy breach and enable the School to manage such situations in, and with, confidence.

Where there is inappropriate or illegal use of the Internet and digital technologies, the following sanctions will be applied:

- **Child / Young Person**
  - The child/young person will be disciplined according to the behaviour policy of the school, which could ultimately include the use of Internet and email being withdrawn.
  - Serious breaches may lead to the incident being reported to the Police or other regulatory bodies, for instance, illegal Internet use or child protection concerns.
- **Adult (Staff and Volunteers)**
  - The adult may be subject to the disciplinary process, if it is deemed he/she has breached the policy
  - Serious breaches may lead to the incident being reported to the Police or other regulatory bodies, for instance, illegal Internet use or child protection concerns.

If inappropriate material is accessed, users are required to immediately report this to the ICT Department and EMBC so this can be taken into account for monitoring purposes.

## Working in Partnership with Parents and Carers

Leicester City Primary PRU is committed to working in partnership with parents and carers and understand the key role they play in the Internet safety of their children, through promoting Internet safety at home and elsewhere.

We at Leicester City Primary PRU also appreciate that there may be some parents who are concerned about the use of the Internet, email and other digital technologies in school. In such circumstances school staff will meet with parents and carers to discuss their concerns and agree upon a series of alternatives that will allow their



child to fully access the curriculum, whilst remaining safe.



## Staff and Volunteer Acceptable Use Policy Agreement

### **Leicester City Primary PRU Policy**

New technologies have become integral to the lives of children and young people in today's society, both within Leicester City Primary PRU and in their lives outside the PRU. 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. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

### **This Acceptable Use Policy is intended to ensure:**

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that Leicester City Primary PRU ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The Leicester City Primary PRU will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students learning and will, in return, expect staff and volunteers to agree to be responsible users.

### **Acceptable Use Policy Agreement:**

I understand that I must use Leicester City Primary PRU ICT systems / equipment 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. I recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

### **For my professional and personal safety:**

- I understand that the Leicester City Primary PRU will monitor my use of the ICT systems, email and other digital communications.



- I understand that the rules set out in this agreement also apply to use of Leicester City Primary PRU ICT systems (eg laptops, email, VLE etc) out of Leicester City Primary PRU.
- I understand that the Leicester City Primary PRU ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the Leicester City Primary PRU
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident; I become aware of, to the appropriate person.

### **I will be professional in my communications and actions when using Leicester City Primary PRU ICT systems:**

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the Leicester City Primary PRU's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the Leicester City Primary PRU website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in Leicester City Primary PRU in accordance with the PRU's policies.
- I will only communicate with students / pupils and parents / carers using official Leicester City Primary PRU systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

### **The Leicester Primary PRU and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the Leicester City Primary PRU:**

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc) in Leicester City Primary PRU, I will follow the rules set out in this agreement, in the same way as if I was using Leicester City Primary PRU equipment. I will also follow any additional rules set by the



Leicester City Primary PRU about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

- I will not use personal email addresses on the Leicester City Primary PRU ICT systems.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes before contacting our ICT support team's approval.
- I will ensure that my data is regularly backed up, in accordance with relevant Leicester City Primary PRU policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- 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 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, unless this is allowed in Leicester City Primary PRU policies
- I will not disable or cause any damage to Leicester City Primary PRU equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Leicester City Primary PRU / LA Personal Data Policy where personal data is transferred outside the secure Leicester City Primary PRU network, it must be encrypted. See DPO / Data Protection
- I understand that data protection policy requires that any staff or student / pupil data, to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by Leicester City Primary PRU policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not use or attempt to use an external flash drive unless approved by ICT Team/Leadership
- *Any approved flash drive will be encrypted and approved by technical support*
- *Any Personal device that has access to school data need sufficient password protection and Anti-Virus.*

### **When using the internet in my professional capacity or for Leicester City Primary PRU sanctioned personal use:**

- I will 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 download or distribute copies (including music and videos).

**I understand that I am responsible for my actions in and out of Leicester City Primary PRU:**

- I understand that this Acceptable Use Policy applies not only to my work and use of Leicester City Primary PRU ICT equipment in Leicester City Primary PRU, but also applies to my use of Leicester City Primary PRU ICT systems and equipment out of Leicester City Primary PRU and my use of personal equipment in Leicester City Primary PRU or in situations related to my employment by the Leicester City Primary PRU.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Leicester City Primary PRU's Management Committee and / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the Leicester City Primary PRU ICT systems (both in and out of Leicester City Primary PRU) and my own devices (in Leicester City Primary PRU and when carrying out communications related to the Leicester City Primary PRU) within these guidelines.

**Staff / Volunteer Name:**

**Signed:**

**Date:**