

**WALTHAMSTOW  
MONTESSORI SCHOOL  
E-Safety Policy**

## Introduction

The potential that technology has to impact on the lives of all citizens increases each year. This is probably more true for children, who are generally more open to developing technologies than many adults. In many areas technology is transforming the way that schools teach and that children learn. At home, technology is changing the way children live and the activities in which they choose to partake; these trends are set to continue.

While developing technology brings many opportunities, it also brings risks and potential dangers of which these are just a few:

- 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
- Cyber-bullying
- 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 social and emotional development and learning.

This policy sets out how we strive to keep children safe with technology while they are in our school. We recognise that children are often more at risk when using technology at home (where we have no control over the technical structures we put in place to keep them safe) and so this policy also sets out how we also educate children of the potential risks. We also explain how we attempt to inform those people who work with our children beyond the school environment (parents/carers, friends and the wider community) to be aware and to assist in this process.

## Policy and leadership

This section begins with an outline of the **key people responsible** for developing our E-Safety Policy and keeping everyone safe with ICT. It also outlines the core responsibilities of all users of ICT in our school.

It goes on to explain **how we maintain our policy** and then to outline **how we try to remain safe while using different aspects of ICT**

### **Responsibilities:**

The Principal and Head of School will be responsible for:

- Reviewing and monitoring this e-safety policy
- Considering any issues relating to school filtering
- Discussing any e-safety issues that have arisen and how they should be dealt with
- Arranging for staff training
- Assisting staff in planning e-safety training for pupils
- Surveying parents/carers to assess e-safety advice, needs and requirements
- Creating and keeping e-safety incident logs

## Responsibilities: classroom-based staff

Teaching and Support Staff are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices
- they have read, understood and signed the school's Acceptable Use Policy for staff
- they report any suspected misuse or problem to the Principal and Head of School
- e-safety issues are embedded in the curriculum and other school activities.

## Policy development, monitoring and review

This e-safety policy has been developed by a working group made up of Principal/Head of School/representative teacher

## Schedule for development / monitoring / review of this policy

The implementation of this e-safety policy will be monitored by the:	Principal/Head of School
Staff training will take place at regular intervals	No less than Annually
A parent survey will be sent to all parents/carers to advise them of our position on e-safety and ask for feedback on their own requirements to further understand e-safety. A copy of our e-policy will be sent to all parents/carers A copy of our e-safety leaflet will be sent to all parents/carers	Annually  Annually
The e-safety policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place. The next anticipated review date will be:	Spring 2021
Should serious e-safety incidents take place, the following external persons / agencies should be informed:	Waltham Forest Safeguarding Children Board e-safety representative  Metropolitan Police

## Policy Scope

This policy applies to all members of the school community (including staff, pupils, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of school.

The Education and Inspections Act 2006 empowers head teachers, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safety behaviour that take place out of school.

### **Acceptable Use Policies**

All members of the school community are responsible for using the school ICT systems in accordance with the appropriate acceptable use policy, which they will be expected to sign before being given access to school systems.

Acceptable use policies are revisited annually and amended accordingly in the light of new developments and discussions with the children which take place at the time.

Induction policies for all members of the school community include this guidance.

### **Self Evaluation**

Evaluation of e-safety is an on-going process and links to other self-evaluation tools used in school in particular to pre-Ofsted evaluations along the lines of the Self Evaluation Form (SEF). The views and opinions of all stakeholders (pupils, parent, teachers ...) are taken into account as a part of this process.

### **Whole School approach and links to other policies**

This policy has strong links to other school policies as follows:

#### **Core ICT policies**

**ICT Policy**            How ICT is used, managed, resourced and supported in our school

#### **Other policies relating to e-safety**

**Anti-bullying**        How our school strives to illuminate bullying – link to cyber bullying

**PSHE**                E-Safety has links to this – staying safe

**Safeguarding**      Safeguarding children electronically is an important aspect of E-Safety. The e-safety policy forms a part of the school's safeguarding policy

**Behaviour**         Linking to positive strategies for encouraging e-safety and sanctions for disregarding it

**Peer on Peer abuse** How the school helps prevent children from being at risk of harm

### **Illegal or inappropriate activities and related sanctions**

The school believes that the activities listed below are inappropriate in a school context (**those in bold are illegal**) and that users should not engage in these activities when using school equipment or systems (in or out of school).

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- **child sexual abuse images (illegal - The Protection of Children Act 1978)**
- **grooming, incitement, arrangement or facilitation of sexual acts against children (illegal – Sexual Offences Act 2003)**
- **possession of extreme pornographic images (illegal – Criminal Justice and Immigration Act 2008)**
- **criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) (illegal – Public Order Act 1986)**
- pornography
- promotion of any kind of discrimination

- promotion of racial or religious hatred
- threatening behaviour, including promotion of physical violence or mental harm
- any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute

Additionally the following activities are also considered unacceptable on ICT kit provided by the school:

- Using any school systems to run a private business
- Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)
- Creating or propagating computer viruses or other harmful files
- Carrying out sustained or instantaneous high-volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet
- On-line gambling and non-educational gaming
- Use of personal social networking sites / profiles for non-educational purposes

If members of staff suspect that misuse might have taken place, but that the misuse is not illegal (see above) it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation.

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows:

<b>Pupil sanctions</b>	Refer to class teacher	Refer to e-safety coordinator	Refer to head teacher	Refer to Police	Refer to e-safety coordinator for	Inform parents / carers	Removal of network / internet access	Warning	Further sanction e.g. detention / exclusion
<b>Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).</b>	✓	✓	✓		✓	✓	✓	✓	✓
Unauthorised use of non-educational sites during lessons	✓				✓		✓		
Unauthorised use of mobile phone / digital camera / other handheld device	✓		✓			✓			
Unauthorised use of social networking / instant messaging / personal email	✓				✓				
Unauthorised downloading or uploading of files	✓				✓				
Allowing others to access school network by sharing username and passwords	✓	✓	✓		✓		✓		
Attempting to access the school network, using another pupil's account	✓	✓	✓		✓		✓		
Attempting to access or accessing the school network, using the	✓	✓	✓				✓		

account of a member of staff									
Corrupting or destroying the data of other users	✓	✓	✓			✓	✓	✓	
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	✓	✓	✓			✓		✓	
Continued infringements of the above, following previous warnings or sanctions	✓	✓	✓	✓		✓	✓	✓	✓
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	✓	✓	✓			✓		✓	
Using proxy sites or other means to subvert the school's filtering system	✓	✓	✓		✓		✓	✓	
Accidentally accessing offensive or pornographic material and failing to report the incident	✓	✓	✓		✓	✓			
Deliberately accessing or trying to access offensive or pornographic material	✓	✓	✓	✓	✓	✓	✓	✓	✓
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	✓	✓	✓		✓	✓	✓	✓	

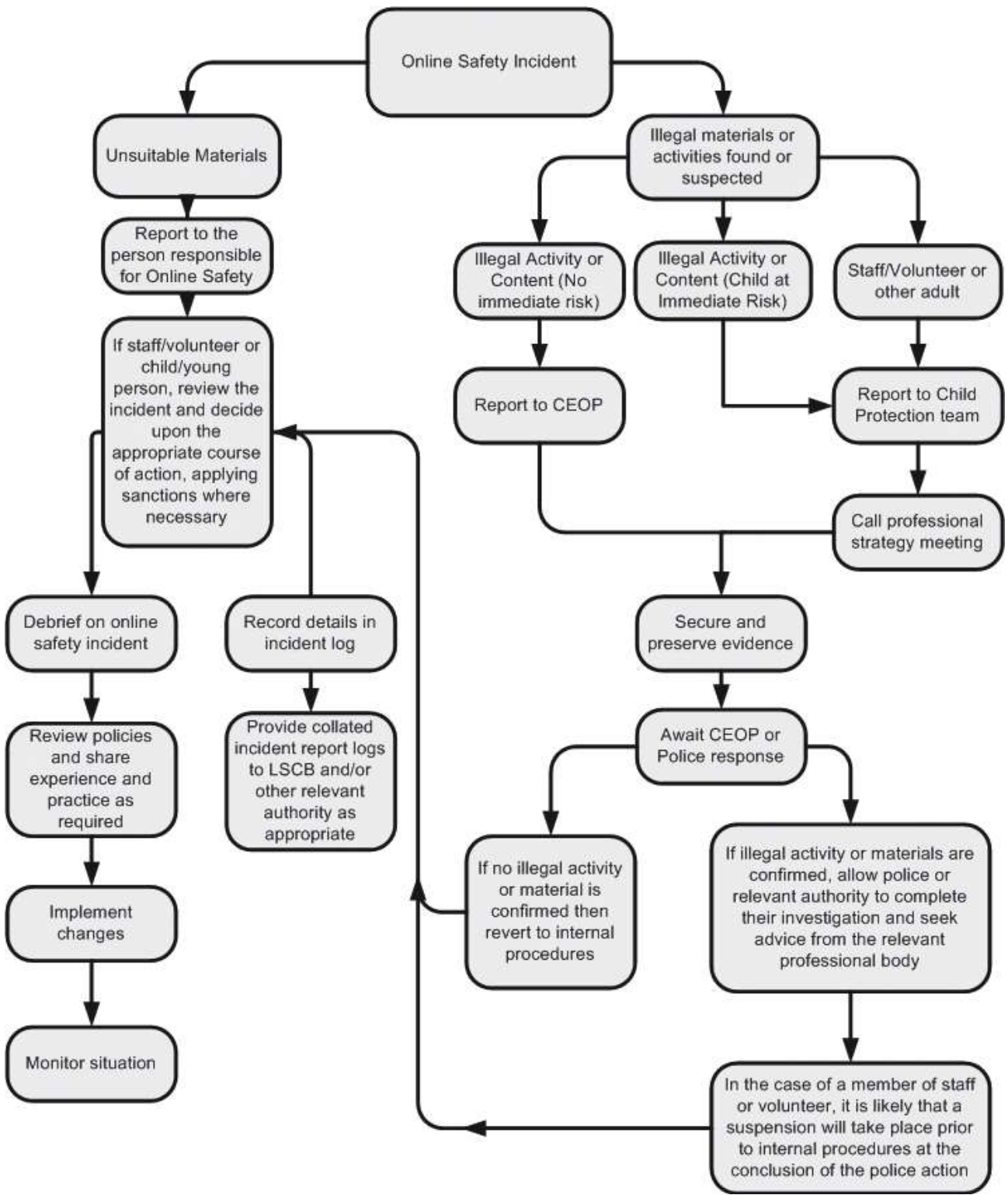
## Staff sanctions

	Refer to Head of School	Refer to Principal	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
<b>Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).</b>	✓	✓	✓	✓	✓	✓	✓	✓
Excessive or inappropriate personal use of the internet / social networking sites / instant messaging / personal email	✓	✓			✓	✓		
Unauthorised downloading or uploading of files	✓	✓			✓	✓		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	✓	✓				✓		
Careless use of personal data eg holding or transferring data in an insecure manner	✓	✓				✓		
Deliberate actions to breach data protection or network security rules	✓	✓			✓	✓	✓	
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	✓	✓	✓			✓	✓	✓
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	✓	✓	✓			✓	✓	
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with pupils	✓	✓	✓			✓		

Actions which could compromise the staff member's professional standing	✓	✓				✓		
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	✓	✓				✓		
Using proxy sites or other means to subvert the school's filtering system	✓	✓			✓	✓	✓	
Accidentally accessing offensive or pornographic material and failing to report the incident	✓	✓			✓	✓		
Deliberately accessing or trying to access offensive or pornographic material	✓	✓	✓		✓	✓	✓	
Breaching copyright or licensing regulations	✓	✓				✓		
Continued infringements of the above, following previous warnings or sanctions	✓	✓	✓			✓	✓	✓

### Reporting of e-safety breaches

It is hoped that all members of our school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse:





## **Audit / Monitoring / Reporting / Review**

The E-Safety coordinator will ensure that full records are kept of incidents involving the searching for and of mobile phones and electronic devices and the deletion of data / files.

## **Use of hand-held technology (personal phones and hand held devices)**

We recognise that the area of mobile technology is rapidly advancing and it is our school's policy to review its stance on such technology on a regular basis. Currently our policy is this:

- Members of staff are permitted to bring their personal mobile devices into school. They are required to use their own professional judgement as to when it is appropriate to use them. Broadly speaking this is:
  - Personal phones and other handheld devices must be stored securely and not used or be present during contact time with children
  - Members of staff are free to use these devices in school, outside teaching time in a secure place away from children.
- Pupils are not currently permitted to bring their personal hand-held devices into school.

## **Introduction**

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so. It is therefore important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school.

## **Monitoring**

- No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the school network and on school equipment.

## **E-safety education**

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience. This is particularly important for helping children to stay safe out of school where technical support and filtering may not be available to them.

E-Safety education will be provided in the following ways:

- A gradual and planned e-safety programme should be provided as part of ICT, PHSE and other lessons and should be regularly revisited – this will cover both the use of ICT and new technologies in school and outside school
- We use the resources on CEOP's Think U Know site as a basis for our e-safety education <http://www.thinkuknow.co.uk/teachers/resources/> (Hector's World at KS1 and Cyber Café at KS2)
- Key e-safety messages should be reinforced through further input via assemblies and pastoral activities as well as informal conversations when the opportunity arises.
- Pupils should be helped to understand and encouraged to adopt safe and responsible use of ICT both within and outside school.
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

- Where pupils are allowed to freely search the internet, e.g. using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.

### **Information literacy**

- Pupils should be taught in all lessons to be critically aware of the content they access on-line and be guided to validate the accuracy of information by employing techniques such as:
  - Checking the likely validity of the URL (web address)
  - Cross checking references (can they find the same information on other sites)
  - Checking the pedigree of the compilers / owners of the website
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Pupils are taught how to make best use of internet search engines to arrive at the information they require
- We use the resources on CEOP's Think U Know site as a basis for our e-safety education <http://www.thinkuknow.co.uk/teachers/resources/> (Hector's World at KS1 and Cyber Café at KS2)

### **Staff training**

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of e-safety training for all staff
- Formalised and certified e-safety training for no less than 5 members of school staff each year.
- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and acceptable use policies which are signed as part of their induction

### **Parent and carer awareness raising**

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring and regulation of the children's on-line experiences. Parents/carers often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it.

The school will therefore seek to provide information and awareness to parents and carers through:

- Letters, newsletters, web site
- Annual questionnaire to assess knowledge and if training is needed
- Point parents/carers in the direction of help if required
- Offer training if required
- Send out our own e-safety leaflet
- Reference to the parents/carers materials on the Think U Know website ([www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)) or others

## Acceptable use policy agreement templates

### Acceptable use policy agreement – pupil KS1

**This is how we stay safe when we use computers:**

- I will ask an adult if I want to use the computer.
- I will only use activities that an adult says are OK.
- I will take care of the computer and other equipment.
- I will ask for help from an adult if I am not sure what to do or if I think I have done something wrong.
- I will tell an adult if I see something that upsets me on the screen.
- I know that if I break the rules, I might not be allowed to use a computer.

I understand these computer rules and will do my best to keep them

My name:		Date
R - Signed (child):		
Y1 - Signed (child):		
Y2- Signed (child):		

### Acceptable use policy agreement – pupil (KS2)

I understand that while I am a member of WMS I must use technology in a responsible way.

**For my own personal safety:**

- I understand that my use of technology (especially when I use the internet) will, wherever possible be supervised and monitored
- I understand that my use of the internet will be monitored
- I will keep my password safe and will not use anyone else's (even with their permission)
- I will keep my own personal information safe as well as that of others
- I will tell a trusted adult if anything makes me feel uncomfortable or upset when I see it online

**For the safety of others:**

- I will not interfere with the way that others use their technology
- I will be polite and responsible when I communicate with others

- I will not take or share images of anyone without their permission

**For the safety of the school:**

- I will not try to access anything illegal
- I will not download anything that I do not have the right to use
- I will only use my own personal ICT kit if I have permission and then I will use it within the agreed rules
- I will not deliberately bypass any systems designed to keep the school safe (such as filtering of the internet)
- I will tell a responsible person if I find any damage or faults with technology, however this may have happened
- I will not attempt to install programmes on ICT devices belonging to the school unless I have permission
- I will only use social networking, gaming and chat through the sites the school allows

I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow these guidelines:

Name:		Date
Y3: Signed		
Y4: Signed		
Y5: Signed		
Y6: Signed		

**Acceptable use policy agreement – staff & volunteer**

**Background**

Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should have an entitlement to safe internet access at all times.

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. 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 school 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 school ICT systems (laptops, email,) out of school.
- I understand that the school 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 school in the e-safety policy.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the appropriate person. (LORNA MAHONEY OR WENDY PALUMBO)

### **I will be professional in my communications and actions when using school 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 school's policy on the use of digital 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 school 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 school in accordance with the school's policies.
- I will only communicate with pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any online activity that may compromise my professional responsibilities.

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

- I will only use my personal mobile ICT devices as agreed in the e-safety policy and then in the same way as if I was using school equipment. 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 school 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.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies (see e-security policy).
- 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 school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I understand that data protection policy requires that any staff or 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 school 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.

### **When using the internet in my professional capacity or for 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 school:**

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could involve a warning, a suspension, termination of contract and in the event of illegal activities the involvement of the police.

**I have read and understand the above and agree to use the school ICT systems (both in and out of school) within these guidelines.**

Staff / volunteer Name:	
Signed:	
Date:	

**Acceptable use policy agreement and permission forms – parent / carer**

Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should have an entitlement to safe internet access at all times. This Acceptable Use Policy is intended to ensure:

- that children will be responsible users and stay safe while using ICT (especially the internet).
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect them to agree to be responsible users.

Parents/carers are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Child's name	
Parent's name	
Parent's signature:	
Date:	

**Permission for my child to use the internet and electronic communication**

As the parent /carer of the above pupil(s), I give permission for my son/daughter to have access to the internet and to ICT systems at school.

I know that my son/daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also

understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's/daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Parent's signature:	
Date:	

### **Permission to use digital images (still and video) of my child**

The use of digital images (still and video) plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents/carers permission before taking images of members of the school we do this when your child joins us.

As the parent/carer of the above pupil, I agree to WMS taking and using digital images of my child(ren). I understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

I agree to abide by any guidelines imposed by the school about parent/carers own digital or video images at school events, where you are advised that they are permitted.

Parent's signature:	
Date:	

### **Permission to publish my child's work (including on the internet)**

It is our school's policy, from time to time, to publish the work of pupils by way of celebration. This includes on the internet; via the school website.

As the parent/carer of the above child I give my permission for this activity.

Parent's signature:	
Date:	

**Your agreement of consent will carry through the school. If your circumstances change it is your responsibility to inform the school.**

**Our school's e-safety Policy, which contains this Acceptable Use Policy Agreement, and the one signed by your child (to which this agreement refers), is available on the school website.**

(A signed policy is available upon request)

This policy was adopted on dated: 1.03.2016

Signed (Principal):

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Signed (Senior member of school staff):

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Signed (Parent Representative):

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Date of signage: 1<sup>st</sup> June 2020

Date to be Reviewed: 1<sup>st</sup> June 2022